Regular Meeting
Tuesday, August 9, 2022 7:00 PM

Harleton Independent School District
17000 S.H. 154
Harleton, Texas 75651

Agenda

1. Call to Order
2. Roll Call of Board Members
3. Pledge of Allegiance
4. Open Forum
5. Consent Agenda
   - 5.A. Approval of Board Minutes
   - 5.B. Obligations and Vouchers
   - 5.C. Financial Statement
6. Discussion Items
   - 6.A. Discussion of ESSER Use of Funds Plan and RIPICS Plan
   - 6.B. Conduct 2022-2023 Budget Workshop
   - 6.C. Student Handbooks
7. Action Items
   - 7.A. Consider/Take Action on Approving the Interlocal Agreement with the Harrison County Shared Service Arrangement for Special Education Services for the 2022-2023 School Year
   - 7.B. Consider/Take Action on Approval of Property and Casualty Renewal for 2022-2023
   - 7.C. Consider/Take Action on Approving the Hiring of Goff& Herrington, P.C., To Conduct the 2021-2022 School District Independent Financial Audit
   - 7.D. Consider/Take Action on setting August 30, 2022 at 6:30 for Public Hearing Concerning 2022-2023 Budget and Tax Rate
   - 7.E. Consider/Take Action on Pay Scale -Auxiliary
   - 7.F. Consider/Take Action on Harleton ISD Stipend Scale
   - 7.G. Consider/Take Action on Student Code of Conduct at All Campuses
   - 7.H. Consider/Take Action on Harleton ISD Teacher Appraisal Calendar for 2022-2023 School Year
   - 7.I. Consider/Take Action on TASB Endorsement to the TASB Board of Directors
   - 7.J. Consider/Take Action on Update 119
   - 7.K. Consider/Take action on either repairing the current 2006 L3240 Kubota tractor or purchasing a new 2022 L4701HST Kubota tractor
   - 7.L. Consider/Take Action on Proposed Harleton ISD Budget
   - 7.M. Consider/Take Action on Proposed Tax Rate
   - 7.N. Closed Session
     - 7.N.1. Pursuant to Texas Government Code Sections 551.074 for the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee and 551.076 Security- A governmental body may conduct a closed meeting to discuss the deployment, or specific occasions for implementation, of security personnel or devices.

7.O. Consider/Take Action on Approving Additional Members to the School Guardian Program as Presented

8. Superintendent Report
   - 8.A. Enrollment Report
   - 8.B. New Hires
   - 8.C. Resignations
   - 8.D. Quote for Cafeteria
9. Board Input
10. Adjourn

Harleton ISD

Regular Meeting: July 12, 2022

Members Present: Pat Mc Gill
Harvey Fox
Brad Nixon
Brian Degner
Shaun Borden

Members Absent: Kevin Wright and Jacob Muehlstein

The meeting was called to order at 7:00 PM with a roll call of members. The pledge of allegiance was led by Pat Mc Gill and the invocation was offered by Jay Ratcliff.

Open Forum was not held.

The consent agenda was approved by general consent which consisted of:

- Approval of June 21, 2022 Board Minutes
- Obligations and Vouchers
- Financial Statement

Traci Jones presented the STAAR-EOC 21-22 Test Scores.

Discussion on ESSER III 6-Month Review and RIPICS Plan Implementation

- ESSER III 6-Month Review
    1. Survey sent to teachers and staff
    2. Added Curriculum/Special Programs Director
- RIPICS Plan Implementation
    1. Follow Governor's Executive Orders
    2. Fully open schools back
    3. CDC optional guidelines

Motion by Brian Degner and second by Shaun Borden to approve Workers Compensation Plan Year 2022-2023 Renewal Addendum. Voting for: Brad Nixon, Harvey Fox and Pat Mc Gill. Voting against: None. Motion carried.

Motion by Harvey Fox and second by Brad Nixon to approve 2022-2023 Allotment and TEKS Certification Form. Voting for: Shaun Borden, Brian Degner and Pat Mc Gill. Voting against: None. Motion carried.

Motion by Shaun Borden and second by Harvey Fox to approve Holloway Flooring Invoice for the District. Voting for: Pat Mc Gill, Brian Degner and Brad Nixon. Voting against: None. Motion carried.

Motion by Harvey Fox and second by Shaun Borden to approve the Purchase of an Enclosed Trailer to be used for Extracurricular Activities Equipment. Voting for: Brian Degner, Brad Nixon and Pat Mc Gill. Voting against: None. Motion carried.

Motion by Brian Degner and second by Harvey Fox to approve the Addition/Replacement of School Safety and Security Committee and Threat Assessment and Supportive School Team. Voting for: Brad Nixon, Shaun Borden and Pat Mc Gill. Voting against: None. Motion carried.

Motion by Shaun Borden and second by Brad Nixon to approve the Region 7 Purchasing Cooperative Agreement and Resolution. Voting for: Harvey Fox, Brian Degner and Pat Mc Gill. Voting against: None. Motion carried.

Motion by Shaun Borden and second by Brad Nixon to approve the 2022-2023 Region 7 Service Agreements as presented. Voting for: Harvey Fox, Brian Degner and Pat Mc Gill. Voting against: None. Motion carried.

Closed Session was not held.

Superintendent Report

- Update 119
- New Hires
- Summer Project Updates

Motion by Shaun Borden and second by Harvey Fox to adjourn meeting at 8:32 PM. Voting for: Pat Mc Gill, Brian Degner and Brad Nixon. Voting against: None. Motion carried.

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Pat Mc Gill, President Brad Nixon, Secretary

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
010065	07-06-2022	Alphabroder	007106	AX246084	865-00-2190.HS-001-2000HK	BsBall/BsktBall Camp Shirts	63.04	N
			007106	AX232639	865-00-2190.HS-001-2000HK	BsBall/BsktBall Camp Shirts	26.52	N
			007107	AX443084	865-00-2190.HS-001-2000HK	Tennis Camp Shirts	93.76	N
						Totals for Check 010065	**183.32**	
010066	07-06-2022	Wesley Kyle Little	007124		865-00-2190.HS-001-2000HG	Coaches Meals	1,000.00	N
010067	07-06-2022	Varsity Spirit Fashion & Su	006942	10004590	865-00-2190.HS-001-2000HB	megaphones	263.61	N
010068	07-25-2022	Varsity Spirit Fashion & Su	006807	10004442	865-00-2190.HS-001-2000HB	uniforms	6,909.38	N
			006807	100442	865-00-2190.HS-001-2000HB	uniforms	103.64	N
						Totals for Check 010068	**7,013.02**	
010069	07-28-2022	Daniel Osborn	007229	WP41529590	865-00-2190.HS-001-2000H0	football headset box	140.99	N
045244	07-28-2022	Cici's Pizza Longview- Sto	006940	6902	199-36-6412.01-001-291000	Baseball Team Meal Money	101.00	N
045245	07-28-2022	School Specialty, LLC	006752	308103986965	282-11-6399.00-001-211000	Physics Supplies	372.48	N
			006760	308103989074	282-11-6399.00-041-211000	start up supplies 2023	488.94	N
			006682	208129824762	282-11-6399.00-041-211000	2022 math supplies	333.05	N
						Totals for Check 045245	**1,194.47**	
045246	07-28-2022	Music Mountain Water Co	004864	1904788	199-11-6499.01-001-2990HS	Monthly Bottled Water	33.00	N
			004864	1946507	199-11-6499.01-041-2990JH	Monthly Bottled Water	9.00	N
			004864	1947725	199-11-6499.01-101-2990EL	Monthly Bottled Water	9.00	N
						Totals for Check 045246	**51.00**	
045247	07-28-2022	Zana Shaver	007057	Draw 8	199-51-6249.06-999-299000	District wide painting	2,500.00	N
045248	07-28-2022	Balfour HS Letterman Jack	006858	1088880001	199-36-6499.03-001-291000	Letter Jackets	50.00	N
			006777	1088884001	199-36-6499.03-001-291000	Letter Jackets	750.00	N
			006769	1088883001	199-36-6499.05-001-299000	band letter jackets	400.00	N
						Totals for Check 045248	**1,200.00**	
045249	07-28-2022	Classic Stitch	007202	8730	199-36-6399.00-001-291000	Shirts	600.00	N
045250	07-28-2022	checks payable to Ernie M	000106	1002	199-12-6399.00-999-299000	Lamination Film	588.00	N
071101	07-05-2022	Credit Card Center	006989	7957	199-36-6412.00-999-299000	meals for state	2,147.10	N
071102	07-05-2022	Credit Card Center	006965	3827	199-11-6399.14-001-211000	Unraid OS License	39.34	N
			006965	3827	199-11-6399.14-041-211000	Unraid OS License	39.33	N
			006965	3827	199-11-6399.14-101-211000	Unraid OS License	39.33	N
						Totals for Check 071102	**118.00**	
071103	07-05-2022	Credit Card Center	007063	00218	199-41-6499.01-750-299000	Christopher McGill Spray	179.29	N
071104	07-05-2022	Credit Card Center	006866	Amazon Books	199-12-6329.02-999-299000	Amazon requested books	15.39	N
071105	07-05-2022	Credit Card Center	007053	986135	199-11-6399.07-101-211000	office furniture	614.45	N
071106	07-05-2022	Credit Card Center	007061	07838	199-23-6399.00-001-299000	snack summer school	101.80	N
071107	07-05-2022	Credit Card Center	006981	0157	199-36-6499.00-001-2990HS	Field Day	553.46	N
071108	07-05-2022	Credit Card Center	006985	SW2022-0021-	199-12-6411.01-999-299000	Spiceworld Registration	598.00	N
071109	07-05-2022	Credit Card Center	006957	142983432	199-31-6339.00-001-299000	TSI Testing Units	350.00	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
071110	07-05-2022	Credit Card Center	006049	June conference	199-23-6411.00-001-299000	Hotel for TASP June 2022	23.82	N
071111	07-05-2022	Credit Card Center	007078	3970	199-36-6499.00-001-2990HS	Office Lunch	39.70	N
071112	07-05-2022	Credit Card Center	006950	74032	199-23-6411.00-001-299000	Jostens Dinner	60.00	N
071113	07-05-2022	Credit Card Center	007065	027547	199-41-6411.00-701-299000	Admin lunch - Wright on Taco	87.70	N
071114	07-05-2022	Credit Card Center	007015	6299	199-36-6269.00-001-291000	UHaul rental trailer for Band	292.22	N
071115	07-05-2022	Credit Card Center	006693	kevin & bree	199-12-6411.01-999-299000	Kevin & Bree;s bday	97.92	N
071116	07-05-2022	Credit Card Center	006997	5085	199-41-6499.01-750-299000	End of year luncheon	49.19	N
071117	07-05-2022	Credit Card Center	007086	40012	199-53-6411.00-750-299000	Juicy's -Co Elizabeth	65.68	N
071118	07-05-2022	Credit Card Center	007087	essr	282-11-6399.00-041-211000	Math...use ESSER if possible	657.00	N
071119	07-05-2022	Credit Card Center	007066	0173	199-23-6329.00-101-299000	back to school staff developme	59.00	N
071120	07-05-2022	Credit Card Center	007016	3897-2	199-11-6499.01-101-2990EL	lunches for interviews	72.57	N
071121	07-05-2022	Credit Card Center	006865	5094	199-11-6399.02-041-2110AR	JH AR skate/pizza party	408.00	N
071122	07-05-2022	Credit Card Center	006974	9865206792	199-36-6499.00-041-2990JH	Chair Mats from Sam's online	136.60	N
071123	07-05-2022	Credit Card Center	006869	05263434	199-11-6412.00-001-225000	Spanish Field Trip	67.30	N
071124	07-05-2022	Credit Card Center	006952	1508885	199-11-6411.00-001-211000	Meal Money Teachers	22.50	N
071125	07-05-2022	Credit Card Center	006980	05312022	199-36-6412.00-999-299000	state solo and ensemble rooms	3,585.56	N
071126	07-05-2022	Credit Card Center	007073	2226903	199-23-6411.00-001-299000	district admin retreat	320.00	N
			007073	2226930	199-23-6411.00-041-299000	district admin retreat	320.00	N
			007073	2226930	199-23-6411.00-101-299000	district admin retreat	320.00	N
			007073	2226930	199-31-6411.00-101-299000	district admin retreat	320.00	N
						Totals for Check 071126	**1,280.00**	
071127	07-05-2022	Credit Card Center	006831	10172416	199-53-6411.00-750-299000	CO Meals	64.78	N
071128	07-05-2022	Credit Card Center	007095	5216951	199-11-6649.03-041-211000	24V POE Injectors	28.30	N
			007095	5216951	199-11-6649.03-101-211000	24V POE Injectors	28.30	N
						Totals for Check 071128	**56.60**	
071129	07-05-2022	Credit Card Center	006953	482235	865-00-2190.JH-041-2000J4	8th gr field trip	1,533.33	N
071130	07-05-2022	Credit Card Center	007012	00031735	865-00-2190.EL-101-2000E2	eoy cakes	67.96	N
071131	07-05-2022	Credit Card Center	006869	05263434	199-11-6412.00-001-225000	Spanish Field Trip	605.70	N
071132	07-05-2022	Credit Card Center	006869	05263434	199-11-6412.00-001-225000	Spanish Field Trip	.20	N
074696	07-18-2022	East Texas Office	006357	129372	282-11-6399.00-101-211000	DUPLICATE	-195.46	N
075153	07-06-2022	Canon Financial Services I	006921	28703557	199-11-6269.00-001-211000	Contract TSO-3101	286.22	N
			006921	28703557	199-11-6269.00-101-211000	Contract TSO-3101	286.22	N
						Totals for Check 075153	**572.44**	
075154	07-06-2022	Dealers Electrical Supply	007100	S100156538.001	199-51-6319.00-999-299000	LED Light Panels	6,000.00	N
075155	07-06-2022	East Tex Filters Of Longvi	004780	605427,605463	199-51-6249.00-001-299000	Monthly Filter Service	350.00	N
			004780	605269-6	199-51-6249.00-041-299000	Monthly Filter Service	92.00	N
			004780	605260-6	199-51-6249.00-101-299000	Monthly Filter Service	242.75	N
						Totals for Check 075155	**684.75**	

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
075156	07-06-2022	Datamax, Inc.	006932	LG00392036	199-11-6269.00-041-211000	Lease G-00392	286.22	N
			006928	LE00344066	199-11-6269.00-101-211000	Lease E-00344	117.38	N
			006928	LE00344066	199-41-6269.00-750-299000	Lease E-00344	117.38	N
						Totals for Check 075156	**520.98**	
075157	07-06-2022	Lowe's Home Centers Inc	006797	944788	199-11-6649.00-041-211000	refrigerator	949.05	N
			004840	99000403560	199-51-6319.00-999-299000	Monthly Maintenance Supplies	3,910.56	N
						Totals for Check 075157	**4,859.61**	
075158	07-06-2022	Marshall Welding Supply I	004852	777609	199-11-6269.01-001-211000	Monthly Rental Charge	9.50	N
			004852	777609	199-11-6399.03-001-222000	Monthly Rental Charge	38.00	N
			004852	777609	199-36-6499.00-101-2990EL	Monthly Rental Charge	4.75	N
			004852	777609	199-51-6319.00-999-299000	Monthly Rental Charge	23.75	N
						Totals for Check 075158	**76.00**	
075159	07-06-2022	Crystal Newman	007133		199-11-6411.01-001-222000	Teacher Meal Money	150.00	N
			007132		199-11-6412.01-001-222000	Student Meal Money	756.00	N
			007134	11142222423414	199-23-6399.00-001-299000	Metal Wand and Books	118.96	N
						Totals for Check 075159	**1,024.96**	
075160	07-06-2022	Pete McCarty Oil Compan	007047	017726	199-34-6311.00-999-299000	Monthly Trans Fuel	4,732.03	N
075161	07-06-2022	Pliler International - Longvi	007099	101x/fs1098	199-34-6319.00-999-299000	TRANSPORTATION	231.64	N
			007098	06152022	199-34-6319.00-999-299000	TRANSPORTATION	109.52	N
						Totals for Check 075161	**341.16**	
075162	07-06-2022	Region 7 ESC	007055	TRA ESC R7	199-13-6239.00-101-211000	Texas Reading Academy Admin	400.00	N
075163	07-06-2022	Christi Speer	006880	07202022	199-11-6411.01-001-2110BD	meal money texas bandmasters	250.00	N
075164	07-06-2022	Capital One	006979	1642559515	199-11-6399.02-041-2110AR	PO Created by Req: 007111	330.00	N
			006982	1642559515	199-11-6399.02-101-2110AR	Elementary AR gift cards	375.00	N
			007060	1642559515	199-11-6499.01-101-2990EL	Summer school snacks	93.08	N
			007083	1642559515	199-34-6311.00-999-299000	Oil and drinks Transportation	2,201.56	N
						Totals for Check 075164	**2,999.64**	
075165	07-06-2022	Zana Shaver	007057	Draw 5	199-51-6249.06-999-299000	District wide painting	3,500.00	N
075166	07-06-2022	Hudl	007096	INV01318555	199-36-6399.19-001-291000	Hudl service	1,799.00	N
075167	07-06-2022	Republic Services #070	004890	0070003190707	199-51-6259.05-999-299000	Monthly Trash Disposal	1,770.29	N
075168	07-06-2022	HOLLOWAY CARPET	007104	9058	199-51-6249.01-101-299000	Flooring	15,655.65	N
			007115	9076	282-51-6249.00-999-299000	replace flooring PE bldg	10,460.00	N
						Totals for Check 075168	**26,115.65**	
075169	07-06-2022	ABC AUTO PARTS, LTD	007101	181N106423	199-34-6311.00-999-299000	Battery / Escape	172.74	N
075170	07-06-2022	Verizon	005212	342357298-	282-51-6259.00-999-299000	30 Hot Spots	323.40	N
075171	07-06-2022	Gecko Pest Control LLC	004793	101053	199-51-6249.04-999-299000	Monthly Pest Control	292.41	N
			004793	101053	240-51-6249.01-999-299000	Monthly Pest Control	87.59	N
						Totals for Check 075171	**380.00**	
075172	07-06-2022	Kane Security Company	004828	307696	199-51-6249.00-001-299000	Monthly Fire Alarm Monitoring	30.00	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
075173	07-06-2022	Tonya Gray	007127	06/09,06/10	199-11-6411.00-041-223000	JH Teacher Travel to Kilgore	55.18	N
075174	07-06-2022	Ashley Ebarb	007128	060922	199-11-6411.00-041-211000	JH Teacher Travel to Kilgore	55.18	N
075175	07-06-2022	Global Vending Group, Inc	007081	12103	199-12-6669.01-001-299000	vending machine tray and coils	247.85	N
075176	07-06-2022	Ashley Hooper	007143	7/28-7/30	199-11-6411.00-101-211000	Meal Money	75.00	N
075177	07-06-2022	Hiland Dairy Foods	005159	1604918	240-35-6341.00-999-299000	MAY 22	2,052.32	N
075178	07-06-2022	Vector Concepts, Inc.	006744	I-14971	199-36-6299.01-001-291000	Remove-Reinstall Lockers	1,017.86	N
			006745	I-14970	282-51-6249.00-999-299000	Replace flooring- Field House	42,224.41	N
						Totals for Check 075178	**43,242.27**	
075179	07-06-2022	Patricia Johnson	007120	5/2,5/15,6/9	199-53-6411.00-750-299000	Mileage Reimbursement	50.73	N
075180	07-06-2022	Tammy Penhallegon	007129	06/09,06/10	199-11-6411.00-041-211000	JH Teacher Travel to Kilgore	55.18	N
075181	07-12-2022	Melissa Fitts	007157	07122022	199-52-6399.00-999-299000	Reimbursement	1,000.00	N
075182	07-12-2022	Edward Perez	007156	07122022	199-52-6399.00-999-299000	Reimbursement	1,000.00	N
075183	07-14-2022	Datamax, Inc.	006924	2029940	199-11-6269.00-001-211000	Contract TY 300-03	405.09	N
			006924	2029940	199-11-6269.00-041-211000	Contract TY 300-03	245.03	N
			006924	2029940	199-11-6269.00-101-211000	Contract TY 300-03	277.11	N
			006924	2029940	199-41-6269.00-750-299000	Contract TY 300-03	266.97	N
						Totals for Check 075183	**1,194.20**	
075184	07-14-2022	Harleton Hardware	004804	43951,43910,439	199-51-6319.00-999-299000	Monthly Maintenance Supplies	602.38	N
075185	07-14-2022	Home Depot Credit Servic	004811	6309	199-51-6319.00-999-299000	Monthly Maintenance Supplies	1,329.23	N
075186	07-14-2022	Longview Print Shop	007142	127040	199-13-6399.00-999-299000	Envelopes and business cards	55.00	N
			007142	127040	199-23-6399.00-001-299000	Envelopes and business cards	244.00	N
			007142	127040	199-23-6399.00-041-299000	Envelopes and business cards	244.00	N
			007142	127040	199-23-6399.00-101-299000	Envelopes and business cards	354.00	N
			007142	127040	199-41-6399.00-701-299000	Envelopes and business cards	682.00	N
						Totals for Check 075186	**1,579.00**	
075187	07-14-2022	Zana Shaver	007057	Draw 6	199-51-6249.06-999-299000	District wide painting	3,500.00	N
			007168	Lowes	199-51-6319.00-999-299000	Specialty Countertop Paint	60.58	N
						Totals for Check 075187	**3,560.58**	
075188	07-14-2022	Eichelbaum Wardell	007162	75746	199-41-6211.00-701-299000	Legal Fees	3,579.50	N
			007110	75522	199-41-6211.00-701-299000	Legal Fees	1,968.00	N
						Totals for Check 075188	**5,547.50**	
075189	07-14-2022	Adam Jones	007136	INV0001	199-11-6399.07-041-211000	hall table office table	400.00	N
075190	07-14-2022	Gecko Pest Control LLC	004792	103114	199-51-6249.04-999-299000	Monthly Pest Control	292.41	N
			004792	103114	240-51-6249.01-999-299000	Monthly Pest Control	87.59	N
						Totals for Check 075190	**380.00**	
075191	07-14-2022	R & J trailers	007166	3689	199-34-6631.00-999-299000	Trailer	9,759.96	N
075192	07-21-2022	Agency 405 - TXDPS	004989	CRS2022062413	199-41-6299.00-701-299000	Background Checks	2.00	N
075193	07-21-2022	BSN Sports, LLC	006916	917369857	199-36-6399.03-001-2910GR	Workout clothes	332.02	N
			006962	917522232	199-36-6399.04-041-291000	girls workout clothes	249.43	N
			006962	917522232	199-36-6399.07-041-291000	girls workout clothes	199.63	N
						Totals for Check 075193	**781.08**	

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
075194	07-21-2022	Canon Financial Services I	006922	28703557	199-11-6269.00-001-211000	Contract TSO-3101	286.22	N
			006922	28703557	199-11-6269.00-101-211000	Contract TSO-3101	286.22	N
						Totals for Check 075194	**572.44**	
075195	07-21-2022	East Tex Filters Of Longvi	004781	605260-7	199-51-6249.00-001-299000	Monthly Filter Service	220.00	N
			004781	605260-7	199-51-6249.00-041-299000	Monthly Filter Service	92.00	N
			004781	605260-7	199-51-6249.00-101-299000	Monthly Filter Service	242.75	N
						Totals for Check 075195	**554.75**	
075196	07-21-2022	Datamax, Inc.	006925	2047532	199-11-6269.00-001-211000	Contract TY 300-03	264.63	N
			006925	2047532	199-11-6269.00-041-211000	Contract TY 300-03	264.64	N
			006925	2047532	199-11-6269.00-101-211000	Contract TY 300-03	264.64	N
			006925	2047532	199-41-6269.00-750-299000	Contract TY 300-03	264.64	N
						Totals for Check 075196	**1,058.55**	
075197	07-21-2022	Grainger	007210	826196560	199-51-6319.00-999-299000	Maintenance Supply	241.53	N
075198	07-21-2022	Hobby Lobby Stores Inc	007148	auth# 113261316	199-23-6649.00-101-299000	office furniture	365.37	N
075199	07-21-2022	School Specialty, LLC	007056	208130108527	199-11-6399.00-001-211000	Roll Paper Rack	407.02	N
			006617	6616,2203,0673	282-11-6399.00-041-211000	Start-Up Supplies 7th Math	466.66	N
						Totals for Check 075199	**873.68**	
075200	07-21-2022	Fissco Supply	007208	S101489141.001	199-51-6319.00-999-299000	District HVAC	1,131.00	N
075201	07-21-2022	Region 7 ESC	005027	087476,087475	199-34-6219.00-999-299000	8 hour Bus Certification	120.00	N
075202	07-21-2022	Sherwin Williams Co	007085	1734-5,1958,268	199-51-6319.00-999-299000	Paint - Elem - JH- HS	1,407.20	N
075203	07-21-2022	Visual Techniques	007121	1002	199-12-6399.00-999-299000	laminator film	588.00	N
			007121	1002	199-12-6399.00-999-299000	CK PRINTED UPSIDE DOWN	-588.00	N
						Totals for Check 075203	**.00**	
075204	07-21-2022	Zana Shaver	007057	Draw 7	199-51-6249.06-999-299000	District wide painting	2,500.00	N
			007057	Draw 7	199-51-6249.06-999-299000	CK PRINTED UPSIDE DOWN	-2,500.00	N
						Totals for Check 075204	**.00**	
075205	07-21-2022	Melinda A Ready	007171	51463577	199-36-6499.00-041-2990JH	reimburse teacher cups BOY	51.52	N
			007171	51463577	199-36-6499.00-041-2990JH	CK PRINTED UPSIDE DOWN	-51.52	N
						Totals for Check 075205	**.00**	
075206	07-21-2022	Jett Business Systems Inc	007117	11765	199-23-6399.00-001-299000	id badge supplies	1,370.00	N
			007117	11765	199-23-6399.00-001-299000	CK PRINTED UPSIDE DOWN	-1,370.00	N
						Totals for Check 075206	**.00**	
075207	07-21-2022	Verizon	004914	9910540983	199-51-6259.02-999-299000	Monthly Cell Phone Service	141.04	N
			004914	9910540983	199-51-6259.02-999-299000	CK PRINTED UPSIDE DOWN	-141.04	N
			005213	9910620137	282-51-6259.00-999-299000	30 Hot Spots	47.10	N
			005213	9910620137	282-51-6259.00-999-299000	CK PRINTED UPSIDE DOWN	-47.10	N
						Totals for Check 075207	**.00**	
075208	07-21-2022	Graphic Solutions Group	007191	10633728-00	199-11-6399.01-001-222000	Screen Cleaning Solution	282.91	N
			007191	10633728-00	199-11-6399.01-001-222000	CK PRINTED UPSIDE DOWN	-282.91	N
						Totals for Check 075208	**.00**	

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
075209	07-21-2022	Bubba's Wrecker & Transp	007200	13656	199-34-6249.00-999-299000	Transportation Dept	230.00	N
			007200	13656	199-34-6249.00-999-299000	CK PRINTED UPSIDE DOWN	-230.00	N
						Totals for Check 075209	**.00**	
075210	07-21-2022	Dr. Ronald J Jereb	007205	02967	199-52-6219.00-999-299000	Security	250.00	N
			007205	02967	199-52-6219.00-999-299000	CK PRINTED UPSIDE DOWN	-250.00	N
						Totals for Check 075210	**.00**	
075211	07-21-2022	Texas Defense Articulation	007206	072622H	199-52-6219.00-999-299000	Training	2,835.00	N
			007206	072622H	199-52-6219.00-999-299000	CK PRINTED UPSIDE DOWN	-2,835.00	N
						Totals for Check 075211	**.00**	
075212	07-21-2022	Public Missiles Ltd	006161	11406	199-11-6399.02-001-221000	Rocket Supplies	639.26	N
			006161	11406	199-11-6399.02-001-221000	CK PRINTED UPSIDE DOWN	-639.26	N
						Totals for Check 075212	**.00**	
075213	07-21-2022	RMA Toll Processing	007207	100041699005	199-34-6499.00-999-299000	Toll Bill	4.09	N
		RMA Toll Processing	007207	100041699005	199-34-6499.00-999-299000	CK PRINTED UPSIDE DOWN	-4.09	N
						Totals for Check 075213	**.00**	
075214	07-21-2022	Honey Ratcliff	007163	03356	199-31-6411.00-001-299000	Mileage	253.85	N
			007163	03356	199-31-6411.00-001-299000	CK PRINTED UPSIDE DOWN	-253.85	N
						Totals for Check 075214	**.00**	
075215	07-21-2022	Follett Content Solutions,	007108	317499,317499A	199-12-6329.02-999-299000	library books	3,654.24	N
			007108	317499,317499A	199-12-6329.02-999-299000	CK PRINTED UPSIDE DOWN	-3,654.24	N
						Totals for Check 075215	**.00**	
075216	07-21-2022	Kerri Darby	007149	11396899386585	199-23-6399.00-101-299000	supplies	177.83	N
			007149	11396899386585	199-23-6399.00-101-299000	CK PRINTED UPSIDE DOWN	-177.83	N
						Totals for Check 075216	**.00**	
075217	07-21-2022	Joni Lee	007212	03470	199-11-6411.01-001-222000	Meal Money	150.00	N
			007212	03470	199-11-6411.01-001-222000	CK PRINTED UPSIDE DOWN	-150.00	N
						Totals for Check 075217	**.00**	
075218	07-21-2022	Kydia Fielder	007160	03528	199-11-6411.00-001-211000	Mileage	55.18	N
			007160	03528	199-11-6411.00-001-211000	CK PRINTED UPSIDE DOWN	-55.18	N
						Totals for Check 075218	**.00**	
075219	07-21-2022	Home Outlet	007164	8487266	199-51-6319.00-999-299000	JH Art Room	686.97	N
			007164	8487266	199-51-6319.00-999-299000	CK PRINTED UPSIDE DOWN	-686.97	N
						Totals for Check 075219	**.00**	
075220	07-21-2022	Healthier Way Family Care	007201	INV 00022	199-34-6499.00-999-299000	DOT Physical	85.00	N
			007201	INV 00022	199-34-6499.00-999-299000	CK PRINTED UPSIDE DOWN	-85.00	N
						Totals for Check 075220	**.00**	
075221	07-21-2022	Brian Gray	007203	03536	199-52-6219.00-999-299000	Security	2,500.00	N
			007203	03536	199-52-6219.00-999-299000	CK PRINTED UPSIDE DOWN	-2,500.00	N
						Totals for Check 075221	**.00**	
075222	07-21-2022	Katlyn French	007213	03537	199-11-6411.01-001-222000	Meal Money	150.00	N
			007213	03537	199-11-6411.01-001-222000	CK PRINTED UPSIDE DOWN	-150.00	N
						Totals for Check 075222	**.00**	

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
075223	07-21-2022	School Specialty, LLC	000103	0673	282-11-6399.00-041-211000	7th Grade Math	466.66	N
075224	07-21-2022	Visual Techniques	000084	1002	199-12-6399.00-999-299000	Lamination Film	588.00	N
	08-01-2022	Visual Techniques	000084	1002	199-12-6399.00-999-299000	WRONG VENDOR	-588.00	N
						Totals for Check 075224	**.00**	
075225	07-21-2022	Zana Shaver	000085	Draw 7	199-51-6249.06-999-299000	District Wide Painting	2,500.00	N
075226	07-21-2022	Melinda A Ready	000086	01147	199-36-6499.00-041-2990JH	BOY gifts teacher cups	51.52	N
075227	07-21-2022	Jett Business Systems Inc	000087	11765	199-23-6399.00-001-299000	ID badge supplies	1,370.00	N
075228	07-21-2022	Verizon	000088	9910540983	199-51-6259.02-999-299000	MOnthly Cell Phone Service	141.04	N
			000105	9910620137	282-51-6259.00-999-299000	30 Hot Spots	47.10	N
						Totals for Check 075228	**188.14**	
075229	07-21-2022	Graphic Solutions Group	000089	10633728-00	199-11-6399.01-001-222000	CCI Micro Wash	282.91	N
075230	07-21-2022	Bubba's Wrecker & Transp	000090	13656	199-34-6249.00-999-299000	Wrecker Service for tractor	230.00	N
075231	07-21-2022	Dr. Ronald J Jereb	000091	2967	199-52-6219.00-999-299000	Professional Services	250.00	N
075232	07-21-2022	Texas Defense Articulation	000092	072622H	199-52-6219.00-999-299000	Training	2,835.00	N
075233	07-21-2022	Public Missiles Ltd	000093	11406	199-11-6399.02-001-221000	Rocket Supplies	639.26	N
075234	07-21-2022	RMA Toll Processing	000094	112532113	199-34-6499.00-999-299000	Toll Fee	4.09	N
075235	07-21-2022	Honey Ratcliff	000095	3356	199-31-6411.00-001-299000	Mileage	253.85	N
075236	07-21-2022	Follett Content Solutions,	000096	517499	199-12-6329.02-999-299000	Library Books	3,654.24	N
075237	07-21-2022	Kerri Darby	000097	11139689938658	199-23-6399.00-101-299000	Supplies	177.83	N
075238	07-21-2022	Joni Lee	000098	3470	199-11-6411.01-001-222000	Meal Money	150.00	N
075239	07-21-2022	Kydia Fielden	000099	3528	199-11-6411.00-001-211000	Mileage	55.18	N
075240	07-21-2022	Home Outlet	000100	8487266	199-51-6319.00-999-299000	countertops	686.97	N
075241	07-21-2022	Healthier Way Family Care	000101	INV 00022	199-34-6499.00-999-299000	Dyanne Gatlin Physical	85.00	N
075242	07-21-2022	Brian Gray	000102	3536	199-52-6219.00-999-299000	Training	2,500.00	N
075243	07-21-2022	Katlyn French	000104	3537	199-11-6411.01-001-222000	Meal Money	150.00	N
						Total Checks	**181,028.23**	

End of Report

HARLETON ISD
BANK DRAFT
UTILITIES

2021-2022

	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH
ETEX TELEPHONE							
777-2372 GROUP	$ 846.53	$ 846.53	$ 846.53	$ 867.52	$ 817.52	$ 817.52	$ 817.52
T-1 CIRCUIT	$ 509.00	$ 509.00	$ 509.00	$ 509.00	$ 509.00	$ 509.00	$ 509.00
TOTAL	**$ 1,355.53**	**$ 1,355.53**	**$ 1,355.53**	**$ 1,376.52**	**$ 1,326.52**	**$ 1,326.52**	**$ 1,326.52**
CENTERPOINT ENERGY-GAS							
BUS SHOP/PRIMARY-3214374-5	$ 49.83	$ 50.00	$ 51.57	$ 255.71	$ 306.59	$ 421.93	$ 795.76
JH & ELEM BLDG-3214371-1	$ 83.42	$ 123.91	$ 128.12	$ 268.82	$ 377.91	$ 773.79	$ 1,833.41
HIGH SCHOOL BLDG-2640504-3	$ 56.86	$ 64.68	$ 58.39	$ 59.08	$ 88.44	$ 205.90	$ 557.71
FIELD HOUSE-2643737-6	$ 50.37	$ 66.77	$ 67.30	$ 65.89	$ 54.36	$ 49.65	$ 49.65
TOTAL	**$ 240.48**	**$ 305.36**	**$ 305.38**	**$ 649.50**	**$ 827.30**	**$ 1,451.27**	**$ 3,236.53**
UPSHUR RURAL ELECTRIC							
JH GYM-16655-001	$ 496.37	$ 460.08	$ 398.61	$ 358.39	$ 554.40	$ 656.53	$ 575.22
JH & ELEM-16655-002	$ 6,012.80	$ 5,337.67	$ 4,945.31	$ 3,478.05	$ 3,449.52	$ 2,916.00	$ 3,003.20
EL PE BLDG/MUSIC RM-16655-003	$ 934.92	$ 839.30	$ 683.55	$ 396.21	$ 410.45	$ 351.09	$ 223.80
BUS BARN-16655-004	$ 437.15	$ 317.83	$ 307.34	$ 247.36	$ 306.36	$ 399.05	$ 387.09
TENNIS COURT-16655-012	$ 21.00	$ 21.00	$ 21.00	$ 21.11	$ 21.00	$ 21.44	$ 22.56
FOOTBALL FIELD-16655-022	$ 361.81	$ 373.59	$ 496.36	$ 349.50	$ 219.17	$ 219.17	$ 219.17
PRESS BOX/CONCESS. STD-16655-024	$ 323.09	$ 315.57	$ 293.31	$ 114.46	$ 116.17	$ 92.82	$ 232.60
FLD HSE CONCESS. STD-16655-025	$ 783.77	$ 685.46	$ 597.75	$ 473.22	$ 521.58	$ 590.55	$ 536.20
EL SECURITY LIGHT-16655-026	$ 130.35	$ 131.45	$ 141.02	$ 141.07	$ 141.71	$ 140.14	$ 140.36
ELEM SCHOOL SIGN-16655-027	$ 21.00	$ 21.09	$ 21.00	$ 24.49	$ 33.88	$ 30.82	$ 31.20
FLD HSE SEC LIGHT#2-16655-028	$ 22.11	$ 22.21	$ 23.08	$ 23.09	$ 23.15	$ 23.00	$ 23.02
HIGH SCHOOL-16655-030	$ 6,814.13	$ 6,206.26	$ 6,234.95	$ 5,085.60	$ 6,184.83	$ 5,977.63	$ 6,266.35
SOFTBALL FLD CONCESS-16655-031	$ 39.70	$ 45.65	$ 55.17	$ 47.55	$ 51.88	$ 40.41	$ 30.31
WEIGHT ROOM-16655-032	$ 470.33	$ 368.84	$ 289.71	$ 220.62	$ 224.22	$ 611.28	$ 631.53
SEC LIGHT TENNIS-16655-033	$ 43.61	$ 43.94	$ 46.76	$ 46.77	$ 46.96	$ 46.50	$ 46.57
WELL-16655-.34	$ 21.00	$ 21.00	$ 21.00	$ 21.00	$ 21.00	$ 21.00	$ 21.00
SIGN- 16655-036	$ 40.75	$ 41.42	$ 41.01	$ 36.41	$ 37.86	$ 33.91	$ 34.74
CONCESSION 16655-037	$ 181.78	$ 193.75	$ 254.76	$ 227.93	$ 230.71	$ 276.98	$ 455.50
STADIUM DR SECURITY LIGHT 16655-040	$ 43.61	$ 43.94	$ 46.76	$ 46.77	$ 46.96	$ 46.50	$ 46.57
SOFTBALL FLD HOUSE-16655-041	$ 102.97	$ 70.93	$ 55.73	$ 43.61	$ 44.25	$ 120.30	$ 161.66
TOTAL	**$17,302.25**	**$ 15,560.98**	**$14,974.18**	**$ 11,403.21**	**$12,686.06**	**$ 12,615.12**	**$13,088.65**
HARLETON WATER SUPPLY							
ACCT # 325 OLD CAMPUS	$ 618.22	$ 777.75	$ 252.74	$ 1,311.65	$ 907.79	$ 825.87	$ 844.20
ACCT # 006 FOOTBALL FIELD	$ 400.72	$ 698.26	$ 644.09	$ 355.45	$ 115.97	$ 118.26	$ 119.40
ACCT # 800 HIGH SCHOOL	$ 179.69	$ 183.70	$ 166.81	$ 215.78	$ 181.41	$ 170.82	$ 258.17
ACCT # 1594 CONCESSION STAND	$ 50.39	$ 59.56	$ 63.28	$ 56.12	$ 49.54	$ 49.54	$ 49.82
ACCT #1600 BASEBALL FIELD	$ 746.53	$ 987.98	$ 532.18	$ 1,593.90	$ 156.78	$ 470.27	$ 170.82
ACCT #652 VISITOR CONCESSION STAND	$ 273.36	$ 391.34	$ 335.23	$ 502.00	$ 159.07	$ 185.71	$ 176.83
ACCT #878 PRACTICE FIELD	$ 200.61	$ 284.82	$ 255.60	$ 188.86	$ 159.64	$ 156.78	$ 165.66
	$ 2,469.52	**$ 3,383.41**	**$ 2,249.93**	**$ 4,223.76**	**$ 1,730.20**	**$ 1,977.25**	$ 1,784.90

HARLETON ISD
BANK DRAFT
UTILITIES

2021-2022

	APRIL	MAY	JUNE	JULY	AUGUST
ETEX TELEPHONE					
777-2372 GROUP	$ 817.52	$ 817.52	$ 817.52	$ 817.52	$ 817.52
T-1 CIRCUIT	$ 509.00	$ 509.00	$ 509.00	$ 509.00	$ 509.00
TOTAL	**$ 1,326.52**	**$ 1,326.52**	**$ 1,326.52**	**$ 1,326.52**	**$ 1,326.52**
CENTERPOINT ENERGY-GAS					
BUS SHOP/PRIMARY-3214374-5	$ 590.01	$ 258.04	$ 98.28	$ 56.22	$ 56.82
JH & ELEM BLDG-3214371-1	$ 1,584.33	$ 551.90	$ 143.54	$ 115.95	$ 89.39
HIGH SCHOOL BLDG-2640504-3	$ 376.42	$ 293.64	$ 104.32	$ 52.58	$ 41.73
FIELD HOUSE-2643737-6	$ 52.43	$ 55.89	$ 51.82	$ 51.38	$ 49.58
TOTAL	**$ 2,603.19**	**$ 1,159.47**	**$ 397.96**	**$ 276.13**	**$ 237.52**
UPSHUR RURAL ELECTRIC					
JH GYM-16655-001	$ 477.80	$ 312.12	$ 529.18	$ 846.90	
JH & ELEM-16655-002	$ 3,600.65	$ 3,991.08	$ 5,816.23	$ 5,551.23	
EL PE BLDG/MUSIC RM-16655-003	$ 373.51	$ 494.31	$ 723.17	$ 1,183.63	
BUS BARN-16655-004	$ 315.78	$ 313.50	$ 449.50	$ 646.31	
TENNIS COURT-16655-012	$ 33.75	$ 26.63	$ 23.93	$ 27.78	
FOOTBALL FIELD-16655-022	$ 343.19	$ 219.61	$ 425.83	$ 436.11	
PRESS BOX/CONCESS. STD-16655-024	$ 230.99	$ 153.00	$ 256.39	$ 353.34	
FLD HSE CONCESS. STD-16655-025	$ 508.85	$ 519.88	$ 601.20	$ 768.89	
EL SECURITY LIGHT-16655-026	$ 140.39	$ 140.12	$ 144.65	$ 144.32	
ELEM SCHOOL SIGN-16655-027	$ 34.64	$ 35.00	$ 39.99	$ 44.18	
FLD HSE SEC LIGHT#2-16655-028	$ 23.03	$ 23.00	$ 23.77	$ 23.74	
HIGH SCHOOL-16655-030	$ 5,420.03	$ 5,008.97	$ 6,967.08	$ 7,670.87	
SOFTBALL FLD CONCESS-16655-031	$ 43.73	$ 52.10	$ 66.06	$ 71.29	
WEIGHT ROOM-16655-032	$ 314.82	$ 251.36	$ 368.75	$ 554.04	
SEC LIGHT TENNIS-16655-033	$ 46.57	$ 46.50	$ 48.01	$ 47.92	
WELL-16655-.34	$ 21.00	$ 21.00	$ 42.00		
SIGN- 16655-036	$ 38.85	$ 38.53	$ 44.23	$ 48.05	
CONCESSION 16655-037	$ 420.15	$ 215.08	$ 112.09	$ 138.15	
STADIUM DR SECURITY LIGHT 16655-040	$ 46.57	$ 46.50	$ 48.01	$ 47.92	
SOFTBALL FLD HOUSE-16655-041	$ 120.89	$ 81.10	$ 107.61	$ 157.06	
TOTAL	**$ 12,555.19**	**$ 11,989.39**	**$ 16,837.68**	**$ 18,761.73**	
HARLETON WATER SUPPLY					
ACCT # 325 OLD CAMPUS	$ 886.88	$ 628.81	$ 727.34	$ 551.77	$ 725.91
ACCT # 006 FOOTBALL FIELD	$ 135.44	$ 123.99	$ 241.69	$ 345.01	$ 2,140.72
ACCT # 800 HIGH SCHOOL	$ 179.12	$ 168.24	$ 176.55	$ 172.54	$ 225.81
ACCT # 1594 CONCESSION STAND	$ 52.97	$ 49.54	$ 50.11	$ 56.98	$ 49.82
ACCT #1600 BASEBALL FIELD	$ 183.13	$ 172.25	$ 238.12	$ 800.70	$ 1,744.80
ACCT #652 VISITOR CONCESSION STAND	$ 169.67	$ 473.76	$ 204.33	$ 292.26	$ 532.95
ACCT #878 PRACTICE FIELD	$ 160.51	$ 158.79	$ 167.66	$ 573.19	$ 459.05
	$ 1,767.72	**$ 1,775.38**	**$ 1,805.80**	**$ 2,792.45**	**$ 5,879.06**

HARLETON ISD
BANK ACCTS
BALANCES

ACCT NAME	MATURITY DATE	INT. RATE	ACCT #	BAL AS OF 08-04-22	MARKET VALUE
OPERATING		0.10%	15396	$ 2,526,685.49	AS OF 07-31-2022
DEBT SERVICE		0.10%	15479	$ 333,168.89	
PAYROLL		0.10%	744318	$ 59,906.04	
WORKERS COMP		0.10%	21873	$ 4,808.80	
MONEY MARKET		0.10%	1023456	$ 3,419.80	
			TOTAL	$ 2,927,989.02	
WILDCAT		0.10%	15339	$ 170,469.40	
MISCELLANEOUS		0.10%	15495	$ 2,959.42	
				$ 173,428.82	
ACADEMIC ACHIEVEMENT		0.10%	15487	$ 13,887.05	
			TOTAL	$ 2,927,989.02	
	TOTAL CHECKING			**$ 3,115,304.89**	
GENERAL OPERATING FUND					
CERTIFICATE OF DEPOSIT	2/17/2023	0.25%	56000445	$ 2,283,671.63	
CERTIFICATE OF DEPOSIT	1/5/2023	0.25%	56000887	$ 445,196.62	
CERTIFICATE OF DEPOSIT	1/5/2023	0.25%	56000895	$ 445,196.62	
CERTIFICATE OF DEPOSIT	1/5/2023	0.25%	56000909	$ 445,196.62	
		TOTAL	FNB	$ 6,734,566.38	
LONE STAR INVESTMENT POOL		1.73%	1023456-1		**$ 1,957,496.36**

This report is in compliance with the investment strategies as established in the District's investment policy and the reporting requirements as mandated by the Public Funds Investment Act (Chapter 2256) as amended.

INVESTMENT OFFICER'S SIGNATURE Tina Cox

INVESTMENT OFFICER'S SIGNATURE

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE - LOCAL & INTERMED					
5710 - LOCAL REAL-PROPERTY TAXES	1,919,969.00	-26,789.72	-1,807,967.18	112,001.82	94.17%
5720 - LOCAL REVENUE REALIZED AS A RE	41,000.00	.00	-37,590.12	3,409.88	91.68%
5730 - TUITION AND FEES	49,600.00	-4,150.00	-12,700.00	36,900.00	25.60%
5740 - OTHER REVENUES FROM LOCAL SOUR	22,515.00	-1,807.21	-55,173.95	-32,658.95	245.05%
5750 - REVENUES FROM COCURRICULAR E	32,100.00	.00	-26,096.75	6,003.25	81.30%
Total REVENUE - LOCAL & INTERMED	**2,065,184.00**	**-32,746.93**	**-1,939,528.00**	**125,656.00**	**93.92%**
5800 - STATE PROGRAM REVENUES					
5810 - PER CAPITA AND FOUNDATION SCHO	5,923,250.00	-644,289.00	-6,565,423.00	-642,173.00	110.84%
Total STATE PROGRAM REVENUES	**5,923,250.00**	**-644,289.00**	**-6,565,423.00**	**-642,173.00**	**110.84%**
5900 - FEDERAL PROGRAM REVENUES					
5930 - FEDERAL REV DIST BY OTH TX GOV	10,000.00	.00	-13,400.81	-3,400.81	134.01%
5940 - FED REV DISTRIBUTED BY FEDS	55,507.00	.00	-52,342.72	3,164.28	94.30%
Total FEDERAL PROGRAM REVENUES	**65,507.00**	**.00**	**-65,743.53**	**-236.53**	**100.36%**
Total Revenue Local-State-Federal	**8,053,941.00**	**-677,035.93**	**-8,570,694.53**	**-516,753.53**	**106.42%**

	Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Expended
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - SALARIES AND BENEFITS	-3,885,858.00	.00	3,222,994.05	8,891.92	-662,863.95	82.94%
6200 - CONTRACTED SERVICES	-149,085.00	12,354.73	111,521.92	3,279.12	-25,208.35	74.80%
6300 - SUPPLIES AND MATERIALS	-121,685.00	12,704.01	65,874.65	3,612.64	-43,106.34	54.14%
6400 - TRAVEL AND SUBSISTENCE	-62,335.00	8,191.91	41,165.05	2,614.07	-12,978.04	66.04%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-63,785.00	17,925.79	31,503.44	1,005.65	-14,355.77	49.39%
Total Function11 INSTRUCTION	**-4,282,748.00**	**51,176.44**	**3,473,059.11**	**19,403.40**	**-758,512.45**	**81.09%**
12 - INSTRUCTIONAL RESOURCES						
6100 - SALARIES AND BENEFITS	-306,965.00	.00	264,246.90	21,046.42	-42,718.10	86.08%
6200 - CONTRACTED SERVICES	-12,375.00	.00	10,543.05	.00	-1,831.95	85.20%
6300 - SUPPLIES AND MATERIALS	-28,400.00	404.31	22,518.88	4,257.63	-5,476.81	79.29%
6400 - TRAVEL AND SUBSISTENCE	-12,800.00	66.33	5,421.35	695.92	-7,312.32	42.35%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-3,000.00	275.00	247.85	247.85	-2,477.15	8.26%
Total Function12 INSTRUCTIONAL	**-363,540.00**	**745.64**	**302,978.03**	**26,247.82**	**-59,816.33**	**83.34%**
13 - CURR DEV & INST STAFF DEV						
6200 - CONTRACTED SERVICES	-13,400.00	.00	12,716.30	400.00	-683.70	94.90%
6300 - SUPPLIES AND MATERIALS	-700.00	.00	1,019.69	55.00	319.69	145.67%
6400 - TRAVEL AND SUBSISTENCE	-3,730.00	1,221.41	778.60	.00	-1,729.99	20.87%
Total Function13 CURR DEV & INST STAFF	**-17,830.00**	**1,221.41**	**14,514.59**	**455.00**	**-2,094.00**	**81.41%**
23 - SCHOOL LEADERSHIP						
6100 - SALARIES AND BENEFITS	-428,970.00	.00	374,989.22	32,588.65	-53,980.78	87.42%
6200 - CONTRACTED SERVICES	-1,200.00	.00	.00	.00	-1,200.00	-.00%
6300 - SUPPLIES AND MATERIALS	-7,700.00	809.01	6,835.06	2,669.59	-55.93	88.77%
6400 - TRAVEL AND SUBSISTENCE	-10,700.00	2,110.90	5,526.22	1,043.82	-3,062.88	51.65%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-1,800.00	384.63	927.63	365.37	-487.74	51.53%
Total Function23 SCHOOL LEADERSHIP	**-450,370.00**	**3,304.54**	**388,278.13**	**36,667.43**	**-58,787.33**	**86.21%**
31 - GUIDANCE COUNSELING						
6100 - SALARIES AND BENEFITS	-213,511.00	.00	189,636.98	17,204.80	-23,874.02	88.82%
6200 - CONTRACTED SERVICES	-1,305.00	.00	660.00	.00	-645.00	50.57%
6300 - SUPPLIES AND MATERIALS	-5,600.00	159.19	5,523.15	350.00	82.34	98.63%
6400 - TRAVEL AND SUBSISTENCE	-4,100.00	325.00	3,035.09	573.85	-739.91	74.03%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-600.00	.00	503.58	.00	-96.42	83.93%
Total Function31 GUIDANCE COUNSELING	**-225,116.00**	**484.19**	**199,358.80**	**18,128.65**	**-25,273.01**	**88.56%**
33 - HEALTH SERVICES						
6100 - SALARIES AND BENEFITS	-40,065.00	.00	1,343.93	.00	-38,721.07	3.35%
6200 - CONTRACTED SERVICES	-4,800.00	.00	500.00	.00	-4,300.00	10.42%
6300 - SUPPLIES AND MATERIALS	-1,500.00	.00	1,050.00	.00	-450.00	70.00%
6400 - TRAVEL AND SUBSISTENCE	-250.00	.00	.00	.00	-250.00	-.00%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-2,500.00	.00	.00	.00	-2,500.00	-.00%
Total Function33 HEALTH SERVICES	**-49,115.00**	**.00**	**2,893.93**	**.00**	**-46,221.07**	**5.89%**
34 - STUDENT TRANSPORTATION						
6100 - SALARIES AND BENEFITS	-139,325.00	.00	105,491.34	831.29	-33,833.66	75.72%
6200 - CONTRACTED SERVICES	-25,200.00	1,360.00	16,865.75	350.00	-6,974.25	66.93%
6300 - SUPPLIES AND MATERIALS	-72,600.00	13,307.45	87,859.10	7,447.49	28,566.55	121.02%
6400 - TRAVEL AND SUBSISTENCE	-27,700.00	33.75	18,889.04	89.09	-8,777.21	68.19%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	.00	.00	9,759.96	9,759.96	9,759.96	.00%
Total Function34 STUDENT TRANSPORTATION	**-264,825.00**	**14,701.20**	**238,865.19**	**18,477.83**	**-11,258.61**	**90.20%**

	Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Expended
6000 - EXPENDITURES						
36 - EXTRACURRICULAR ACTIVITIES						
6100 - SALARIES AND BENEFITS	-339,276.00	.00	284,438.36	25,880.85	-54,837.64	83.84%
6200 - CONTRACTED SERVICES	-47,525.00	41,696.69	50,205.54	1,310.08	44,377.23	105.64%
6300 - SUPPLIES AND MATERIALS	-122,450.00	426.00	115,574.78	3,180.08	-6,449.22	94.39%
6400 - TRAVEL AND SUBSISTENCE	-110,705.00	1,439.54	108,946.15	7,819.69	-319.31	98.41%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-29,290.00	145,837.00	44,970.40	.00	161,517.40	153.53%
Total Function36 EXTRACURRICULAR	**-649,246.00**	**189,399.23**	**604,135.23**	**38,190.70**	**144,288.46**	**93.05%**
41 - GENERAL ADMINISTRATION						
6100 - SALARIES AND BENEFITS	-198,894.00	.00	174,359.57	15,909.76	-24,534.43	87.66%
6200 - CONTRACTED SERVICES	-72,900.00	2,423.29	61,947.53	6,198.49	-8,529.18	84.98%
6300 - SUPPLIES AND MATERIALS	-8,250.00	1,248.85	4,268.88	682.00	-2,732.27	51.74%
6400 - TRAVEL AND SUBSISTENCE	-55,600.00	5,285.79	43,672.82	316.18	-6,641.39	78.55%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-5,000.00	.00	293.99	.00	-4,706.01	5.88%
Total Function41 GENERAL ADMINISTRATION	**-340,644.00**	**8,957.93**	**284,542.79**	**23,106.43**	**-47,143.28**	**83.53%**
51 - FACILITIES MAINT & OPER						
6100 - SALARIES AND BENEFITS	-495,500.00	.00	240,723.01	40,671.74	-254,776.99	48.58%
6200 - CONTRACTED SERVICES	-405,500.00	26,433.56	320,666.56	54,578.13	-58,399.88	79.08%
6300 - SUPPLIES AND MATERIALS	-99,500.00	18,450.72	113,447.84	15,393.20	32,398.56	114.02%
6400 - TRAVEL AND SUBSISTENCE	-70,050.00	255.86	68,423.24	.00	-1,370.90	97.68%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-37,000.00	3,030.00	.00	.00	-33,970.00	-.00%
Total Function51 FACILITIES MAINT & OPER	**-1,107,550.00**	**48,170.14**	**743,260.65**	**110,643.07**	**-316,119.21**	**67.11%**
52 - SECURITY & MONITORING						
6200 - CONTRACTED SERVICES	-43,200.00	250.00	36,520.00	5,585.00	-6,430.00	84.54%
6300 - SUPPLIES AND MATERIALS	-5,000.00	404.27	2,762.45	2,000.00	-1,833.28	55.25%
6400 - TRAVEL AND SUBSISTENCE	-100.00	.00	.00	.00	-100.00	-.00%
Total Function52 SECURITY & MONITORING	**-48,300.00**	**654.27**	**39,282.45**	**7,585.00**	**-8,363.28**	**81.33%**
53 - DATA PROCESSING						
6100 - SALARIES AND BENEFITS	-151,193.00	.00	141,071.30	14,677.99	-10,121.70	93.31%
6200 - CONTRACTED SERVICES	-31,789.00	.00	24,052.28	.00	-7,736.72	75.66%
6300 - SUPPLIES AND MATERIALS	-3,700.00	332.05	2,379.63	.00	-988.32	64.31%
6400 - TRAVEL AND SUBSISTENCE	-5,000.00	509.05	2,257.07	181.19	-2,233.88	45.14%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-3,000.00	.00	.00	.00	-3,000.00	-.00%
Total Function53 DATA PROCESSING	**-194,682.00**	**841.10**	**169,760.28**	**14,859.18**	**-24,080.62**	**87.20%**
71 - DEBT SERVICE						
6500 - DEBT SERVICE	-276,347.00	.00	268,425.21	.00	-7,921.79	97.13%
Total Function71 DEBT SERVICE	**-276,347.00**	**.00**	**268,425.21**	**.00**	**-7,921.79**	**97.13%**
93 - PAYMENTS TO FISCAL AGENTS						
6400 - TRAVEL AND SUBSISTENCE	-150,098.00	.00	150,098.00	.00	.00	100.00%
Total Function93 PAYMENTS TO FISCAL	**-150,098.00**	**.00**	**150,098.00**	**.00**	**.00**	**100.00%**
99 - OTHER INTERGOVERMENTAL						
6200 - CONTRACTED SERVICES	-33,000.00	.00	31,120.00	.00	-1,880.00	94.30%
Total Function99 OTHER INTERGOVERMENTAL	**-33,000.00**	**.00**	**31,120.00**	**.00**	**-1,880.00**	**94.30%**
Total Expenditures	**-8,453,411.00**	**319,656.09**	**6,910,572.39**	**313,764.51**	**-1,223,182.52**	**81.75%**

Fund 240 / 2 NATIONAL SCHOOL LUNCH PROGRAM | **As of July**

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE - LOCAL & INTERMED					
5740 - OTHER REVENUES FROM LOCAL SOUR	100.00	.00	-66.51	33.49	66.51%
5750 - REVENUES FROM COCURRICULAR E	104,400.00	.00	-59,434.95	44,965.05	56.93%
Total REVENUE - LOCAL & INTERMED	**104,500.00**	**.00**	**-59,501.46**	**44,998.54**	**56.94%**
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROGRAM REVENUES	1,800.00	.00	-26,646.89	-24,846.89	1480.38%
Total STATE PROGRAM REVENUES	**1,800.00**	**.00**	**-26,646.89**	**-24,846.89**	**1480.38%**
5900 - FEDERAL PROGRAM REVENUES					
5920 - FEDERAL REV FROM TEA	246,000.00	.00	-432,020.58	-186,020.58	175.62%
Total FEDERAL PROGRAM REVENUES	**246,000.00**	**.00**	**-432,020.58**	**-186,020.58**	**175.62%**
Total Revenue Local-State-Federal	**352,300.00**	**.00**	**-518,168.93**	**-165,868.93**	**147.08%**

Fund 240 / 2 NATIONAL SCHOOL LUNCH PROGRAM **As of July**

	Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Expended
6000 - EXPENDITURES						
35 - FOOD SERVICE						
6100 - SALARIES AND BENEFITS	-230,272.00	.00	155,647.38	3,589.91	-74,624.62	67.59%
6200 - CONTRACTED SERVICES	-28,300.00	578.00	19,660.47	.00	-8,061.53	69.47%
6300 - SUPPLIES AND MATERIALS	-209,500.00	17,434.65	153,492.32	2,052.32	-38,573.03	73.27%
6400 - TRAVEL AND SUBSISTENCE	-700.00	.00	164.42	.00	-535.58	23.49%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-15,000.00	.00	.00	.00	-15,000.00	-.00%
Total Function35 FOOD SERVICE	**-483,772.00**	**18,012.65**	**328,964.59**	**5,642.23**	**-136,794.76**	**68.00%**
51 - FACILITIES MAINT & OPER						
6200 - CONTRACTED SERVICES	-1,500.00	.00	1,051.08	175.18	-448.92	70.07%
Total Function51 FACILITIES MAINT & OPER	**-1,500.00**	**.00**	**1,051.08**	**175.18**	**-448.92**	**70.07%**
Total Expenditures	**-485,272.00**	**18,012.65**	**330,015.67**	**5,817.41**	**-137,243.68**	**68.01%**

Fund 599 / 2 DEBT SERVICE FUNDS — **As of July**

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE - LOCAL & INTERMED					
5710 - LOCAL REAL-PROPERTY TAXES	146,242.00	-2,076.62	-143,368.91	2,873.09	98.04%
5740 - OTHER REVENUES FROM LOCAL SOUR	100.00	-14.12	-152.15	-52.15	152.15%
Total REVENUE - LOCAL & INTERMED	**146,342.00**	**-2,090.74**	**-143,521.06**	**2,820.94**	**98.07%**
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROGRAM REVENUES	35,537.00	.00	-49,800.00	-14,263.00	140.14%
Total STATE PROGRAM REVENUES	**35,537.00**	**.00**	**-49,800.00**	**-14,263.00**	**140.14%**
Total Revenue Local-State-Federal	**181,879.00**	**-2,090.74**	**-193,321.06**	**-11,442.06**	**106.29%**

Fund 599 / 2 DEBT SERVICE FUNDS | **As of July**

	Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Expended
6000 - EXPENDITURES						
71 - DEBT SERVICE						
6500 - DEBT SERVICE	-181,879.00	.00	145,914.20	.00	-35,964.80	80.23%
Total Function71 DEBT SERVICE	**-181,879.00**	**.00**	**145,914.20**	**.00**	**-35,964.80**	**80.23%**
Total Expenditures	**-181,879.00**	**.00**	**145,914.20**	**.00**	**-35,964.80**	**80.23%**

Public Health Guidance

August 1, 2022

Executive Order GA-38 (GA-38), which has the effect of state law under Section 418.012 of the Texas Government Code, requires Texas public school systems to operate during the COVID-19 pandemic in compliance with the published guidance of the Texas Education Agency (TEA). This document constitutes TEA's guidance under GA-38 and takes effect immediately, replacing all prior guidance.

Public school systems are to operate in compliance with existing state laws and regulations, including all executive orders issued by the governor of Texas in response to the COVID-19 pandemic that are currently in effect.

The following are examples of existing state laws and regulations applicable to the operations of Texas public school systems during the COVID-19 pandemic:

- If an individual who has been in a school is test-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Per GA-38, school systems cannot require students or staff to wear a mask. GA-38 addresses government-mandated face coverings in response to the COVID-19 pandemic.
- As provided in this Department of State Health Services (DSHS) Rule, school systems must exclude students from attending school in person who have or are suspected of having COVID-19, and must immediately notify parents if this is determined while on campus. As noted in the rule, exclusion shall continue until the conditions for re-entry are met:
    - For children with symptoms, at least 5 days have passed since symptom onset, and fever free, and other symptoms have improved.
    - Children who test positive for COVID-19 but do not have any symptoms must stay home until at least 5 days after the day they were tested.
- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms or is test-confirmed with COVID-19, until the conditions for re-entry are met.

TEA recommends that public school systems consult with their local public health authorities and local legal counsel before making final decisions regarding implementation of the state requirements referenced by this guidance.

This guidance is subject to change as new information becomes available.

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-1102.00-000-300000	MISCELLANEOUS ACCT	.00	.00	.00	.00	_____.__	.00%	N
00-1103.00-000-300000	MONEY MARKET ACCOUNT	.00	.00	.00	.00	_____.__	.00%	N
00-1105.00-000-300000	CERTIFICATE OF DEPOSITS	.00	.00	.00	.00	_____.__	.00%	N
00-1106.00-000-300000	INVESTMENT IN LONE STAR	.00	.00	.00	.00	_____.__	.00%	N
00-1107.00-000-300000	INVESTMENT WITH AJ CAPI	.00	.00	.00	.00	_____.__	.00%	N
00-1110.00-000-300000	OBJECT GROUP DESCRIPTI	.00	.00	.00	.00	_____.__	.00%	N
00-1111.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-1120.00-000-300000	INVESTMENTS-LSIP	.00	.00	.00	.00	_____.__	.00%	N
00-1120.01-000-300000	INVESTMENTS-AJ CAPITAL	.00	.00	.00	.00	_____.__	.00%	N
00-1120.02-000-300000	INVESTMENTS-CERTIFICAT	.00	.00	.00	.00	_____.__	.00%	N
	11XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-1220.00-000-300000	PROPERTY TAXES REC. - D	.00	.00	.00	.00	_____.__	.00%	N
00-1220.01-000-300000	PROPERTY TAXES REC. - D	.00	.00	.00	.00	_____.__	.00%	N
00-1221.00-000-300000	RECEIVABLE PROPERTY TA	.00	.00	.00	.00	_____.__	.00%	N
00-1230.00-000-300000	ALLOW FOR UNCOL TAXES	.00	.00	.00	.00	_____.__	.00%	N
00-1241.00-000-300000	DUE FROM STATE	.00	.00	.00	.00	_____.__	.00%	N
00-1243.00-000-300000	DUE FROM OTHER GOVERN	.00	.00	.00	.00	_____.__	.00%	N
00-1251.00-000-300000	SUNDRY RECEIVABLES	.00	.00	.00	.00	_____.__	.00%	N
00-1260.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-1262.00-000-300000	DUE FROM SPEC REVENUE	.00	.00	.00	.00	_____.__	.00%	N
00-1264.00-000-300000	CAPITAL PROJECTS FUNDS	.00	.00	.00	.00	_____.__	.00%	N
00-1267.00-000-300000	DUE FROM PAYROLL CLEA	.00	.00	.00	.00	_____.__	.00%	N
00-1289.00-000-300000	DUE FROM OTHER FUNDS	.00	.00	.00	.00	_____.__	.00%	N
00-1290.00-000-300000	OTHER RECEIVABLES	.00	.00	.00	.00	_____.__	.00%	N
00-1299.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	12XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-1310.01-000-300000	GIRLS BASKETBALL UNIFO	.00	.00	.00	.00	_____.__	.00%	N
00-1310.02-000-300000	FLAG UNIFORMS	.00	.00	.00	.00	_____.__	.00%	N
00-1310.03-000-300000	INVENTORY/FB TICKETS 98	.00	.00	.00	.00	_____.__	.00%	N
	13XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-1410.00-000-300000	DEFERRED EXPENDITURES	.00	.00	.00	.00	_____.__	.00%	N
00-1410.01-000-300000	DEFERRED EXPENDITURES	.00	.00	.00	.00	_____.__	.00%	N
00-1410.11-000-300000	DEFERRED EXPENDITURES	.00	.00	.00	.00	_____.__	.00%	N
	14XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-1810.00-000-300000	RESTRICTED ASSETS	.00	.00	.00	.00	_____.__	.00%	N
	18XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2110.00-000-300000	ATTORNEY FEES	.00	.00	.00	.00	_____.__	.00%	N
00-2110.01-000-300000	ACCOUNTS PAYABLE	.00	.00	.00	.00	_____.__	.00%	N
00-2110.02-000-300000	ACCOUNTS PAYABLE CONS	.00	.00	.00	.00	_____.__	.00%	N
00-2111.00-000-300000	PAYABLE ACCOUNT	.00	.00	.00	.00	_____.__	.00%	N
00-2122.00-000-300000	LOANS PAYABLE - CURREN	.00	.00	.00	.00	_____.__	.00%	N
00-2151.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2152.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2152.02-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-000-300000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-002-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-043-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2154.00-023-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2155.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2155.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2155.04-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-003-300000		.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-2159.00-007-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-008-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-012-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-016-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-021-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-022-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-024-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-025-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-026-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-028-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-030-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-031-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-040-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-041-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-044-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2160.00-000-300000	ACCRUED WAGES PAYABL	.00	.00	.00	.00	_____.__	.00%	N
00-2161.00-000-300000	WAGE ACCRUALS	.00	.00	.00	.00	_____.__	.00%	N
00-2171.00-000-300000	DUE TO SPECIAL REVENUE	.00	.00	.00	.00	_____.__	.00%	N
00-2171.01-000-300000	GENERAL FUND-DIFFEREN	.00	.00	.00	.00	_____.__	.00%	N
00-2171.99-000-300000	GENERAL FUND	.00	.00	.00	.00	_____.__	.00%	N
00-2172.00-000-300000	DUE TO SPECIAL REVENUE	.00	.00	.00	.00	_____.__	.00%	N
00-2175.00-000-300000	DUE TO PAYROLL	.00	.00	.00	.00	_____.__	.00%	N
00-2175.99-000-300000	DUE TO GENERAL FUNDS	.00	.00	.00	.00	_____.__	.00%	N
00-2177.00-000-300000	TRUST AND AGENCY FUND	.00	.00	.00	.00	_____.__	.00%	N
00-2177.02-000-300000	DUE TO PAYROLL CLEARIN	.00	.00	.00	.00	_____.__	.00%	N
00-2177.99-000-300000	DUE TO TRUST & AGENCY F	.00	.00	.00	.00	_____.__	.00%	N
00-2180.00-000-300000	DUE TO OTHER GOV'T	.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-2181.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2183.00-000-300000	DUE TO OTHER GOVERNME	.00	.00	.00	.00	_____.__	.00%	N
	21XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2210.00-000-300000	ACCRUED EXPENSES	.00	.00	.00	.00	_____.__	.00%	N
00-2211.11-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
00-2211.12-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
00-2211.14-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
00-2211.16-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
00-2211.19-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
	22XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2310.00-000-300000	DEFERRED REVENUE	.00	.00	.00	.00	_____.__	.00%	N
00-2312.00-000-300000	DEF. REVENUE OTHER THA	.00	.00	.00	.00	_____.__	.00%	N
	23XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2600.00-000-300000	DEFERRED RESOURCES IN	.00	.00	.00	.00	_____.__	.00%	N
	26XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3410.00-000-300000	RESERVED FOR INVENTOR	.00	.00	.00	.00	_____.__	.00%	N
00-3440.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3470.00-000-300000	CAPITAL ACQUISITION PRO	.00	.00	.00	.00	_____.__	.00%	N
	34XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3510.00-000-300000	DESIGNATED FB-CONSTRU	.00	.00	.00	.00	_____.__	.00%	N
00-3510.01-000-300000	DESIGNATED FB-M&O TAX	.00	.00	.00	.00	_____.__	.00%	N
00-3540.00-000-300000	SELF INSURANCE DES FB	.00	.00	.00	.00	_____.__	.00%	N
00-3590.00-000-300000	OTHER DESIGNATED FUND	.00	.00	.00	.00	_____.__	.00%	N
	35XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3600.00-000-300000	UNRESERVED/UNDESIG. FU	.00	.00	.00	.00	_____.__	.00%	N
00-3601.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-3602.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	36XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3700.00-000-300000	BUDGET FUND BALANCE	.00	.00	.00	.00	_____.__	.00%	N
	37XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Fund Balance Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-4310.00-000-300000	RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.__	.00%	N
00-4310.01-000-300000	RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.__	.00%	N
	43XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-5711.00-000-300000	TAXES-CURRENT	1,678,504.09	1,744,969.00	1,744,969.00	1,677,680.34	1,845,180.00	5.74%	N
00-5712.00-000-300000	"TAXES, PRIOR YEAR"	67,729.39	120,000.00	120,000.00	73,909.42	120,000.00	.00%	N
00-5719.00-000-300000	"PENALTY, ETC."	46,628.01	55,000.00	55,000.00	56,377.42	55,000.00	.00%	N
00-5729.00-000-300000	HEADSTART REVENUE	41,436.05	41,000.00	41,000.00	37,590.12	41,000.00	.00%	N
00-5739.01-000-300000	TUITION	47,982.00	49,600.00	49,600.00	12,700.00	49,600.00	.00%	N
00-5739.02-000-300000	TUITION FOR SUMMER SCH	.00	.00	.00	.00	_____.__	.00%	N
00-5742.00-000-300000	EARN FM TEMP DEP & INVE	1.37	20.00	20.00	1.37	20.00	.00%	N
00-5742.01-000-300000	INTEREST EARNED ON OPE	590.01	1,000.00	1,000.00	684.07	1,000.00	.00%	N
00-5742.02-000-300000	INTEREST FROM INVESTME	112,553.66	10,000.00	10,000.00	50,159.56	10,000.00	.00%	N
00-5742.03-000-300000	INTEREST EARNED ON	1.59	20.00	20.00	1.59	20.00	.00%	N
00-5743.00-000-300000	AMBULANCE BLDG & RENT	.00	.00	.00	.00	_____.__	.00%	N
00-5744.00-000-300000	STUDENT OF THE MONTH D	.00	675.00	675.00	550.00	675.00	.00%	N
00-5744.01-000-300000	REVENUE FROM NON-PROF	.00	.00	.00	.00	_____.__	.00%	N
00-5744.05-000-300000	IN MEMORY OF-LIBRARY D	260.00	.00	.00	650.00	_____.__	.00%	N
00-5744.07-000-300000	HEAD START DONATIONS	.00	.00	.00	.00	_____.__	.00%	N
00-5745.00-000-300000	INSURANCE RECOVERY	.00	.00	.00	.00	_____.__	.00%	N
00-5749.00-000-300000	MISC REVENUE FROM LOC	81,953.71	3,500.00	3,500.00	150.50	3,500.00	.00%	N
00-5749.00-000-3000BF	BOOK FAIR PROCEEDS	.00	6,200.00	6,200.00	.00	6,200.00	.00%	N

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00-5749.00-000-3000TB	PAYMENT FOR LOST TEXT	.00	100.00	100.00	.00	100.00	.00%	N
00-5749.00-000-300ERA	E RATE DISCOUNTS REVEN	.00	.00	.00	.00	_____.__	.00%	N
00-5749.01-000-300000	JH LAPTOP FEE	.00	.00	.00	.00	_____.__	.00%	N
00-5749.01-001-300000	HS TESTING FEES	1,632.00	.00	.00	2,078.00	_____.__	.00%	N
00-5749.03-000-300000	HS DRINK SALES	864.29	1,000.00	1,000.00	898.86	1,000.00	.00%	N
00-5752.00-000-300000	HS FOOTBALL GATE RECEI	13,917.00	16,000.00	16,000.00	10,962.05	16,000.00	.00%	N
00-5752.01-000-300000	JH FOOTBALL GATE RECEIP	3,936.00	3,500.00	3,500.00	2,265.00	3,500.00	.00%	N
00-5752.02-000-300000	BASKETBALL GATE RECEIP	7,799.00	5,000.00	5,000.00	7,500.05	5,000.00	.00%	N
00-5752.04-000-300000	BASKETBALL TOURNAMENT	.00	3,200.00	3,200.00	3,456.00	3,200.00	.00%	N
00-5752.05-000-300000	TRACK MEET ENTRY FEES	3,150.00	3,500.00	3,500.00	1,900.00	3,500.00	.00%	N
00-5752.06-000-300000	HS FOOTBALL OUT OF TOW	3,885.00	.00	.00	.00	_____.__	.00%	N
00-5759.00-000-300000	MINERAL ROYALTIES	19.48	900.00	900.00	13.65	900.00	.00%	N
	57XX Totals	**2,112,842.65**	**2,065,184.00**	**2,065,184.00**	**1,939,528.00**	**2,165,395.00**	**4.85%**	
00-5811.00-000-300000	PER CAPITA APPORTIONME	298,280.00	136,400.00	136,400.00	340,792.00	303,750.00	122.69%	N
00-5812.00-000-300000	FOUNDATION ENTITLEMEN	6,070,770.00	5,786,850.00	5,786,850.00	6,224,631.00	6,091,240.00	5.26%	N
00-5820.00-000-300000	PREKINDERGARTEN REVEN	.00	.00	.00	.00	_____.__	.00%	N
00-5829.01-000-300000	HOUSE BILL 1	.00	.00	.00	.00	_____.__	.00%	N
00-5831.00-000-300000	TRS ON BEHALF	400,205.22	.00	.00	.00	_____.__	.00%	N
00-5839.00-000-300000	STATE REV-STATE ENERGY	.00	.00	.00	.00	_____.__	.00%	N
	58XX Totals	**6,769,255.22**	**5,923,250.00**	**5,923,250.00**	**6,565,423.00**	**6,394,990.00**	**7.96%**	
00-5931.00-000-300000	SHARS REVENUE	25,520.78	10,000.00	10,000.00	13,400.81	10,000.00	.00%	N
00-5932.00-000-300000	MEDICAID ADMINISTRAT CL	.00	.00	.00	.00	_____.__	.00%	N
00-5949.00-000-300000	FEDERAL REV DIST DIRECT	61,322.82	55,507.00	55,507.00	52,342.72	45,715.00	-17.64%	N
	59XX Totals	**86,843.60**	**65,507.00**	**65,507.00**	**65,743.53**	**55,715.00**	**-14.95%**	
	Revenue Totals	**8,968,941.47**	**8,053,941.00**	**8,053,941.00**	**8,570,694.53**	**8,616,100.00**	**6.98%**	
11-2152.00-001-311000		.00	.00	.00	.00	_____.__	.00%	N
11-2152.00-101-311000		.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
	21XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-6144.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Function 00 Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
11-6112.00-001-311000	SALARIES OR WAGES FOR	9,372.50	15,000.00	15,000.00	32,440.00	15,000.00	.00%	N
11-6112.00-001-324000	"SUBSTITUTES, ACCEL ED"	425.00	5,500.00	5,500.00	135.00	5,500.00	.00%	N
11-6112.00-001-331000	SALARIES OR WAGES FOR	.00	580.00	580.00	.00	580.00	.00%	N
11-6112.00-041-311000	SUBSTITUTES JH REGULAR	8,437.50	11,000.00	11,000.00	10,719.58	11,000.00	.00%	N
11-6112.00-041-324000	SUBSTITUTE TEACHERS	.00	11,000.00	11,000.00	200.00	11,000.00	.00%	N
11-6112.00-101-311000	SUBSTITUTES ELEM REGUL	17,452.36	20,000.00	20,000.00	14,765.00	20,000.00	.00%	N
11-6112.00-101-324000	SUBSTITUTES ELEM SCE	2,432.50	600.00	600.00	1,655.00	600.00	.00%	N
11-6112.00-101-325000	SUBSTITUTE TEACHER ELE	.00	5,850.00	5,850.00	.00	5,850.00	.00%	N
11-6112.03-001-322000	"SUB-TEACHER, H. S. VOCA	3,857.50	5,000.00	5,000.00	12,852.50	5,000.00	.00%	N
11-6112.03-101-323000	"SUB-TEACHER, ELEM. SPE	1,335.00	1,600.00	1,600.00	1,030.00	1,600.00	.00%	N
11-6112.04-001-323000	"SUB-TEACHER, HIGH SCHO	947.50	2,000.00	2,000.00	350.00	2,000.00	.00%	N
11-6112.05-041-323000	"SUB-TEACHER, JR. HIGH S	65.00	800.00	800.00	1,104.02	800.00	.00%	N
11-6119.00-001-311000	SALARIES OR WAGES-TECH	682,633.24	702,471.00	702,471.00	613,635.68	746,693.00	6.30%	N
11-6119.00-001-3110TB	TEXT BOOK COORDINATOR	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6119.00-001-321000	SALARIES OR WAGES-TECH	11,621.23	12,203.00	12,203.00	10,766.65	6,099.00	-50.02%	N
11-6119.00-001-331000	SALARIES OR WAGES-TECH	.00	10,000.00	10,000.00	.00	10,000.00	.00%	N
11-6119.00-041-311000	SALARIES OR WAGES-TECH	544,907.20	550,984.00	550,984.00	514,729.64	619,313.00	12.40%	N
11-6119.00-041-323000	SALARIES-PROF. PERSONN	69,638.06	70,538.00	70,538.00	52,770.66	60,040.00	-14.88%	N
11-6119.00-041-337000	JH TEACHER DYSLEXIA	.00	100.00	100.00	.00	100.00	.00%	N
11-6119.00-101-311000	SALARIES-PROF. PERSONN	904,227.19	910,137.00	910,137.00	795,498.42	907,117.00	-.33%	N
11-6119.00-101-3110TB	TEXT BOOK COORDINATOR	.00	.00	.00	.00	_____.__	.00%	N
11-6119.00-101-321000	SALARIES OR WAGES-ELEM	.00	5,000.00	5,000.00	.00	5,000.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
11-6119.00-101-334000	HEAD START TEACHER	.00	.00	.00	.00	_____.__	.00%	N
11-6119.00-101-336000	PRE-K TEACHER	.00	.00	.00	.00	_____.__	.00%	N
11-6119.00-101-337000	ELEM TEACHER DYSLEXIA	.00	.00	.00	.00	_____.__	.00%	N
11-6119.00-999-399000	SALARIES OR WAGES-TECH	.00	58,040.00	58,040.00	.00	116,080.00	100.00%	N
11-6119.01-001-324000	TEACHERS-HS ST. COMP E	17,557.32	18,000.00	18,000.00	5,451.74	5,628.00	-68.73%	N
11-6119.01-041-324000	TEACHERS-JR.HI ST.COMP.	120,274.79	126,274.00	126,274.00	100,604.52	105,872.00	-16.16%	N
11-6119.01-101-311000	HEADSTART TEACHER	.00	.00	.00	.00	_____.__	.00%	N
11-6119.01-101-324000	TEACHERS-ELEM. ST.COMP	171,281.72	175,913.00	175,913.00	155,404.38	171,473.00	-2.52%	N
11-6119.02-001-311000	SALARIES OR WAGES-PAD	.00	.00	.00	.00	_____.__	.00%	N
11-6119.02-001-324000	SALARIES-TAKS REMED. CL	.00	.00	.00	.00	_____.__	.00%	N
11-6119.02-101-321000	TEACHERS-ELEM. G/T	.00	.00	.00	.00	_____.__	.00%	N
11-6119.03-001-322000	SALARIES OR WAGES-VOC	255,885.94	267,984.00	267,984.00	223,622.89	266,021.00	-.73%	N
11-6119.03-041-322000	JH VOC TEACHER	.00	.00	.00	.00	_____.__	.00%	N
11-6119.03-101-323000	TEACHERS-ELEM. SP.ED	42,568.85	45,170.00	45,170.00	39,973.49	88,850.00	96.70%	N
11-6119.04-001-323000	TEACHERS-HIGH SCHOOL S	90,581.99	94,965.00	94,965.00	84,028.39	96,318.00	1.42%	N
11-6119.05-101-323000	"SPEECH THERAPIST, SPEC	.00	.00	.00	.00	_____.__	.00%	N
11-6119.06-041-321000	TEACHER-JR HIGH G/T	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6121.00-001-311000	EXTRA DUTY PAY/OT-SUPP	.00	.00	.00	.00	_____.__	.00%	N
11-6129.00-001-311000	AEP-DISCIPLINE MGT	.00	3,000.00	3,000.00	.00	3,000.00	.00%	N
11-6129.00-001-324000	SALARIES FOR SUPPORT P	35,156.26	35,660.00	35,660.00	32,024.92	35,660.00	.00%	N
11-6129.00-001-331000	HS AIDE-HS ALLOTMENT	24,525.80	25,265.00	25,265.00	21,891.24	25,564.00	1.18%	N
11-6129.00-041-311000	SALARIES FOR SUPPORT P	25,857.52	27,360.00	27,360.00	25,426.35	27,360.00	.00%	N
11-6129.00-041-322000	COMPUTER TECHNICIAN	.00	.00	.00	.00	_____.__	.00%	N
11-6129.00-041-323000	SALARIES FOR SUPPORT P	56,119.85	59,504.00	59,504.00	53,729.14	19,835.00	-66.67%	N
11-6129.00-041-324000	SALARIES FOR SUPPORT P	16,947.76	19,072.00	19,072.00	17,739.08	19,326.00	1.33%	N
11-6129.00-101-323000	SUB ELEM.SP.ED.AIDE	860.00	2,100.00	2,100.00	4,697.50	2,100.00	.00%	N
11-6129.00-101-324000	ELEM AIDE ST COMP ED	1,732.50	.00	.00	1,130.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
11-6129.00-101-337000	ELEM AIDE DYSLEXIA	3,300.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
11-6129.01-001-311000	BUS DRIVER-ED FIELD TRIP	.00	1,200.00	1,200.00	60.00	1,200.00	.00%	N
11-6129.01-001-322000	COMPUTER TECHNICIAN	.00	.00	.00	.00	_____.__	.00%	N
11-6129.01-001-323000	TEACHER AIDES-HIGH SCH	37,458.30	39,161.00	39,161.00	34,345.40	37,669.00	-3.81%	N
11-6129.01-041-311000	BUS DRIVER-ED FIELD TRIP	.00	400.00	400.00	70.00	400.00	.00%	N
11-6129.01-041-323000	SUB AIDE - JH SPEC ED	340.00	500.00	500.00	525.00	500.00	.00%	N
11-6129.01-101-311000	BUS DRIVER-ED FIELD TRIP	508.38	1,100.00	1,100.00	515.00	1,100.00	.00%	N
11-6129.01-101-323000	TEACHER AIDES-ELEM. SP.	38,359.38	61,538.00	61,538.00	36,364.50	40,432.00	-34.30%	N
11-6129.01-101-324000	BUS DRIVER HEADSTART FI	61.75	350.00	350.00	65.00	350.00	.00%	N
11-6129.02-001-311000	TEACHER AIDE-BASIC SKILL	14,805.94	15,000.00	15,000.00	260.00	15,000.00	.00%	N
11-6129.02-001-323000	SUB-AIDE-HIGH SCHOOL SP	622.50	5,000.00	5,000.00	200.00	5,000.00	.00%	N
11-6129.02-101-311000	HEADSTART AIDE	20,124.95	21,106.00	21,106.00	18,610.80	21,360.00	1.20%	N
11-6129.03-101-311000	SUB-AIDE-ELEM. BASIC SKI	795.00	2,500.00	2,500.00	620.00	2,500.00	.00%	N
11-6129.04-101-311000	COMPUTER TECHNICIAN	.00	.00	.00	.00	_____.__	.00%	N
11-6141.00-001-311000	SOCIAL SECURITY/MEDICA	10,235.96	10,500.00	10,500.00	10,495.20	9,873.00	-5.97%	N
11-6141.00-001-3110TB	SOCIAL SECURITYMEDICAR	.00	.00	.00	.00	_____.__	.00%	N
11-6141.00-001-321000	SOCIAL SECURITY	164.46	173.00	173.00	151.94	84.00	-51.45%	N
11-6141.00-001-322000	SOCIAL SECURITY/MEDICA	.00	3,000.00	3,000.00	.00	3,000.00	.00%	N
11-6141.00-001-323000	EMPLOYERS SHARE FICA H	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
11-6141.00-001-324000	"EMPLOYERS SHARE, FICA"	476.10	1,000.00	1,000.00	412.74	425.00	-57.50%	N
11-6141.00-001-331000	SOCIAL SECURITY/MEDICA	357.83	650.00	650.00	301.45	331.00	-49.08%	N
11-6141.00-041-311000	SOCIAL SECURITY/MEDICA	8,318.78	8,500.00	8,500.00	7,906.57	7,956.00	-6.40%	N
11-6141.00-041-321000	SOCIAL SECURITY	.00	40.00	40.00	.00	40.00	.00%	N
11-6141.00-041-322000	SOCIAL SECURITY/MEDICA	.00	200.00	200.00	.00	200.00	.00%	N
11-6141.00-041-323000	EMPLOYERS SHARE FICA	1,752.13	1,986.00	1,986.00	1,473.42	1,059.00	-46.68%	N
11-6141.00-041-324000	SOCIAL SECURITY	239.05	537.00	537.00	276.02	232.00	-56.80%	N
11-6141.00-101-311000	EMPLOYERS SHARE FICA E	13,253.79	13,500.00	13,500.00	11,737.30	11,423.00	-15.39%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
11-6141.00-101-3110TB		.00	.00	.00	.00	_____.__	.00%	N
11-6141.00-101-321000	SOCIAL SECURITY	.00	.00	.00	.00	_____.__	.00%	N
11-6141.00-101-323000	EMPLOYERS SHARE FICA E	52.76	1,000.00	1,000.00	272.28	1,000.00	.00%	N
11-6141.00-101-324000	"EMPLOYERS SHARE, FICA"	272.95	2,150.00	2,150.00	131.70	1,659.00	-22.84%	N
11-6141.00-101-325000		.00	100.00	100.00	.00	100.00	.00%	N
11-6141.00-101-337000	SOCIAL SECURITY/MEDICA	46.33	50.00	50.00	.00	50.00	.00%	N
11-6141.01-001-311000		.00	100.00	100.00	4.59	100.00	.00%	N
11-6141.01-001-323000	SOCIAL SECURITY/MEDICA	543.08	1,100.00	1,100.00	497.98	546.00	-50.36%	N
11-6141.01-001-324000	SOCIAL SECURITY/MEDICA	248.87	250.00	250.00	75.90	78.00	-68.80%	N
11-6141.01-041-311000		.00	50.00	50.00	5.36	50.00	.00%	N
11-6141.01-041-323000		26.01	20.00	20.00	36.13	20.00	.00%	N
11-6141.01-041-324000	SOCIAL SECURITY/MEDICA	1,584.73	1,672.00	1,672.00	1,307.48	1,364.00	-18.42%	N
11-6141.01-101-311000	SOCIAL SECURITY/MEDICA	27.32	50.00	50.00	35.06	50.00	.00%	N
11-6141.01-101-323000	SOCIAL SECURITY/MEDICA	543.14	1,000.00	1,000.00	503.65	530.00	-47.00%	N
11-6141.01-101-324000	SOCIAL SECURITY/MEDICA	2,334.13	2,399.00	2,399.00	2,129.06	2,365.00	-1.42%	N
11-6141.02-001-311000	SOCIAL SECURITY/MEDICA	262.26	600.00	600.00	19.88	600.00	.00%	N
11-6141.02-001-323000		47.64	250.00	250.00	27.68	250.00	.00%	N
11-6141.02-101-311000	SOCIAL SECURITY/MEDICA	198.48	200.00	200.00	179.59	188.00	-6.00%	N
11-6141.03-001-322000	SOCIAL SECURITY/MEDICA	3,669.91	3,700.00	3,700.00	3,434.15	3,453.00	-6.68%	N
11-6141.03-101-311000		39.13	200.00	200.00	45.24	200.00	.00%	N
11-6141.03-101-323000	SOCIAL SECURITY/MEDICA	674.41	700.00	700.00	646.19	1,211.00	73.00%	N
11-6141.04-001-323000	SOCIAL SECURITY/MEDICA	1,283.31	1,300.00	1,300.00	1,122.34	1,248.00	-4.00%	N
11-6141.05-041-323000		4.97	100.00	100.00	49.68	100.00	.00%	N
11-6141.05-101-323000	SOCIAL SECURITY/MEDICA	.00	720.00	720.00	.00	720.00	.00%	N
11-6141.06-041-321000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.__	.00%	N
11-6142.00-001-311000	HEALTH INSURANCE/HS RE	31,782.93	39,600.00	39,600.00	32,449.86	32,479.00	-17.98%	N
11-6142.00-001-3110TB		.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
11-6142.00-001-321000	GROUP HEALTH & LIFE INS	446.98	450.00	450.00	391.90	392.00	-12.89%	N
11-6142.00-001-322000	GROUP HEALTH & LIFE INS	.00	9,900.00	9,900.00	.00	9,900.00	.00%	N
11-6142.00-001-323000	GROUP INSURANCE HS	.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
11-6142.00-001-324000	HEALTH INSURANCE/HS RE	2,436.32	6,600.00	6,600.00	2,248.89	2,254.00	-65.85%	N
11-6142.00-001-331000	GROUP HEALTH & LIFE INS	3,575.00	3,300.00	3,300.00	3,300.00	3,300.00	.00%	N
11-6142.00-041-311000	HEALTH INSURANCE/JH RE	22,869.72	33,800.00	33,800.00	23,167.27	23,885.00	-29.33%	N
11-6142.00-041-321000	GROUP HEALTH & LIFE INS	.00	200.00	200.00	.00	200.00	.00%	N
11-6142.00-041-323000	HEALTH INS/ JH SPEC ED	9,433.21	9,500.00	9,500.00	8,717.60	3,300.00	-65.26%	N
11-6142.00-041-324000	GROUP HEALTH & LIFE INS	825.00	6,600.00	6,600.00	3,300.00	3,300.00	-50.00%	N
11-6142.00-101-311000	HEALTH INSURANCE/ELEM.	45,726.40	48,000.00	48,000.00	39,302.40	36,277.00	-24.42%	N
11-6142.00-101-3110TB		.00	.00	.00	.00	_____.__	.00%	N
11-6142.00-101-321000	GROUP HEALTH & LIFE INS	.00	300.00	300.00	.00	300.00	.00%	N
11-6142.00-101-323000	HEALTH INS/ELEM.SP.ED.	.00	6,600.00	6,600.00	.00	6,600.00	.00%	N
11-6142.00-101-324000	HEALTH INS/ELEM COMP	.00	9,900.00	9,900.00	.00	9,900.00	.00%	N
11-6142.01-001-323000		.00	3,500.00	3,500.00	.00	3,500.00	.00%	N
11-6142.01-001-324000		798.63	800.00	800.00	325.10	325.00	-59.38%	N
11-6142.01-041-324000		4,628.11	5,000.00	5,000.00	4,287.50	4,288.00	-14.24%	N
11-6142.01-101-323000		3,575.00	9,900.00	9,900.00	3,300.00	3,300.00	-66.67%	N
11-6142.01-101-324000		10,414.86	10,500.00	10,500.00	8,799.00	5,774.00	-45.01%	N
11-6142.02-001-311000		.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
11-6142.02-001-323000		.00	.00	.00	.00	_____.__	.00%	N
11-6142.02-101-311000		3,575.00	3,600.00	3,600.00	3,300.00	3,300.00	-8.33%	N
11-6142.03-001-322000		17,961.84	17,700.00	17,700.00	16,225.11	16,485.00	-6.86%	N
11-6142.03-101-323000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	3,300.00	100.00%	N
11-6142.04-001-323000		4,815.25	4,800.00	4,800.00	4,507.60	4,524.00	-5.75%	N
11-6142.05-101-323000		.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
11-6143.00-001-311000	"WORKERS' COMP., H.S."	3,815.97	4,000.00	4,000.00	4,447.05	4,000.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
11-6143.00-001-3110WC	WKRS COMP CLAIMS PD-HS	13.00	4,300.00	4,300.00	4.00	4,300.00	.00%	N
11-6143.00-001-321000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.__	.00%	N
11-6143.00-001-322000	VOCATIONAL WORKERS CO	508.80	900.00	900.00	592.94	900.00	.00%	N
11-6143.00-001-3220WC	WKRS COMP CLAIMS PD-HS	.00	850.00	850.00	.00	850.00	.00%	N
11-6143.00-001-323000	WORKERS COMP - HS. SP.	508.80	900.00	900.00	592.94	900.00	.00%	N
11-6143.00-001-3230WC	WKRS COMP CLAIMS PD-HS	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6143.00-001-331000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.__	.00%	N
11-6143.00-041-311000	"WORKERS' COMP., J.H."	3,307.18	3,500.00	3,500.00	3,854.11	3,500.00	.00%	N
11-6143.00-041-3110WC	WKRS COMP CLAIMS PD-JH	.00	600.00	600.00	.00	600.00	.00%	N
11-6143.00-041-323000	JR HI SPEC ED	1,017.58	1,100.00	1,100.00	1,185.88	1,100.00	.00%	N
11-6143.00-101-311000	"WORKERS' COMP., ELEM."	5,342.36	5,400.00	5,400.00	6,522.34	5,400.00	.00%	N
11-6143.00-101-3110WC	WKRS COMP CLAIMS PD-EL	1,020.00	2,500.00	2,500.00	541.00	2,500.00	.00%	N
11-6143.00-101-321000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.__	.00%	N
11-6143.00-101-323000	WORKERS' COMP. SPECIAL	1,017.58	1,500.00	1,500.00	1,185.88	1,500.00	.00%	N
11-6143.00-101-3230WC	WKRS COMP CLAIMS PD-EL	.00	1,200.00	1,200.00	86.00	1,200.00	.00%	N
11-6143.00-101-324000	WORKERS COMP CLAIMS	.00	150.00	150.00	.00	150.00	.00%	N
11-6143.00-101-3240WC	WKRS COMP CLAIMS PD-EL	.00	150.00	150.00	.00	150.00	.00%	N
11-6144.00-001-300000	TRS ON BEHALF	.09	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-311000	TRS ON-BEHALF BENEFIT	47,522.56	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-3110TB		.00	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-321000	TRS ON-BEHALF BENEFIT	1,000.68	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-322000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-323000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-324000	TRS ON-BEHALF BENEFIT	3,062.85	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-331000	TRS ON-BEHALF BENEFIT	2,085.23	.00	.00	.00	_____.__	.00%	N
11-6144.00-041-311000	TRS ON-BEHALF BENEFIT	45,451.30	.00	.00	.00	_____.__	.00%	N
11-6144.00-041-321000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
11-6144.00-041-323000	TRS ON-BEHALF BENEFIT	10,399.72	.00	.00	.00	_____.__	.00%	N
11-6144.00-041-324000	TRS ON-BEHALF BENEFIT	1,433.58	.00	.00	.00	_____.__	.00%	N
11-6144.00-101-311000	TRS ON-BEHALF BENEFIT	75,301.08	.00	.00	.00	_____.__	.00%	N
11-6144.00-101-3110TB		.00	.00	.00	.00	_____.__	.00%	N
11-6144.00-101-321000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
11-6144.00-101-323000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
11-6144.00-101-324000	TRS ON-BEHALF BENEFIT	27.11	.00	.00	.00	_____.__	.00%	N
11-6144.00-101-337000	TRS ON-BEHALF BENEFIT	288.84	.00	.00	.00	_____.__	.00%	N
11-6144.00-999-399000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
11-6144.01-001-311000		.00	.00	.00	.00	_____.__	.00%	N
11-6144.01-001-322000		.00	.00	.00	.00	_____.__	.00%	N
11-6144.01-001-323000	TRS ON-BEHALF BENEFIT	1,594.99	.00	.00	.00	_____.__	.00%	N
11-6144.01-001-324000	TRS ON-BEHALF BENEFIT	1,303.28	.00	.00	.00	_____.__	.00%	N
11-6144.01-041-311000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
11-6144.01-041-324000	TRS ON-BEHALF BENEFIT	10,381.86	.00	.00	.00	_____.__	.00%	N
11-6144.01-101-311000		.00	.00	.00	.00	_____.__	.00%	N
11-6144.01-101-323000	TRS ON-BEHALF BENEFIT	3,256.75	.00	.00	.00	_____.__	.00%	N
11-6144.01-101-324000	TRS ON-BEHALF BENEFIT	14,619.46	.00	.00	.00	_____.__	.00%	N
11-6144.02-001-311000	TRS ON-BEHALF BENEFIT	2,790.99	.00	.00	.00	_____.__	.00%	N
11-6144.02-001-323000		.00	.00	.00	.00	_____.__	.00%	N
11-6144.02-101-311000	TRS ON-BEHALF BENEFIT	1,719.12	.00	.00	.00	_____.__	.00%	N
11-6144.03-001-322000	TRS ON-BEHALF BENEFIT	21,707.73	.00	.00	.00	_____.__	.00%	N
11-6144.03-101-311000	TRS ON-BEHALF BENEFIT	30.62	.00	.00	.00	_____.__	.00%	N
11-6144.03-101-323000	TRS ON-BEHALF BENEFIT	3,575.14	.00	.00	.00	_____.__	.00%	N
11-6144.04-001-323000	TRS ON-BEHALF BENEFIT	6,277.52	.00	.00	.00	_____.__	.00%	N
11-6144.05-101-323000		.00	.00	.00	.00	_____.__	.00%	N
11-6145.00-001-311000	"UNEMPLOYMENT COMP., H	618.00	800.00	800.00	494.40	800.00	.00%	N

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11-6145.00-001-321000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.__	.00%	N
11-6145.00-001-322000	VOCATIONAL - UNEMPLOY	82.40	200.00	200.00	65.92	200.00	.00%	N
11-6145.00-001-323000	UNEMPLOYEMENT COMP. H	82.40	250.00	250.00	65.92	250.00	.00%	N
11-6145.00-001-331000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.__	.00%	N
11-6145.00-041-311000	"UNEMPLOYMENT COMP., J.	535.60	650.00	650.00	428.48	650.00	.00%	N
11-6145.00-041-323000	UNEMPLOYMENT COMP.-JR	164.80	200.00	200.00	131.84	200.00	.00%	N
11-6145.00-101-311000	"UNEMPLOYMENT COMP., E	865.20	900.00	900.00	692.16	900.00	.00%	N
11-6145.00-101-321000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.__	.00%	N
11-6145.00-101-323000	UNEMPLOYMENT COMP. EL	164.80	200.00	200.00	131.84	200.00	.00%	N
11-6146.00-001-311000	TR BENEFITS/H.S.REG.	17,233.01	17,671.00	17,671.00	16,882.43	19,545.00	10.60%	N
11-6146.00-001-3110TB	TRS- TEXTBOOK COORDINA	.00	.00	.00	.00	_____.__	.00%	N
11-6146.00-001-321000	TR BENEFITS	329.21	314.00	314.00	317.83	181.00	-42.36%	N
11-6146.00-001-322000	TEACHER RETIREMT/TRS C	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
11-6146.00-001-323000	TR BENEFITS	.00	750.00	750.00	.00	750.00	.00%	N
11-6146.00-001-324000	TR BENEFITS	828.11	849.00	849.00	777.23	884.00	4.12%	N
11-6146.00-001-331000	TEACHER RETIREMT/TRS C	555.25	595.00	595.00	522.76	626.00	5.21%	N
11-6146.00-041-311000	TR BENEFITS/JR.H.REG.	16,457.51	16,732.00	16,732.00	16,591.37	18,204.00	8.80%	N
11-6146.00-041-321000	TR BENEFITS	.00	50.00	50.00	.00	50.00	.00%	N
11-6146.00-041-323000	TR BENEFITS	3,249.20	2,976.00	2,976.00	2,775.30	2,177.00	-26.85%	N
11-6146.00-041-324000	TR BENEFITS	381.56	991.00	991.00	383.39	467.00	-52.88%	N
11-6146.00-101-311000	TR BENEFITS/ELEM.REG.	24,515.19	24,894.00	24,894.00	22,628.05	24,093.00	-3.22%	N
11-6146.00-101-3110TB		.00	.00	.00	.00	_____.__	.00%	N
11-6146.00-101-321000	TEACHER RETIREMENT	.00	50.00	50.00	.00	50.00	.00%	N
11-6146.00-101-323000	TR BENEFITS	.00	600.00	600.00	.00	600.00	.00%	N
11-6146.00-101-324000	TEACHER RETIREMENT	7.29	2,150.00	2,150.00	.00	2,150.00	.00%	N
11-6146.00-101-337000	TEACHER RETIREMENT/TR	77.54	100.00	100.00	.00	100.00	.00%	N
11-6146.01-001-311000		.00	10.00	10.00	.00	10.00	.00%	N

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11-6146.01-001-323000	TEACHER RETIREMT/TRS C	2,725.82	7,500.00	7,500.00	2,840.34	480.00	-93.60%	N
11-6146.01-001-324000	TEACHER RETIREMT/TRS C	563.53	400.00	400.00	214.11	221.00	-44.75%	N
11-6146.01-041-311000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	.__	.00%	N
11-6146.01-041-324000	TEACHER RETIREMT/TRS C	3,341.74	3,699.00	3,699.00	3,312.81	3,351.00	-9.41%	N
11-6146.01-101-311000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	.__	.00%	N
11-6146.01-101-323000	TEACHER RETIREMT/TRS C	867.30	1,700.00	1,700.00	839.50	980.00	-42.35%	N
11-6146.01-101-324000	TEACHER RETIREMT/TRS C	4,356.58	4,690.00	4,690.00	5,370.60	4,735.00	.96%	N
11-6146.02-001-311000	TEACHER RETIREMT/TRS C	329.88	800.00	800.00	.00	800.00	.00%	N
11-6146.02-001-323000		.00	50.00	50.00	.00	50.00	.00%	N
11-6146.02-101-311000	TEACHER RETIREMT/TRS C	457.82	493.00	493.00	441.60	519.00	5.27%	N
11-6146.03-001-322000	TEACHER RETIREMT/TRS C	6,634.55	6,957.00	6,957.00	6,217.02	7,381.00	6.09%	N
11-6146.03-101-311000	TEACHER RETIREMENT/TR	8.21	100.00	100.00	.00	100.00	.00%	N
11-6146.03-101-323000	TEACHER RETIREMT/TRS C	929.64	1,350.00	1,350.00	1,107.62	2,339.00	73.26%	N
11-6146.04-001-323000	TEACHER RETIREMT/TRS C	3,721.90	3,865.00	3,865.00	3,823.57	4,251.00	9.99%	N
11-6146.05-041-323000	TEACHER RETIREMENT/TR	.00	.00	.00	13.52	.__	.00%	N
11-6146.05-101-323000	TEACHER RETIREMT/TRS C	.00	1,200.00	1,200.00	.00	1,200.00	.00%	N
11-6146.06-041-321000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	.__	.00%	N
11-6149.00-001-311000	EMPLOYEE BENEFITS	.00	.00	.00	.00	.__	.00%	N
11-6149.00-001-321000	EMPLOYEE BENEFITS	.00	.00	.00	.00	.__	.00%	N
11-6149.00-001-331000	EMPLOYEE BENEFITS	.00	.00	.00	.00	.__	.00%	N
11-6149.00-101-321000	EMPLOYEE BENEFITS	.00	.00	.00	.00	.__	.00%	N
	61XX Totals	**3,803,065.87**	**3,885,858.00**	**3,885,858.00**	**3,222,994.05**	**3,915,022.00**	**.75%**	
11-6219.00-001-311000	PURCHASING COOP.HS	222.09	250.00	250.00	222.39	250.00	.00%	N
11-6219.00-001-3110BD	PROFESSIONAL SERVICES	3,400.00	5,000.00	5,000.00	4,350.00	5,000.00	.00%	N
11-6219.00-001-322000	PROF & CONTRACTED SVC	.00	3,500.00	3,500.00	2,884.00	3,500.00	.00%	N
11-6219.00-001-325000	CONTRACTED SERVICE HS	.00	100.00	100.00	.00	100.00	.00%	N
11-6219.00-001-338000	CCMR CONTRACTED SVCS	300.00	300.00	300.00	6,799.00	300.00	.00%	N

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11-6219.00-041-311000	PURCHASING COOP-JH	191.02	200.00	200.00	191.27	200.00	.00%	N
11-6219.00-041-3110BD	CONTRACTED SERVICES-J	400.00	1,000.00	1,000.00	1,000.00	1,000.00	.00%	N
11-6219.00-041-322000	FILTER-INTERNET CONNEC	.00	.00	.00	.00	_____.__	.00%	N
11-6219.00-041-325000	CONTRACTED SERVICES J	.00	500.00	500.00	.00	500.00	.00%	N
11-6219.00-101-311000	PURCHASING COOP-ELEM	344.89	375.00	375.00	345.34	375.00	.00%	N
11-6219.00-101-325000	CONTR SVCS ELEM BILING	714.00	800.00	800.00	612.00	800.00	.00%	N
11-6219.01-001-311000	EDGENUITY -HS	7,791.00	8,000.00	8,000.00	7,650.00	8,000.00	.00%	N
11-6219.01-001-322000	PROFESSIONAL SVCS-EDG	.00	.00	.00	.00	_____.__	.00%	N
11-6219.01-041-311000	EDGENUITY-JH	.00	.00	.00	.00	_____.__	.00%	N
11-6219.01-101-311000	PROFESSIONAL CONTRACT	.00	.00	.00	2,100.00	_____.__	.00%	N
11-6219.02-001-311000	ROCKETRY SYSTEMS GO P	2,785.00	4,000.00	4,000.00	4,725.00	4,000.00	.00%	N
11-6223.00-999-324000	DARE PROGRAM	.00	500.00	500.00	.00	500.00	.00%	N
11-6239.00-001-311000	REGION VII PROF DEV-HS	8,823.11	10,000.00	10,000.00	9,020.58	10,000.00	.00%	N
11-6239.00-001-323000	REG.VII HS SPECIAL ED WO	.00	100.00	100.00	.00	100.00	.00%	N
11-6239.00-001-331000	EDUCATION SERVICE CENT	.00	1,910.00	1,910.00	.00	1,910.00	.00%	N
11-6239.00-041-311000	EDUCATION SERVICE CENT	8,088.47	10,000.00	10,000.00	8,258.33	10,000.00	.00%	N
11-6239.00-041-323000	REGION VII JH SPECIAL ED	.00	100.00	100.00	.00	100.00	.00%	N
11-6239.00-101-311000	REG.VII PROF. DEVELOPME	13,701.42	14,000.00	14,000.00	14,008.09	14,000.00	.00%	N
11-6239.00-101-323000	REGION VII ELEM SPECIAL	.00	100.00	100.00	.00	100.00	.00%	N
11-6239.01-001-311000	DMAC - H.S.	.00	.00	.00	.00	_____.__	.00%	N
11-6239.01-001-321000	REGION 7-HS GT PROGRAM	2,417.55	2,600.00	2,600.00	2,208.62	2,600.00	.00%	N
11-6239.01-041-311000	DMAC - J.H.	.00	.00	.00	.00	_____.__	.00%	N
11-6239.01-041-321000	REGION 7-JH-GT PROGRAM	2,079.25	3,500.00	3,500.00	1,899.58	3,500.00	.00%	N
11-6239.01-101-311000	DMAC - ELEM.	.00	.00	.00	.00	_____.__	.00%	N
11-6239.01-101-321000	REGION 7-ELEM-GT PROGR	3,754.20	4,000.00	4,000.00	3,429.80	4,000.00	.00%	N
11-6249.00-001-322000	CONT. REPAIR/MAINT. VO.A	.00	250.00	250.00	.00	250.00	.00%	N
11-6249.01-001-3110BD	REPAIR/MAINT. BAND EQUI	9,380.51	7,500.00	7,500.00	7,496.01	7,500.00	.00%	N

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11-6249.01-001-322000	CONT. REPAIR/MAINT PRIN	.00	700.00	700.00	.00	700.00	.00%	N
11-6249.01-041-3110BD	REPAIR/MAINT. JH BAND	1,000.00	1,500.00	1,500.00	1,623.36	1,500.00	.00%	N
11-6249.01-101-3110BD	REPAIR/MAINT ELEM MUSIC	100.00	100.00	100.00	100.00	100.00	.00%	N
11-6249.02-001-3110BD	RENTALS BAND	200.00	1,000.00	1,000.00	617.69	1,000.00	.00%	N
11-6249.02-001-322000	NETWORK MAINTENANCE-V	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6269.00-001-311000	COPIER RENTAL/HS	7,753.14	9,000.00	9,000.00	7,652.46	9,000.00	.00%	N
11-6269.00-041-311000	COPIER RENTAL/JH	6,307.10	7,000.00	7,000.00	6,478.19	7,000.00	.00%	N
11-6269.00-101-311000	COPIER RENTAL/ELEM	8,499.90	9,000.00	9,000.00	8,331.98	9,000.00	.00%	N
11-6269.01-001-311000	RENTAL SUBSCRIPTIONS	114.00	500.00	500.00	114.00	500.00	.00%	N
11-6299.00-001-311000	MISC CONTRACTED SVCS-	11,311.11	10,000.00	10,000.00	9,929.23	13,055.00	30.55%	N
11-6299.00-001-324000	DAEP WITH KILGORE ISD	.00	.00	.00	.00	_____.__	.00%	N
11-6299.00-001-328000	DAEP	.00	15,000.00	15,000.00	.00	15,000.00	.00%	N
11-6299.00-041-311000	MISC CONTRACTED SVCS-J	5,055.15	5,100.00	5,100.00	4,644.41	7,251.00	42.18%	N
11-6299.00-041-324000	JH Mastery Connect	.00	.00	.00	.00	_____.__	.00%	N
11-6299.00-101-311000	MISC CONTRACTED SVCS-E	6,763.00	7,000.00	7,000.00	5,536.05	11,450.00	63.57%	N
11-6299.00-101-324000	Elementary Mastery Connect	1,000.00	3,600.00	3,600.00	1,774.00	3,600.00	.00%	N
	62XX Totals	**112,495.91**	**149,085.00**	**149,085.00**	**124,001.38**	**158,741.00**	**6.48%**	
11-6311.00-001-322000	GAS FOR AG TRUCK	174.67	500.00	500.00	402.43	500.00	.00%	N
11-6311.01-001-311000	GASOLINE/H.S.	.00	100.00	100.00	.00	100.00	.00%	N
11-6399.00-001-311000	TEACHING SUPPLIES-H.S. B	2,604.21	3,250.00	3,250.00	2,485.92	3,250.00	.00%	N
11-6399.00-001-3110PA	HS PAPER SUPPLY	2,921.70	3,000.00	3,000.00	2,828.92	3,000.00	.00%	N
11-6399.00-001-325000	HS BILINGUAL SUPPLIES	84.12	700.00	700.00	616.62	700.00	.00%	N
11-6399.00-001-338000	CCMR SUPPLIES	2,691.00	5,000.00	5,000.00	.00	5,000.00	.00%	N
11-6399.00-041-311000	SUPPLIES-JH ELA	591.59	1,500.00	1,500.00	316.24	1,500.00	.00%	N
11-6399.00-041-3110PA	JH PAPER SUPPLY	2,649.00	2,100.00	2,100.00	1,656.50	2,100.00	.00%	N
11-6399.00-041-325000	JH BILINGUAL SUPPLIES	145.10	300.00	300.00	.00	300.00	.00%	N
11-6399.00-101-311000	GENERAL SUPPLIES/ELEM	1,721.63	2,000.00	2,000.00	1,994.93	2,000.00	.00%	N

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11-6399.00-101-3110PA	ELEM PAPER SUPPLY	4,831.72	4,500.00	4,500.00	4,540.70	4,500.00	.00%	N
11-6399.00-101-325000	ELEM BILINGUAL SUPPLIES	.00	500.00	500.00	.00	500.00	.00%	N
11-6399.01-001-311000	HS SOCIAL STUDIES	.00	800.00	800.00	896.48	800.00	.00%	N
11-6399.01-001-3110BD	TEACHING SUPPLIES BAND	3,298.16	5,000.00	5,000.00	9,248.49	5,000.00	.00%	N
11-6399.01-001-322000	GENERAL SUPPLIES-PRINT	2,424.25	2,500.00	2,500.00	2,315.02	2,500.00	.00%	N
11-6399.01-001-324000	TEACHING SUPPLIES-H.S. S	172.06	1,000.00	1,000.00	282.72	1,000.00	.00%	N
11-6399.01-041-311000	SUPPLIES-JH-HISTORY	672.34	800.00	800.00	147.59	800.00	.00%	N
11-6399.01-041-3110BD	TEACHING SUPPLIES JH BA	2,468.36	2,500.00	2,500.00	2,653.63	2,500.00	.00%	N
11-6399.01-041-324000	SUPPLIES-JH CONTENT MA	.00	500.00	500.00	.00	500.00	.00%	N
11-6399.01-101-311000	SUPPLIES ELEM FINE ARTS	1,093.31	750.00	750.00	603.35	750.00	.00%	N
11-6399.01-101-3110BD	SUPPLIES-ELEM MUSIC	46.74	50.00	50.00	50.00	50.00	.00%	N
11-6399.01-101-324000	TEACHING SUPPLIES-ELEM.	1,406.07	1,000.00	1,000.00	856.92	1,000.00	.00%	N
11-6399.02-001-311000	POSTAGE/H.S.	968.00	1,000.00	1,000.00	821.25	1,000.00	.00%	N
11-6399.02-001-3110BD	TEACHING SUPPLIES BAND	1,014.66	500.00	500.00	618.81	500.00	.00%	N
11-6399.02-001-321000	TEACHING SUPPLIES-H.S. G	6,366.44	6,500.00	6,500.00	7,271.11	6,500.00	.00%	N
11-6399.02-001-322000	VOC AV SUPPLIES	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
11-6399.02-041-311000	POSTAGE/JR.HIGH	718.00	1,000.00	1,000.00	334.00	1,000.00	.00%	N
11-6399.02-041-3110AR	A R REWARDS JH	1,189.11	1,200.00	1,200.00	1,198.04	1,200.00	.00%	N
11-6399.02-041-321000	SUPPLIES-JR.HI G/T	658.14	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6399.02-101-311000	SUPPLIES-PRE-K	99.68	100.00	100.00	100.00	100.00	.00%	N
11-6399.02-101-3110AR	A R REWARDS ELEM	2,490.60	2,500.00	2,500.00	2,478.53	2,500.00	.00%	N
11-6399.02-101-321000	TEACHING SUPPLIES-ELEM.	.00	300.00	300.00	.00	300.00	.00%	N
11-6399.03-001-311000	HS MATH SUPPLIES	914.44	1,000.00	1,000.00	596.07	1,000.00	.00%	N
11-6399.03-001-322000	SUPPLIES-HS VOC AG	7,932.46	8,000.00	8,000.00	4,612.52	8,000.00	.00%	N
11-6399.03-041-311000	JH ART SUPPLIES	1,205.72	1,500.00	1,500.00	1,428.06	1,500.00	.00%	N
11-6399.03-041-323000	SUPPLIES-JR.HI SP.ED.	700.00	700.00	700.00	798.79	700.00	.00%	N
11-6399.03-101-311000	SUPPLIES-KINDERGARTEN	1,464.91	1,500.00	1,500.00	102.72	1,500.00	.00%	N

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11-6399.03-101-323000	SUPPLIES-ELEM. SP.ED	931.31	1,000.00	1,000.00	131.00	1,000.00	.00%	N
11-6399.04-001-311000	HS ENGLISH SUPPLIES	383.42	1,000.00	1,000.00	249.88	1,000.00	.00%	N
11-6399.04-001-322000	SUPPLIES-HS VOC PRINT S	1,595.18	2,000.00	2,000.00	970.05	2,000.00	.00%	N
11-6399.04-001-323000	SUPPLIES-HS SP.ED.	531.84	800.00	800.00	600.00	800.00	.00%	N
11-6399.04-041-311000	SUPPLIES - J.H. SCIENCE	1,641.58	1,500.00	1,500.00	231.04	1,500.00	.00%	N
11-6399.04-101-311000	SUPPLIES-1ST GRADE	1,490.70	1,500.00	1,500.00	88.92	1,500.00	.00%	N
11-6399.05-001-311000	HS DIGITAL CLASSROOM S	.00	800.00	800.00	1,066.74	800.00	.00%	N
11-6399.05-001-3110CH	TEACHING SUPPLIES-HS SC	3,059.82	3,300.00	3,300.00	1,863.09	3,300.00	.00%	N
11-6399.05-001-322000	HS VOC HEALTH SCIENCE S	854.59	860.00	860.00	275.00	860.00	.00%	N
11-6399.05-101-311000	SUPPLIES-ELEM SCIENCE	500.00	500.00	500.00	467.93	500.00	.00%	N
11-6399.06-001-311000	SUPPLIES-HS THEATER	1,801.94	2,000.00	2,000.00	596.39	2,000.00	.00%	N
11-6399.06-101-311000	SUPPLIES-2ND GRADE	2,043.11	1,500.00	1,500.00	228.71	1,500.00	.00%	N
11-6399.07-001-311000	FURN & EQUIP - HS	5,770.60	1,200.00	1,200.00	3,156.60	1,200.00	.00%	N
11-6399.07-001-322000	FURN&EQUIP-HS VOC PRIN	.00	1,500.00	1,500.00	367.66	1,500.00	.00%	N
11-6399.07-001-323000	FURN & EQUIP-HS SPEC ED	.00	100.00	100.00	.00	100.00	.00%	N
11-6399.07-001-324000	FURN& EQUIP-HS COMP ED	.00	50.00	50.00	.00	50.00	.00%	N
11-6399.07-041-311000	FURN & EQUIP- JH	5,529.85	1,000.00	1,000.00	997.59	1,000.00	.00%	N
11-6399.07-041-323000	FURN & EQUIP- JH SP.	75.00	75.00	75.00	136.00	75.00	.00%	N
11-6399.07-041-324000	FURN & EQUIP- JH COMP E	50.00	50.00	50.00	.00	50.00	.00%	N
11-6399.07-101-311000	FURN & EQUIP - ELEM	1,199.88	1,200.00	1,200.00	914.45	1,200.00	.00%	N
11-6399.07-101-323000	FURN & EQUIP- ELEM SPEE	500.00	500.00	500.00	.00	500.00	.00%	N
11-6399.07-101-324000	FURN & EQUIP-ELEM COMP	31.59	100.00	100.00	.00	100.00	.00%	N
11-6399.08-001-311000	HS P.E. EQUIPMENT	161.44	800.00	800.00	421.41	800.00	.00%	N
11-6399.08-041-311000	JH P.E. EQUIPMENT	805.00	500.00	500.00	407.02	500.00	.00%	N
11-6399.08-101-311000	ELEM P.E. EQUIPMENT	498.89	500.00	500.00	486.00	500.00	.00%	N
11-6399.09-001-311000	HS ART SUPPLIES	1,594.75	2,000.00	2,000.00	153.20	2,000.00	.00%	N
11-6399.09-101-311000	SUPPLIES-3RD GRADE	1,480.37	1,500.00	1,500.00	206.20	1,500.00	.00%	N

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11-6399.10-001-311000	TEACHING SUPPLIES-NEWS	400.00	600.00	600.00	.00	600.00	.00%	N
11-6399.10-041-311000	SUPPLIES-JH MATH	914.90	1,500.00	1,500.00	1,369.84	1,500.00	.00%	N
11-6399.10-101-311000	SUPPLIES-4TH GRADE	1,312.89	1,500.00	1,500.00	339.23	1,500.00	.00%	N
11-6399.11-001-322000	HS BUSINESS VOC.	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
11-6399.11-101-311000	SUPPLIES-5TH GRADE	1,454.63	1,500.00	1,500.00	540.55	1,500.00	.00%	N
11-6399.12-001-311000	TECH SUPPLY/HS	939.76	2,500.00	2,500.00	2,276.70	2,500.00	.00%	N
11-6399.12-041-311000	TECH SUPPLY/ JH	1,395.51	2,000.00	2,000.00	1,532.42	2,000.00	.00%	N
11-6399.12-101-311000	TECH SUPPLY/EL	1,367.11	2,000.00	2,000.00	1,532.41	2,000.00	.00%	N
11-6399.13-001-311000	NETWORKING SUPPLIES	205.79	500.00	500.00	.00	500.00	.00%	N
11-6399.13-101-311000	SUPPLIES-EL COMPUTER L	210.00	500.00	500.00	338.12	500.00	.00%	N
11-6399.14-001-311000	SOFTWARE LICENSE-HS	2,706.13	1,000.00	1,000.00	552.00	1,000.00	.00%	N
11-6399.14-041-311000	SOFTWARE LICENSE-JH	876.11	1,000.00	1,000.00	1,481.76	1,000.00	.00%	N
11-6399.14-101-311000	SOFTWARE LICENSE-ELEM	876.12	1,000.00	1,000.00	552.00	1,000.00	.00%	N
11-6399.15-101-311000	VOWAC & SOFTWARE	9,151.39	9,100.00	9,100.00	3,705.14	9,100.00	.00%	N
11-6399.16-101-311000	POSTAGE	572.00	1,000.00	1,000.00	398.00	1,000.00	.00%	N
	63XX Totals	**110,631.39**	**121,685.00**	**121,685.00**	**80,889.41**	**121,685.00**	**.00%**	
11-6411.00-001-311000	TRAVEL HS TEACHERS	620.06	4,000.00	4,000.00	342.18	4,000.00	.00%	N
11-6411.00-001-321000	TRAVEL & SUBSISTENCE-E	492.93	2,000.00	2,000.00	475.00	2,000.00	.00%	N
11-6411.00-001-323000	TRAVEL & SUBSISTENCE-H	67.00	100.00	100.00	.00	100.00	.00%	N
11-6411.00-041-311000	TRAVEL JH TEACHERS	184.25	1,000.00	1,000.00	715.36	1,000.00	.00%	N
11-6411.00-041-321000	TRAVEL JH G/T TEACHERS	.00	50.00	50.00	.00	50.00	.00%	N
11-6411.00-041-323000	TRAVEL JH SPEC ED TEACH	83.75	150.00	150.00	55.18	150.00	.00%	N
11-6411.00-101-311000	TRAVEL ELEM TEACHERS	394.75	2,000.00	2,000.00	1,999.52	2,000.00	.00%	N
11-6411.00-101-323000	TRAVEL ELEM SPEC ED	83.75	500.00	500.00	.00	500.00	.00%	N
11-6411.01-001-311000	HS TEACHER T&S-TCEA/CA	.00	3,000.00	3,000.00	.00	3,000.00	.00%	N
11-6411.01-001-3110BD	TRAVEL/BAND DIRECTOR	1,186.22	3,000.00	3,000.00	2,835.11	3,000.00	.00%	N
11-6411.01-001-322000	TRAVEL/HS VOC AG TEACH	1,215.64	4,000.00	4,000.00	2,720.95	4,000.00	.00%	N

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11-6411.01-041-311000	TRAVEL/TEXTBOOK COORD	.00	700.00	700.00	.00	700.00	.00%	N
11-6411.02-001-322000	TRAVEL /HS AV PRINTSHOP	.00	500.00	500.00	.00	500.00	.00%	N
11-6411.03-001-322000	TRAVEL/HS BUSINESS VOC	.00	750.00	750.00	576.00	750.00	.00%	N
11-6411.04-001-322000	T& S-EMPLOYEE-VOCATION	167.50	600.00	600.00	.00	600.00	.00%	N
11-6412.00-001-311000	STUDENT TRAVEL/H.S.	.00	500.00	500.00	2,783.58	500.00	.00%	N
11-6412.00-001-321000	HS GT Student Travel	1,246.64	2,000.00	2,000.00	5,180.67	2,000.00	.00%	N
11-6412.00-001-323000	TRAVEL/HS SPEC ED STUD	.00	100.00	100.00	.00	100.00	.00%	N
11-6412.00-001-325000	Spanish Student Field Trip	400.00	400.00	400.00	790.30	400.00	.00%	N
11-6412.00-041-311000	STUDENT TRAVEL/JH	.00	250.00	250.00	286.50	250.00	.00%	N
11-6412.00-101-311000	STUDENT TRAVEL ELEM	304.25	200.00	200.00	808.50	200.00	.00%	N
11-6412.01-001-322000	STUDENT TRAVEL HS VOC	2,251.92	4,500.00	4,500.00	4,193.08	4,500.00	.00%	N
11-6412.01-041-321000	TRAVEL JH GT STUDENTS	.00	500.00	500.00	418.46	500.00	.00%	N
11-6412.02-001-322000	TRAVEL HS VOC STUDENTS	360.00	1,000.00	1,000.00	2,588.75	1,000.00	.00%	N
11-6494.00-999-399000	RECLASSIFY TRANSPORTA	.00	.00	.00	.00	_____.__	.00%	N
11-6499.00-001-311000	FEES/DUES HIGH SCHOOL	413.86	1,750.00	1,750.00	1,917.00	1,750.00	.00%	N
11-6499.00-001-322000	HS CNA DUAL CREDIT FEE	9,036.00	10,000.00	10,000.00	.00	10,000.00	.00%	N
11-6499.00-001-325000	HS BILINGUAL FEE & DUES	.00	50.00	50.00	.00	50.00	.00%	N
11-6499.00-001-338000	CCMR TESTING FEES	1,855.00	2,500.00	2,500.00	3,552.00	2,500.00	.00%	N
11-6499.00-041-311000	FEES/DUES- JH	.00	200.00	200.00	.00	200.00	.00%	N
11-6499.00-041-3110BD	MISC -JH BAND	1,520.32	1,600.00	1,600.00	1,879.21	1,600.00	.00%	N
11-6499.00-041-325000	JH BILINGUAL FEES/ DUES	.00	50.00	50.00	78.00	50.00	.00%	N
11-6499.00-101-311000	HEADSTART CLASSROOM E	450.10	500.00	500.00	392.20	500.00	.00%	N
11-6499.00-101-325000	ELEM BILINGUAL FEES/DUE	.00	50.00	50.00	.00	50.00	.00%	N
11-6499.00-999-399000	REFUND FOR TRANSFER P	.00	.00	.00	.00	_____.__	.00%	N
11-6499.01-001-311000	FEES/DUES TEXTBOOK CO	.00	300.00	300.00	.00	300.00	.00%	N
11-6499.01-001-322000	HS WELDING DUAL CREDIT	.00	.00	.00	.00	_____.__	.00%	N
11-6499.01-001-3990HS	CAMPUS DISCR FUND HS	2,481.53	2,000.00	2,000.00	2,525.25	2,000.00	.00%	N

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11-6499.01-041-3990JH	CAMPUS DISCR FUND JH	1,014.90	1,000.00	1,000.00	1,971.42	1,000.00	.00%	N
11-6499.01-101-3990EL	CAMPUS DISCR FUND EL	1,726.27	2,000.00	2,000.00	2,394.61	2,000.00	.00%	N
11-6499.02-001-3110BD	FEES/DUES BAND DIRECTO	243.40	1,000.00	1,000.00	155.00	1,000.00	.00%	N
11-6499.05-001-311000	AWARDS - HS	4,678.49	5,000.00	5,000.00	4,982.60	5,000.00	.00%	N
11-6499.05-041-311000	AWARDS- JH	63.04	600.00	600.00	581.30	600.00	.00%	N
11-6499.05-101-311000	AWARDS-ELEM	449.95	450.00	450.00	631.82	450.00	.00%	N
11-6499.06-001-311000	STUDENT OF THE MONTH -	350.00	495.00	495.00	450.00	495.00	.00%	N
11-6499.06-041-311000	STUDENT OF THE MONTH -	402.50	495.00	495.00	450.00	495.00	.00%	N
11-6499.06-101-311000	STUDENT OF THE MONTH -	350.00	495.00	495.00	450.00	495.00	.00%	N
	64XX Totals	**34,094.02**	**62,335.00**	**62,335.00**	**49,179.55**	**62,335.00**	**.00%**	
11-6639.00-001-311000	HIGH SCHOOL SIGN	.00	.00	.00	.00	_____.__	.00%	N
11-6639.00-001-322000	VOCATIONAL EQUIPMENT	11,185.00	.00	.00	8,709.75	_____.__	.00%	N
11-6639.00-001-323000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
11-6639.00-041-311000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
11-6639.00-041-323000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
11-6639.00-101-311000	PLAYGROUND EQUIPMENT	.00	.00	.00	.00	_____.__	.00%	N
11-6639.00-101-323000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
11-6639.01-101-311000	ELEMENTARY SIGN	.00	.00	.00	.00	_____.__	.00%	N
11-6639.03-001-311000	TECHNOLOGY	.00	.00	.00	.00	_____.__	.00%	N
11-6649.00-001-311000	FURN& EQUIP HS	1,582.53	1,200.00	1,200.00	2,474.86	1,200.00	.00%	N
11-6649.00-001-3110BD	FURN & EQUIP BAND	88,068.80	12,500.00	12,500.00	14,001.68	12,500.00	.00%	N
11-6649.00-001-322000	TECH EQUIP-VOC HS	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6649.00-041-311000	FURN & EQUIP-JH	1,199.98	1,200.00	1,200.00	7,865.00	1,200.00	.00%	N
11-6649.00-101-311000	FURN & EQUIP-ELEM	1,400.00	2,000.00	2,000.00	116.13	2,000.00	.00%	N
11-6649.01-041-311000	FURN & EQUIP JH MATH	900.00	900.00	900.00	.00	900.00	.00%	N
11-6649.02-041-311000	FURN & EQUIP JH SCIENCE	571.87	1,500.00	1,500.00	.00	1,500.00	.00%	N
11-6649.03-001-311000	TECH EQUIPMENT-HS	12,240.43	6,565.00	6,565.00	6,062.71	13,315.00	102.82%	N

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11-6649.03-041-311000	TECH EQUIPMENT-JH	8,227.39	6,840.00	6,840.00	3,818.06	9,378.00	37.11%	N
11-6649.03-101-311000	TECH EQUIPMENT-ELEM	25,576.22	28,680.00	28,680.00	5,308.30	19,393.00	-32.38%	N
11-6649.04-041-323000	FURN & EQUIP JH SPEC ED	200.00	200.00	200.00	212.96	200.00	.00%	N
11-6649.05-041-311000	FURN & EQUIP JH HISTORY	586.90	600.00	600.00	859.76	600.00	.00%	N
11-6649.06-041-311000	FURN & EQUUIP JH ELA	.00	600.00	600.00	.00	600.00	.00%	N
	66XX Totals	**151,739.12**	**63,785.00**	**63,785.00**	**49,429.21**	**63,786.00**	**.00%**	
	Function 11 Totals	**4,212,026.31**	**4,282,748.00**	**4,282,748.00**	**3,526,493.60**	**4,321,569.00**	**.91%**	
12-6119.00-999-399000	SALARY/TECHNOLOGY DIR	129,866.28	140,684.00	140,684.00	121,322.68	141,288.00	.43%	N
12-6129.00-999-399000	LIBRARY AIDES & TECHNOL	110,556.08	124,695.00	124,695.00	113,370.91	127,682.00	2.40%	N
12-6129.01-999-399000	SUB-AIDE LIBRARY	4,390.01	7,000.00	7,000.00	1,185.25	7,000.00	.00%	N
12-6129.02-999-399000	AUDITORIUM SIGHT/SOUND	.00	2,000.00	2,000.00	1,833.48	2,000.00	.00%	N
12-6141.00-999-399000	EMPLOYER'S SHARE FICA	3,391.48	3,634.00	3,634.00	3,260.95	3,622.00	-.33%	N
12-6141.01-999-399000		140.52	300.00	300.00	90.66	300.00	.00%	N
12-6141.02-999-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	26.62	29.00	100.00%	N
12-6142.00-999-399000	GROUP HEALTH & LIFE INS	9,629.24	19,800.00	19,800.00	15,240.72	15,978.00	-19.30%	N
12-6143.00-999-399000	WORKERS' COMP.	1,017.58	1,500.00	1,500.00	1,185.88	1,500.00	.00%	N
12-6144.00-999-399000	TRS ON-BEHALF BENEFIT	20,527.86	.00	.00	.00	_____.__	.00%	N
12-6144.01-999-399000	TRS ON-BEHALF BENEFIT	220.07	.00	.00	.00	_____.__	.00%	N
12-6145.00-999-399000	UNEMPLOYMENT COMPEN	164.80	400.00	400.00	131.84	400.00	.00%	N
12-6146.00-999-399000	TR BENEFITS/TECH DIRECT	5,930.26	6,752.00	6,752.00	6,553.03	7,474.00	10.69%	N
12-6146.01-999-399000		132.51	200.00	200.00	.00	200.00	.00%	N
12-6146.02-999-399000	TEACHER RETIREMENT/TR	.00	.00	.00	44.88	51.00	100.00%	N
	61XX Totals	**285,966.69**	**306,965.00**	**306,965.00**	**264,246.90**	**307,524.00**	**.18%**	
12-6239.00-999-399000	REGION 7 LIBRARY COOP	775.00	775.00	775.00	775.00	775.00	.00%	N
12-6249.00-999-399000	CONTRACTED MAINT. & RE	10,127.01	11,500.00	11,500.00	9,768.05	11,500.00	.00%	N
12-6249.01-999-399000	COPY MACHINE	.00	100.00	100.00	.00	100.00	.00%	N
	62XX Totals	**10,902.01**	**12,375.00**	**12,375.00**	**10,543.05**	**12,375.00**	**.00%**	

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12-6329.00-001-399000	MAGS & PERIODICALS/LIB	.00	300.00	300.00	200.00	300.00	.00%	N
12-6329.00-999-324000	LIBRARY BOOKS ST COMP	1,041.10	1,400.00	1,400.00	1,392.36	1,400.00	.00%	N
12-6329.00-999-325000	SPANISH LIBRARY BOOKS	.00	100.00	100.00	.00	100.00	.00%	N
12-6329.01-999-399000	LIBRARY EQUIPMENT	2,500.00	2,500.00	2,500.00	963.62	2,500.00	.00%	N
12-6329.02-999-399000	LIBRARY BOOKS	15,727.71	18,000.00	18,000.00	14,720.20	18,000.00	.00%	N
12-6329.03-999-399000	LIBRARY BOOKS IN MEMOR	.00	100.00	100.00	577.18	100.00	.00%	N
12-6399.00-999-399000	GENERAL SUPPLIES	5,046.87	6,000.00	6,000.00	5,069.83	6,000.00	.00%	N
	63XX Totals	**24,315.68**	**28,400.00**	**28,400.00**	**22,923.19**	**28,400.00**	**.00%**	
12-6411.00-001-399000	TRAVEL & SUBSISTENCE/H	139.25	1,800.00	1,800.00	1,381.20	1,800.00	.00%	N
12-6411.01-999-399000	TRAVEL & SUBSISTENCE TE	264.10	4,500.00	4,500.00	3,931.48	4,500.00	.00%	N
12-6499.00-101-399000	FEES & DUES	156.00	300.00	300.00	175.00	300.00	.00%	N
12-6499.00-101-3990BF	BOOK FAIR EXPENSE	.00	6,200.00	6,200.00	.00	6,200.00	.00%	N
	64XX Totals	**559.35**	**12,800.00**	**12,800.00**	**5,487.68**	**12,800.00**	**.00%**	
12-6639.00-999-399000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
12-6669.01-001-399000	EQUIPMENT	5,377.50	3,000.00	3,000.00	247.85	3,000.00	.00%	N
	66XX Totals	**5,377.50**	**3,000.00**	**3,000.00**	**247.85**	**3,000.00**	**.00%**	
	Function 12 Totals	**327,121.23**	**363,540.00**	**363,540.00**	**303,448.67**	**364,099.00**	**.15%**	
13-6112.00-999-399000	SALARIES OR WAGES FOR	.00	.00	.00	.00	_____.__	.00%	N
13-6119.00-999-399000	SALARIES OR WAGES-TECH	.00	.00	.00	.00	_____.__	.00%	N
13-6141.00-999-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.__	.00%	N
13-6142.00-999-399000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.__	.00%	N
13-6143.00-999-399000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.__	.00%	N
13-6144.00-999-399000	TRS ON BEHALF	.00	.00	.00	.00	_____.__	.00%	N
13-6145.00-999-399000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.__	.00%	N
13-6146.00-999-399000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.__	.00%	N
13-6149.00-999-399000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
13-6219.00-999-399000	OTHER PROFESSIONAL SE	3,950.00	4,000.00	4,000.00	2,500.00	4,000.00	.00%	N
13-6219.02-999-399000	CAAPD/AH. CERT.	.00	700.00	700.00	.00	700.00	.00%	N
13-6239.00-001-311000	REGION 7-WORKSHOPS-HS	1,775.96	2,000.00	2,000.00	1,668.43	2,000.00	.00%	N
13-6239.00-041-311000	REGION 7-WORKSHOPS-JH	1,441.44	2,000.00	2,000.00	1,434.96	2,000.00	.00%	N
13-6239.00-101-311000	REGION 7-WORKSHOPS-EL	4,202.60	3,000.00	3,000.00	6,262.91	3,000.00	.00%	N
13-6239.02-999-399000	CAAPD/AH. CERT.	850.00	1,700.00	1,700.00	850.00	1,700.00	.00%	N
	62XX Totals	**12,220.00**	**13,400.00**	**13,400.00**	**12,716.30**	**13,400.00**	**.00%**	
13-6399.00-999-399000	GENERAL SUPPLIES	98.00	700.00	700.00	1,019.69	700.00	.00%	N
	63XX Totals	**98.00**	**700.00**	**700.00**	**1,019.69**	**700.00**	**.00%**	
13-6411.00-001-311000	STAFF DEV/HS REG	1,984.51	2,200.00	2,200.00	1,501.41	2,200.00	.00%	N
13-6411.00-041-311000	STAFF DEV/JH REG	1,866.67	200.00	200.00	100.00	200.00	.00%	N
13-6411.00-101-311000	STAFF DEV/ELEM REG	2,106.77	500.00	500.00	638.60	500.00	.00%	N
13-6411.00-999-324000	STAFF DEVELOPMENT COM	.00	100.00	100.00	.00	100.00	.00%	N
13-6411.00-999-399000	TRAVEL AND SUBSISTENCE	.00	300.00	300.00	200.00	300.00	.00%	N
13-6411.01-999-322000	VOCATIONAL TRAVEL/SUBS	50.25	150.00	150.00	.00	150.00	.00%	N
13-6499.00-001-311000	FEES & DUES-HS	635.00	60.00	60.00	40.00	60.00	.00%	N
13-6499.00-041-311000	FEES & DUES-JH	18.87	60.00	60.00	.00	60.00	.00%	N
13-6499.00-101-311000	FEES & DUES-ELEM	.00	100.00	100.00	40.00	100.00	.00%	N
13-6499.00-999-399000	MISC. OPERATING EXPENS	.00	60.00	60.00	.00	60.00	.00%	N
	64XX Totals	**6,662.07**	**3,730.00**	**3,730.00**	**2,520.01**	**3,730.00**	**.00%**	
	Function 13 Totals	**18,980.07**	**17,830.00**	**17,830.00**	**16,256.00**	**17,830.00**	**.00%**	
23-6119.00-001-399000	SALARIES OR WAGES-TECH	84,289.38	86,361.00	86,361.00	79,461.21	88,922.00	2.97%	N
23-6119.00-041-399000	SALARIES OR WAGES-TECH	75,715.03	71,000.00	71,000.00	65,341.67	73,100.00	2.96%	N
23-6119.00-101-399000	SALARIES OR WAGES-TECH	76,246.56	78,118.00	78,118.00	70,931.98	69,000.00	-11.67%	N
23-6129.00-001-399000	"SALARY, HIGH SCH OFFICE	23,353.48	26,685.00	26,685.00	24,544.18	26,867.00	.68%	N
23-6129.00-041-399000	"SALARY, JR HIGH SCH OFF	24,302.92	24,457.00	24,457.00	22,197.79	24,771.00	1.28%	N
23-6129.00-101-399000	"SALARY, ELEMENTARY OF	57,779.12	59,288.00	59,288.00	54,597.59	59,538.00	.42%	N

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23-6129.01-001-399000	SUBSTITUTE OFFICE WORK	280.00	2,000.00	2,000.00	280.00	2,000.00	.00%	N
23-6129.01-041-399000	SUBSTITUTE OFFICE WORK	682.50	960.00	960.00	227.50	960.00	.00%	N
23-6129.01-101-399000	SUBSTITUTE OFFICE WORK	70.00	700.00	700.00	.00	700.00	.00%	N
23-6129.02-001-399000	OFFICE AIDE-HIGH SCHOOL	27,331.62	27,860.00	27,860.00	25,551.96	28,192.00	1.19%	N
23-6129.02-101-399000	AIDE-ELEM. OFFICE	.00	.00	.00	.00	_____.__	.00%	N
23-6129.03-001-399000	HIGH SCHOOL-SECRETARY	.00	300.00	300.00	.00	300.00	.00%	N
23-6141.00-001-399000	SOCIAL SECURITY/MEDICA	1,560.76	1,625.00	1,625.00	1,507.97	1,650.00	1.54%	N
23-6141.00-041-399000	SOCIAL SECURITY/MEDICA	1,429.04	1,435.00	1,435.00	1,244.72	1,363.00	-5.02%	N
23-6141.00-101-399000	SOCIAL SECURITY/MEDICA	815.02	1,000.00	1,000.00	825.16	1,753.00	75.30%	N
23-6141.01-001-399000		14.93	250.00	250.00	4.08	250.00	.00%	N
23-6141.01-041-399000		52.23	100.00	100.00	17.40	100.00	.00%	N
23-6141.01-101-399000		5.35	30.00	30.00	.00	30.00	.00%	N
23-6141.02-001-399000	SOCIAL SECURITY/MEDICA	377.52	370.00	370.00	347.17	364.00	-1.62%	N
23-6141.02-101-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.__	.00%	N
23-6141.03-001-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.__	.00%	N
23-6142.00-001-399000	GROUP HEALTH & LIFE INS	.00	9,900.00	9,900.00	.00	9,900.00	.00%	N
23-6142.00-041-399000	GROUP HEALTH & LIFE INS	3,300.00	6,600.00	6,600.00	3,025.00	3,300.00	-50.00%	N
23-6142.00-101-399000	HEALTH INSURANCE/ELEM.	9,900.00	9,900.00	9,900.00	8,800.00	6,600.00	-33.33%	N
23-6142.02-001-399000		3,300.00	3,300.00	3,300.00	3,025.00	3,300.00	.00%	N
23-6143.00-001-399000	WORKERS' COMP.	508.80	750.00	750.00	592.94	750.00	.00%	N
23-6143.00-001-3990WC	WKRS COMP CLAIMS PD HS	.00	500.00	500.00	.00	500.00	.00%	N
23-6143.00-041-399000	WORKERS' COMP.	508.80	600.00	600.00	592.94	600.00	.00%	N
23-6143.00-041-3990WC	WKRS COMP CLAIMS PD JH	.00	200.00	200.00	.00	200.00	.00%	N
23-6143.00-101-399000	WORKERS' COMP.	508.80	650.00	650.00	592.94	650.00	.00%	N
23-6143.00-101-3990WC	WKRS COMP CLAIMS PD EL	4.00	1,200.00	1,200.00	225.00	1,200.00	.00%	N
23-6144.00-001-399000	TRS ON-BEHALF BENEFIT	7,633.75	.00	.00	.00	_____.__	.00%	N
23-6144.00-041-399000	TRS ON-BEHALF BENEFIT	7,900.59	.00	.00	.00	_____.__	.00%	N

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23-6144.00-101-399000	TRS ON-BEHALF BENEFIT	10,729.86	.00	.00	.00	_____.__	.00%	N
23-6144.01-001-399000		.00	.00	.00	.00	_____.__	.00%	N
23-6144.01-041-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
23-6144.01-101-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
23-6144.02-001-399000	TRS ON-BEHALF BENEFIT	2,304.02	.00	.00	.00	_____.__	.00%	N
23-6144.03-001-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
23-6145.00-001-399000	UNEMPLOYMENT COMP.	82.40	150.00	150.00	65.92	150.00	.00%	N
23-6145.00-041-399000	UNEMPLOYMENT COMP	82.40	150.00	150.00	65.92	150.00	.00%	N
23-6145.00-101-399000	UNEMPLOYMENT COMP.	82.40	150.00	150.00	65.92	150.00	.00%	N
23-6146.00-001-399000	TEACHER RETIREMT/TRS C	3,968.01	4,338.00	4,338.00	3,925.63	4,580.00	5.58%	N
23-6146.00-041-399000	TEACHER RETIREMT/TRS C	2,905.98	3,185.00	3,185.00	2,658.12	3,019.00	-5.21%	N
23-6146.00-101-399000	TEACHER RETIREMT/TRS C	3,657.30	4,200.00	4,200.00	3,672.01	4,180.00	-.48%	N
23-6146.01-001-399000		.00	.00	.00	.00	_____.__	.00%	N
23-6146.01-041-399000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.__	.00%	N
23-6146.01-101-399000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.__	.00%	N
23-6146.02-001-399000	TEACHER RETIREMT/TRS C	618.76	658.00	658.00	601.50	693.00	5.32%	N
23-6146.02-101-399000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.__	.00%	N
23-6146.03-001-399000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**432,301.33**	**428,970.00**	**428,970.00**	**374,989.22**	**419,782.00**	**-2.14%**	
23-6219.00-001-399000	CONSULTANT SVCS-HS	.00	100.00	100.00	.00	100.00	.00%	N
23-6219.00-041-399000	CONSULTANT SVCS-JH	.00	100.00	100.00	.00	100.00	.00%	N
23-6219.00-101-399000	CONSULTANT SVCS-ELEM	.00	100.00	100.00	.00	100.00	.00%	N
23-6239.00-001-399000	EQUIPMENT REPAIR - HS	.00	200.00	200.00	.00	200.00	.00%	N
23-6239.00-041-399000	EQUIP REPAIR-JH	.00	150.00	150.00	.00	150.00	.00%	N
23-6239.00-101-399000	EQUIP REPAIR-ELEM	.00	250.00	250.00	.00	250.00	.00%	N
23-6299.00-999-322000	LEGAL NOTICES/PUBLICATI	.00	150.00	150.00	.00	150.00	.00%	N
23-6299.00-999-323000	LEGAL NOTICES/PUBLICATI	.00	150.00	150.00	.00	150.00	.00%	N

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	62XX Totals	**.00**	**1,200.00**	**1,200.00**	**.00**	**1,200.00**	**.00%**	
23-6329.00-001-399000	BOOKS/PUBLICATIONS-HS	425.64	500.00	500.00	1,401.76	500.00	.00%	N
23-6329.00-041-399000	BOOKS/PUBLICATIONS-JH	.00	200.00	200.00	133.17	200.00	.00%	N
23-6329.00-101-399000	BOOKS/PUBLICATIONS-ELE	.00	500.00	500.00	271.17	500.00	.00%	N
23-6399.00-001-399000	GENERAL SUPPLIES- HS	2,878.25	3,000.00	3,000.00	2,278.07	3,000.00	.00%	N
23-6399.00-041-399000	GENERAL SUPPLIES-JH	519.43	1,500.00	1,500.00	2,053.38	1,500.00	.00%	N
23-6399.00-101-399000	GENERAL SUPPLIES-ELEM	1,318.13	2,000.00	2,000.00	1,606.52	2,000.00	.00%	N
	63XX Totals	**5,141.45**	**7,700.00**	**7,700.00**	**7,744.07**	**7,700.00**	**.00%**	
23-6411.00-001-324000	TRAVEL/HS COMP ED	.00	100.00	100.00	50.00	100.00	.00%	N
23-6411.00-001-399000	TRAVEL/HS PRINCIPAL	389.25	3,500.00	3,500.00	3,223.00	3,500.00	.00%	N
23-6411.00-041-399000	TRAVEL/JH PRINCIPAL	33.50	3,000.00	3,000.00	1,987.79	3,000.00	.00%	N
23-6411.00-101-324000	TRAVEL/ ELEM COMP ED	.00	100.00	100.00	50.00	100.00	.00%	N
23-6411.00-101-399000	TAVEL/ELEM PRINCIPAL	492.00	1,500.00	1,500.00	1,455.33	1,500.00	.00%	N
23-6499.00-001-321000	MEMBERSHIP FEES-HS G/T	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-001-399000	FEES/DUES HS	510.00	600.00	600.00	450.00	600.00	.00%	N
23-6499.00-001-3990TB	TEXT BOOK REFUNDS HS	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-041-321000	MEMBERSHIP FEES-JH G/T	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-041-399000	FEES/DUES-JH	79.00	600.00	600.00	334.00	600.00	.00%	N
23-6499.00-041-3990TB	TEXT BOOK REFUNDS JH	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-101-321000	MEMBERSHIP FEES-ELEM G	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-101-399000	FEES/DUES-ELEM	423.00	1,000.00	1,000.00	357.00	1,000.00	.00%	N
23-6499.00-101-3990TB	TEXT BOOK REFUNDS ELE	.00	50.00	50.00	.00	50.00	.00%	N
	64XX Totals	**1,926.75**	**10,700.00**	**10,700.00**	**7,907.12**	**10,700.00**	**.00%**	
23-6639.00-001-399000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
23-6639.00-041-399000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
23-6639.00-101-399000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
23-6649.00-001-399000	FURN & EQUIP - HS ADMIN	.00	500.00	500.00	.00	500.00	.00%	N

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23-6649.00-041-399000	FURN&EQUIP-JH ADM	218.66	500.00	500.00	562.26	500.00	.00%	N
23-6649.00-101-399000	FURN & EQUIP-ELEM ADM	679.69	800.00	800.00	750.00	800.00	.00%	N
	66XX Totals	**898.35**	**1,800.00**	**1,800.00**	**1,312.26**	**1,800.00**	**.00%**	
	Function 23 Totals	**440,267.88**	**450,370.00**	**450,370.00**	**391,952.67**	**441,182.00**	**-2.04%**	
31-6119.00-001-322000	SALARIES-PROF. PERSONN	32,689.77	33,500.00	33,500.00	30,800.00	34,490.00	2.96%	N
31-6119.00-001-399000	SALARIES-PROF. PERSONN	32,722.36	33,500.00	33,500.00	30,735.00	34,490.00	2.96%	N
31-6119.00-041-399000	SALARIES-PROF. PERSONN	61,286.80	62,151.00	62,151.00	57,055.12	62,151.00	.00%	N
31-6119.00-101-324000	SALARIES OR WAGES-TECH	27,911.96	29,500.00	29,500.00	28,039.01	30,000.00	1.69%	N
31-6119.00-101-399000	SALARIES-PROF. PERSONN	27,912.06	29,500.00	29,500.00	28,039.11	30,000.00	1.69%	N
31-6119.01-001-399000	SALARIES OR WAGES-PT A	.00	.00	.00	.00	_____.__	.00%	N
31-6141.00-001-322000	SOCIAL SECURITY	462.02	600.00	600.00	411.32	454.00	-24.33%	N
31-6141.00-001-399000	EMPLOYERS SHARE FICA	462.54	600.00	600.00	410.55	454.00	-24.33%	N
31-6141.00-041-399000	SOCIAL SECURITY	667.06	800.00	800.00	606.52	800.00	.00%	N
31-6141.00-101-324000	SOCIAL SECURITY/MEDICA	395.81	433.00	433.00	405.13	411.00	-5.08%	N
31-6141.00-101-399000	"EMPLOYER'S SHARE,FICA"	395.92	433.00	433.00	405.24	411.00	-5.08%	N
31-6141.01-001-399000		.00	.00	.00	.00	_____.__	.00%	N
31-6142.00-001-322000	GROUP HEALTH & LIFE INS	1,512.50	1,650.00	1,650.00	1,512.50	1,650.00	.00%	N
31-6142.00-001-399000	GROUP HEALTH & LIFE INS	1,512.50	1,650.00	1,650.00	1,512.50	1,650.00	.00%	N
31-6142.00-041-399000	GROUP HEALTH & LIFE INS	3,300.00	3,300.00	3,300.00	3,025.00	3,300.00	.00%	N
31-6142.00-101-324000	GROUP HEALTH & LIFE INS	1,375.00	1,650.00	1,650.00	137.50	1,650.00	.00%	N
31-6142.00-101-399000	HEALTH INSURANCE/ELEM.	1,375.00	1,650.00	1,650.00	137.50	1,650.00	.00%	N
31-6142.01-001-399000		.00	.00	.00	.00	_____.__	.00%	N
31-6143.00-001-399000	WORKERS' COMP.	254.40	350.00	350.00	296.47	350.00	.00%	N
31-6143.00-001-3990WC	WKRS COMP CLAIMS PD HS	9.00	2,000.00	2,000.00	217.00	2,000.00	.00%	N
31-6143.00-041-399000	WORKER'S COMPENSATION	254.40	350.00	350.00	296.47	350.00	.00%	N
31-6143.00-101-399000	WORKERS' COMP.	254.40	350.00	350.00	296.47	350.00	.00%	N
31-6143.00-101-3990WC	WKRS COMP CLAIMS PD EL	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N

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31-6144.00-001-322000	TRS ON-BEHALF BENEFIT	2,676.25	.00	.00	.00	_____.__	.00%	N
31-6144.00-001-399000	TRS ON-BEHALF BENEFIT	2,679.29	.00	.00	.00	_____.__	.00%	N
31-6144.00-041-399000	TRS ON-BEHALF BENEFIT	5,034.98	.00	.00	.00	_____.__	.00%	N
31-6144.00-101-324000	TRS ON-BEHALF BENEFIT	2,292.35	.00	.00	.00	_____.__	.00%	N
31-6144.00-101-399000	TRS ON-BEHALF BENEFIT	2,292.38	.00	.00	.00	_____.__	.00%	N
31-6144.01-001-399000		.00	.00	.00	.00	_____.__	.00%	N
31-6145.00-001-399000	UNEMPLOYMENT COMP.	41.20	100.00	100.00	32.96	100.00	.00%	N
31-6145.00-041-399000	UNEMPLOYMENT COMPEN	41.20	100.00	100.00	32.96	100.00	.00%	N
31-6145.00-101-399000	UNEMPLOYMENT COMP.	41.20	100.00	100.00	32.96	100.00	.00%	N
31-6146.00-001-322000	TEACHER RETIREMENT	870.24	2,000.00	2,000.00	762.56	945.00	-52.75%	N
31-6146.00-001-399000	TEACHER RETIREMENT	871.25	2,000.00	2,000.00	761.12	945.00	-52.75%	N
31-6146.00-041-399000	TEACHER RETIREMENT	1,605.60	1,744.00	1,744.00	1,860.32	1,744.00	.00%	N
31-6146.00-101-324000	TEACHER RETIREMT/TRS C	692.35	1,000.00	1,000.00	907.79	1,108.00	10.80%	N
31-6146.00-101-399000	TR BENEFITS/ELEM.COUNS	692.35	1,000.00	1,000.00	907.90	1,108.00	10.80%	N
31-6146.01-001-399000		.00	.00	.00	.00	_____.__	.00%	N
31-6149.00-001-399000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**214,584.14**	**213,511.00**	**213,511.00**	**189,636.98**	**214,261.00**	**.35%**	
31-6219.00-001-399000	PROFESSIONAL COUNSELI	.00	.00	.00	.00	_____.__	.00%	N
31-6239.00-001-399000	EDUCATION SERVICE CENT	660.00	1,105.00	1,105.00	660.00	1,105.00	.00%	N
31-6249.00-041-399000	CONTRACTED SVCS-JH	.00	200.00	200.00	.00	200.00	.00%	N
	62XX Totals	**660.00**	**1,305.00**	**1,305.00**	**660.00**	**1,305.00**	**.00%**	
31-6339.00-001-399000	TESTING MATERIALS	855.14	1,000.00	1,000.00	2,259.56	1,000.00	.00%	N
31-6339.00-041-322000	TESTING MATERIALS/JH VO	658.94	700.00	700.00	458.14	700.00	.00%	N
31-6339.00-041-399000	TESTING MATERIALS-JH	73.42	200.00	200.00	200.00	200.00	.00%	N
31-6339.00-101-321000	TESTING MATERIALS/ELEM	.00	500.00	500.00	.00	500.00	.00%	N
31-6339.00-101-399000	TESTING MATERIALS/ELEM	31.59	100.00	100.00	53.28	100.00	.00%	N
31-6399.00-001-324000	"SUPPLIES - COMPENSATO	.00	100.00	100.00	.00	100.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
31-6399.00-001-399000	GENERAL SUPPLIES/HS	279.95	400.00	400.00	522.20	400.00	.00%	N
31-6399.00-001-3990HS	RED RIBBON WEEK SUPPLI	.00	300.00	300.00	261.56	300.00	.00%	N
31-6399.00-041-399000	GENERAL SUPPLIES/JR HIG	411.92	500.00	500.00	500.00	500.00	.00%	N
31-6399.00-101-324000	SUPPLIES-ELEM ST COMP E	31.58	300.00	300.00	.00	300.00	.00%	N
31-6399.00-101-399000	GENERAL SUPPLIES/ELEM	558.19	1,000.00	1,000.00	935.60	1,000.00	.00%	N
31-6399.00-101-3990EL	RED RIBBON WEEK SUPPLI	215.72	500.00	500.00	492.00	500.00	.00%	N
	63XX Totals	**3,116.45**	**5,600.00**	**5,600.00**	**5,682.34**	**5,600.00**	**.00%**	
31-6411.00-001-399000	TRAVEL-HS	16.75	1,000.00	1,000.00	1,262.67	1,000.00	.00%	N
31-6411.00-041-399000	TRAVEL-JH	16.75	500.00	500.00	445.42	500.00	.00%	N
31-6411.00-101-399000	TRAVEL-ELEM	16.75	1,000.00	1,000.00	645.00	1,000.00	.00%	N
31-6411.01-001-399000	TRAVEL. AND SUBS.-TECH	.00	200.00	200.00	.00	200.00	.00%	N
31-6499.00-001-399000	FEES & DUES-HS STUDENT	79.00	600.00	600.00	450.00	600.00	.00%	N
31-6499.00-041-399000	FEES & DUES- JH COUNSEL	.00	300.00	300.00	200.00	300.00	.00%	N
31-6499.00-101-399000	FEES & DUES-ELEM COUNS	344.00	500.00	500.00	357.00	500.00	.00%	N
	64XX Totals	**473.25**	**4,100.00**	**4,100.00**	**3,360.09**	**4,100.00**	**.00%**	
31-6639.00-001-399000	FURNITURE-HS	.00	200.00	200.00	140.69	200.00	.00%	N
31-6639.00-041-399000	FURNITURE-JH	134.98	200.00	200.00	162.91	200.00	.00%	N
31-6639.00-101-399000	FURNITURE-ELEM.	200.00	200.00	200.00	199.98	200.00	.00%	N
31-6649.00-041-399000	JH COUNSELOR EQUIIPMEN	.00	.00	.00	.00	_____.__	.00%	N
	66XX Totals	**334.98**	**600.00**	**600.00**	**503.58**	**600.00**	**.00%**	
	Function 31 Totals	**219,168.82**	**225,116.00**	**225,116.00**	**199,842.99**	**225,866.00**	**.33%**	
33-6129.01-999-399000	SUB-NURSE LVN	1,681.60	2,000.00	2,000.00	.00	2,000.00	.00%	N
33-6129.77-999-399000	SCHOOL NURSE-LVN	31,489.15	32,835.00	32,835.00	1,000.00	32,835.00	.00%	N
33-6141.00-999-399000	"EMPLOYER'S SHARE,FICA"	.00	.00	.00	.00	_____.__	.00%	N
33-6141.01-999-399000	SOCIAL SECURITY/MEDICA	24.38	100.00	100.00	.00	100.00	.00%	N
33-6141.77-999-399000	SOCIAL SECURITY/MEDICA	456.62	500.00	500.00	14.50	500.00	.00%	N
33-6142.00-999-399000	HEALTH INSURANCE/NURS	.00	.00	.00	.00	_____.__	.00%	N

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33-6142.77-999-399000		.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
33-6143.00-999-399000	WORKER'S COMP.	254.40	350.00	350.00	296.47	350.00	.00%	N
33-6144.00-999-399000	TRS ON BAHLF	.00	.00	.00	.00	.__	.00%	N
33-6144.01-999-399000	TRS ON-BEHALF BENEFIT	147.15	.00	.00	.00	.__	.00%	N
33-6144.77-999-399000	TRS ON-BEHALF BENEFIT	2,740.12	.00	.00	.00	.__	.00%	N
33-6145.00-999-399000	UNEMPLOYMENT COMP.	41.20	100.00	100.00	32.96	100.00	.00%	N
33-6146.00-999-399000	TEACHER RETIREMENT	.00	.00	.00	.00	.__	.00%	N
33-6146.01-999-399000	TEACHER RETIREMENT/TR	39.51	100.00	100.00	.00	100.00	.00%	N
33-6146.77-999-399000	TEACHER RETIREMT/TRS C	729.73	780.00	780.00	.00	780.00	.00%	N
	61XX Totals	**37,603.86**	**40,065.00**	**40,065.00**	**1,343.93**	**40,065.00**	**.00%**	
33-6219.00-999-399000	EMPLOYEE FLU & HEPATITI	3,450.00	3,500.00	3,500.00	.00	3,500.00	.00%	N
33-6239.00-999-399000	REGION 7 ESC CONTRACTS	500.00	1,000.00	1,000.00	500.00	1,000.00	.00%	N
33-6249.00-999-399000	MAINT/REPAIR-AUDIO METE	.00	300.00	300.00	.00	300.00	.00%	N
	62XX Totals	**3,950.00**	**4,800.00**	**4,800.00**	**500.00**	**4,800.00**	**.00%**	
33-6399.00-999-399000	NURSE SUPPLIES	2,032.93	1,500.00	1,500.00	1,050.00	1,500.00	.00%	N
	63XX Totals	**2,032.93**	**1,500.00**	**1,500.00**	**1,050.00**	**1,500.00**	**.00%**	
33-6411.00-999-399000	TRAVEL/NURSE	16.75	250.00	250.00	.00	250.00	.00%	N
	64XX Totals	**16.75**	**250.00**	**250.00**	**.00**	**250.00**	**.00%**	
33-6639.00-001-399000	FURN & EQUIP-NURSE	.00	2,500.00	2,500.00	.00	2,500.00	.00%	N
33-6649.00-001-399000	NURSE EQUIPMENT	.00	.00	.00	.00	.__	.00%	N
	66XX Totals	**.00**	**2,500.00**	**2,500.00**	**.00**	**2,500.00**	**.00%**	
	Function 33 Totals	**43,603.54**	**49,115.00**	**49,115.00**	**2,893.93**	**49,115.00**	**.00%**	
34-6129.00-999-323000	SPECIAL ED-BUS DRIVER	.00	.00	.00	.00	.__	.00%	N
34-6129.00-999-399000	TRANSPORTATION SALARIE	83,218.13	88,400.00	88,400.00	79,720.00	86,480.00	-2.17%	N
34-6129.01-999-323000	"SUBSTITUTE,SPECIAL ED-B	.00	300.00	300.00	.00	300.00	.00%	N
34-6129.01-999-399000	TRANSPORTATION DIRECT	10,800.00	10,800.00	10,800.00	9,929.89	10,800.00	.00%	N
34-6129.02-999-399000	SUB. BUS DRIVERS-REGUL	3,897.25	16,000.00	16,000.00	4,290.00	16,000.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
34-6129.04-999-399000	BUS DRIVERS-TRAINING &	210.00	1,100.00	1,100.00	1,676.56	1,100.00	.00%	N
34-6129.05-999-399000	WASHING BUS-OR-ATTEND	2,500.00	3,500.00	3,500.00	2,500.00	3,500.00	.00%	N
34-6141.00-999-323000	SOCIAL SECURITY/MEDICA	.00	50.00	50.00	.00	50.00	.00%	N
34-6141.00-999-399000	"EMPLOYERS SHARE, FICA"	1,850.99	2,600.00	2,600.00	1,769.90	1,834.00	-29.46%	N
34-6141.01-999-399000	SOCIAL SECURITY/MEDICA	120.12	800.00	800.00	138.60	151.00	-81.12%	N
34-6141.02-999-399000		56.90	500.00	500.00	61.12	500.00	.00%	N
34-6141.04-999-399000		2.94	100.00	100.00	69.76	100.00	.00%	N
34-6141.05-999-399000		54.07	120.00	120.00	59.90	120.00	.00%	N
34-6142.00-999-399000	HEALTH INSURANCE/TRAN	2,114.55	3,300.00	3,300.00	2,150.12	1,719.00	-47.91%	N
34-6142.01-999-399000		527.16	3,300.00	3,300.00	477.40	521.00	-84.21%	N
34-6142.02-999-399000		.00	400.00	400.00	.00	400.00	.00%	N
34-6142.04-999-399000		.00	.00	.00	.00	_____.__	.00%	N
34-6143.00-999-323000	WORKER'S COMP CLAIMS P	.00	4,000.00	4,000.00	.00	4,000.00	.00%	N
34-6143.00-999-3230WC	WORKERS COMP CLAIMS P	.00	.00	.00	.00	_____.__	.00%	N
34-6143.00-999-399000	WORKERS COMPENSATION	508.80	700.00	700.00	592.94	700.00	.00%	N
34-6143.00-999-3990WC	WKRS COMP CLAIMS PD TR	.00	.00	.00	.00	_____.__	.00%	N
34-6144.00-999-323000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
34-6144.00-999-399000	TRS ON-BEHALF BENEFIT	4,642.97	.00	.00	.00	_____.__	.00%	N
34-6144.01-999-399000	TRS ON-BEHALF BENEFIT	945.12	.00	.00	.00	_____.__	.00%	N
34-6144.02-999-399000	TRS ON-BEHALF BENEFIT	314.15	.00	.00	.00	_____.__	.00%	N
34-6144.04-999-399000	TRS ON-BEHALF BENEFIT	15.26	.00	.00	.00	_____.__	.00%	N
34-6144.05-999-399000	TRS ON-BEHALF BENEFIT	137.22	.00	.00	.00	_____.__	.00%	N
34-6145.00-999-399000	UNEMPLOYMENT COMP.	82.40	120.00	120.00	65.92	120.00	.00%	N
34-6146.00-999-323000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.__	.00%	N
34-6146.00-999-399000	TEACHER RETIREMENT	1,231.19	1,800.00	1,800.00	1,574.09	1,606.00	-10.78%	N
34-6146.01-999-399000		253.80	1,260.00	1,260.00	247.28	275.00	-78.17%	N
34-6146.02-999-399000		60.70	110.00	110.00	106.40	110.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
34-6146.04-999-399000		3.19	15.00	15.00	12.68	15.00	.00%	N
34-6146.05-999-399000		37.25	50.00	50.00	48.78	50.00	.00%	N
	61XX Totals	**113,584.16**	**139,325.00**	**139,325.00**	**105,491.34**	**130,451.00**	**-6.37%**	
34-6219.00-999-399000	BUS DRIVER'S CERTIFICATI	180.00	1,200.00	1,200.00	900.00	1,200.00	.00%	N
34-6249.00-999-322000	Contracted repairs to Ag truck	140.00	800.00	800.00	.00	800.00	.00%	N
34-6249.00-999-399000	CONT MAINT.& REPAIR-VEH	12,236.99	10,000.00	10,000.00	2,862.98	10,000.00	.00%	N
34-6299.00-001-323000	SPECIAL ED TRANSPORTAT	.00	200.00	200.00	.00	200.00	.00%	N
34-6299.00-101-323000	SPECIAL ED. TRANSPORTA	.00	6,000.00	6,000.00	.00	6,000.00	.00%	N
34-6299.00-999-399000	OTHER CONTRACTED SER	4,462.90	5,500.00	5,500.00	12,982.77	5,500.00	.00%	N
34-6299.01-999-399000	CONTR.SVCS/DRIVER DRU	967.00	1,500.00	1,500.00	1,480.00	1,500.00	.00%	N
	62XX Totals	**17,986.89**	**25,200.00**	**25,200.00**	**18,225.75**	**25,200.00**	**.00%**	
34-6311.00-999-399000	"GASOLINE, OIL, TIRES, ETC	45,973.15	50,000.00	50,000.00	75,514.49	50,000.00	.00%	N
34-6319.00-999-322000	VOCATIONAL TRUCK REPAI	274.20	750.00	750.00	1,324.00	750.00	.00%	N
34-6319.00-999-323000	BUS REPAIR/PARTS & SUPP	.00	1,200.00	1,200.00	10,776.00	1,200.00	.00%	N
34-6319.00-999-399000	TRANSPORTATION SUPPLIE	25,350.62	20,000.00	20,000.00	22,855.52	20,000.00	.00%	N
34-6319.01-999-399000	TRANSPORTATION UNIFOR	537.13	650.00	650.00	1,472.54	650.00	.00%	N
	63XX Totals	**72,135.10**	**72,600.00**	**72,600.00**	**111,942.55**	**72,600.00**	**.00%**	
34-6411.00-999-399000	TRAVEL AND SUBSISTENCE	524.80	3,000.00	3,000.00	469.11	3,000.00	.00%	N
34-6429.00-999-399000	LIABILITY INSURANCE FOR	18,102.00	20,000.00	20,000.00	17,816.00	20,000.00	.00%	N
34-6494.00-999-399000	RECLASSIFY TRANSPORTA	.00	.00	.00	.00	_____.__	.00%	N
34-6499.00-999-399000	FEES/COMM. DRIVERS LICE	583.86	4,500.00	4,500.00	637.68	4,500.00	.00%	N
34-6499.01-999-399000	SAFETY AWARDS	.00	200.00	200.00	.00	200.00	.00%	N
	64XX Totals	**19,210.66**	**27,700.00**	**27,700.00**	**18,922.79**	**27,700.00**	**.00%**	
34-6631.00-999-322000	VEHICLES-PER UNIT COST	.00	.00	.00	.00	_____.__	.00%	N
34-6631.00-999-399000	VEHIICLES	93,555.00	.00	.00	9,759.96	50,000.00	100.00%	N
34-6649.00-999-399000	BUS RADIOS	.00	.00	.00	.00	_____.__	.00%	N
	66XX Totals	**93,555.00**	**.00**	**.00**	**9,759.96**	**50,000.00**	**100.00%**	
	Function 34 Totals	**316,471.81**	**264,825.00**	**264,825.00**	**264,342.39**	**305,951.00**	**15.53%**	

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35-6144.00-999-399000	TRS ON BEHALF	.00	.00	.00	.00	_____.__	.00%	N
35-6144.01-999-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
35-6144.03-999-399000		.00	.00	.00	.00	_____.__	.00%	N
35-6144.05-999-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Function 35 Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
36-6119.00-001-391000	SALARIES OR WAGES-TECH	149,312.98	138,429.00	138,429.00	130,820.12	129,852.00	-6.20%	N
36-6119.01-001-399000	ASSISTANT BAND DIRECTO	6,043.71	6,207.00	6,207.00	5,536.79	6,207.00	.00%	N
36-6119.01-041-391000	SALARIES OR WAGES-TECH	73,483.12	88,168.00	88,168.00	68,321.72	76,954.00	-12.72%	N
36-6119.02-001-399000	BAND DIRECTOR	10,993.83	11,367.00	11,367.00	10,029.93	11,440.00	.64%	N
36-6119.03-001-391000	CHEERLEADER SPONSOR-	1,500.00	3,000.00	3,000.00	3,000.00	3,000.00	.00%	N
36-6119.03-001-399000	UIL SPONSOR-OAP	1,460.46	2,000.00	2,000.00	1,764.94	2,000.00	.00%	N
36-6119.03-041-399000	UIL SPONSOR-JH OAP	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
36-6119.04-001-399000	HS YEARBOOK SPONSOR	1,000.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
36-6119.04-041-391000	CHEERLEADER SPONSOR-J	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00%	N
36-6119.04-041-399000	JH YEARBOOK SPONSOR	400.00	600.00	600.00	.00	600.00	.00%	N
36-6119.04-101-399000	ELEMENTARY YEARBOOK S	600.00	900.00	900.00	.00	900.00	.00%	N
36-6119.05-001-399000	UIL SPONSORS-HIGH SCHO	1,800.00	3,000.00	3,000.00	3,100.00	3,000.00	.00%	N
36-6119.05-041-399000	UIL SPONSOR-JR. HIGH	.00	3,500.00	3,500.00	.00	3,500.00	.00%	N
36-6119.06-001-399000	HS PROM SPONSOR	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	.00%	N
36-6119.06-041-399000	ONE-ACT PLAY HOST/HOST	.00	200.00	200.00	.00	200.00	.00%	N
36-6119.07-001-321000	HS ROCKETRY SPONSOR	.00	1,000.00	1,000.00	882.52	1,000.00	.00%	N
36-6119.07-001-322000	HS AG/FFA SPONSOR	.00	3,000.00	3,000.00	3,250.11	4,500.00	50.00%	N
36-6119.07-001-399000	NATIONAL HONOR SOCIETY	.00	500.00	500.00	441.11	500.00	.00%	N
36-6119.08-001-321000	HS ROBOTICS SPONSOR	.00	1,000.00	1,000.00	882.52	1,000.00	.00%	N
36-6119.08-001-322000	FBLA SPONSOR	.00	500.00	500.00	441.21	500.00	.00%	N
36-6119.08-001-399000	HS STUDENT COUNCIL SPO	.00	500.00	500.00	441.31	500.00	.00%	N

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36-6119.08-041-321000	JH ROBOTICS SPONSOR	.00	500.00	500.00	.00	500.00	.00%	N
36-6119.08-041-399000	JH STUDENT COUNCIL SPO	.00	500.00	500.00	441.11	500.00	.00%	N
36-6119.09-001-399000	TX ASSOC FUTURE	.00	500.00	500.00	.00	500.00	.00%	N
36-6121.00-001-391000	"EXTRA DUTY PAY -TICKET	4,122.70	5,000.00	5,000.00	3,140.75	5,000.00	.00%	N
36-6121.01-001-391000	EXTRA DUTY PAY-BUS DRIV	2,146.59	3,000.00	3,000.00	2,380.00	3,000.00	.00%	N
36-6129.00-001-391000	MAJORETTE SPONSOR	1,500.00	2,000.00	2,000.00	1,810.00	2,000.00	.00%	N
36-6129.00-041-391000	SALARIES FOR SUPPORT P	8,276.50	8,500.00	8,500.00	7,500.17	8,500.00	.00%	N
36-6129.01-041-391000	JH MAJORETTE SPONSOR	1,250.00	1,500.00	1,500.00	1,500.00	1,500.00	.00%	N
36-6129.02-001-391000	AIDE-HS COACH	10,513.52	12,797.00	12,797.00	9,527.10	10,797.00	-15.63%	N
36-6141.00-001-391000	SOCIAL SECURITY/MEDICA	2,186.48	2,100.00	2,100.00	1,875.96	1,786.00	-14.95%	N
36-6141.00-001-399000	SOCIAL SECURITY	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
36-6141.00-041-391000	SOCIAL SECURITY/MEDICA	120.01	300.00	300.00	108.74	123.00	-59.00%	N
36-6141.00-041-399000	SOCIAL SECURITY	.00	400.00	400.00	.00	400.00	.00%	N
36-6141.00-101-399000	SOCIAL SECURITY	.00	25.00	25.00	.00	25.00	.00%	N
36-6141.00-999-399000	SOCIAL SECURITY	.00	25.00	25.00	.00	25.00	.00%	N
36-6141.01-001-391000		40.86	50.00	50.00	42.45	50.00	.00%	N
36-6141.01-001-399000	SOCIAL SECURITY/MEDICA	87.63	90.00	90.00	80.23	90.00	.00%	N
36-6141.01-041-391000	SOCIAL SECURITY/MEDICA	1,056.77	1,065.00	1,065.00	948.53	1,038.00	-2.54%	N
36-6141.01-999-391000	SOCIAL SECURITY	.00	25.00	25.00	.00	25.00	.00%	N
36-6141.02-001-391000	SOCIAL SECURITY/MEDICA	131.98	325.00	325.00	117.22	132.00	-59.38%	N
36-6141.02-001-399000	SOCIAL SECURITY/MEDICA	142.59	250.00	250.00	129.23	147.00	-41.20%	N
36-6141.03-001-391000		20.89	25.00	25.00	41.72	25.00	.00%	N
36-6141.03-001-399000	SOCIAL SECURITY/MEDICA	21.16	25.00	25.00	24.38	28.00	12.00%	N
36-6141.03-041-399000		.00	15.00	15.00	.00	15.00	.00%	N
36-6141.04-001-399000	SOCIAL SECURITY/MEDICA	13.99	20.00	20.00	.00	20.00	.00%	N
36-6141.04-041-391000		13.82	20.00	20.00	27.59	20.00	.00%	N
36-6141.04-041-399000	SOCIAL SECURITY/MEDICA	5.59	20.00	20.00	.00	20.00	.00%	N

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36-6141.04-101-399000	SOCIAL SECURITY/MEDICA	8.39	20.00	20.00	.00	20.00	.00%	N
36-6141.05-001-399000		25.52	50.00	50.00	45.02	50.00	.00%	N
36-6141.05-041-399000		.00	30.00	30.00	.00	30.00	.00%	N
36-6141.06-001-399000		15.71	25.00	25.00	29.70	25.00	.00%	N
36-6141.07-001-321000	SOCIAL SECURITY/MEDICA	.00	.00	.00	11.03	13.00	100.00%	N
36-6141.07-001-322000	SOCIAL SECURITY/MEDICA	.00	.00	.00	44.09	63.00	100.00%	N
36-6141.07-001-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	6.36	7.00	100.00%	N
36-6141.08-001-321000	SOCIAL SECURITY/MEDICA	.00	.00	.00	12.71	_____.__	.00%	N
36-6141.08-001-322000	SOCIAL SECURITY/MEDICA	.00	.00	.00	6.13	7.00	100.00%	N
36-6141.08-001-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	6.12	7.00	100.00%	N
36-6141.08-041-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	5.49	6.00	100.00%	N
36-6142.00-001-391000	GROUP HEALTH INSURANC	6,407.02	6,600.00	6,600.00	6,159.36	6,265.00	-5.08%	N
36-6142.00-001-399000	GROUP HEALTH INSURANC	.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
36-6142.00-041-391000	GROUP HEALTH INSURANC	.00	.00	.00	.00	_____.__	.00%	N
36-6142.00-041-399000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.__	.00%	N
36-6142.00-101-399000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.__	.00%	N
36-6142.01-001-399000		.00	1,079.00	1,079.00	.00	1,079.00	.00%	N
36-6142.01-041-391000		2,958.96	3,871.00	3,871.00	3,388.87	3,509.00	-9.35%	N
36-6142.02-001-391000		759.08	1,380.00	1,380.00	700.70	702.00	-49.13%	N
36-6142.02-001-399000		616.85	1,060.00	1,060.00	566.40	564.00	-46.79%	N
36-6142.03-001-399000	GROUP HEALTH & LIFE INS	.00	.00	.00	131.30	129.00	100.00%	N
36-6142.07-001-321000	GROUP HEALTH & LIFE INS	.00	.00	.00	75.40	73.00	100.00%	N
36-6142.07-001-322000	GROUP HEALTH & LIFE INS	.00	.00	.00	194.59	338.00	100.00%	N
36-6142.08-001-322000	GROUP HEALTH & LIFE INS	.00	.00	.00	34.20	33.00	100.00%	N
36-6142.08-001-399000	GROUP HEALTH & LIFE INS	.00	.00	.00	32.90	32.00	100.00%	N
36-6142.08-041-399000	GROUP HEALTH & LIFE INS	.00	.00	.00	28.20	28.00	100.00%	N
36-6143.00-001-399000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.__	.00%	N

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36-6144.00-001-391000	TRS ON-BEHALF BENEFIT	11,177.74	.00	.00	.00	_____.__	.00%	N
36-6144.00-001-399000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
36-6144.00-041-391000	TRS ON-BEHALF BENEFIT	743.88	.00	.00	.00	_____.__	.00%	N
36-6144.00-041-399000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
36-6144.00-101-399000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
36-6144.01-001-391000	TRS ON-BEHALF BENEFIT	127.78	.00	.00	.00	_____.__	.00%	N
36-6144.01-001-399000	TRS ON-BEHALF BENEFIT	365.04	.00	.00	.00	_____.__	.00%	N
36-6144.01-041-391000	TRS ON-BEHALF BENEFIT	5,448.15	.00	.00	.00	_____.__	.00%	N
36-6144.02-001-391000	TRS ON-BEHALF BENEFIT	944.50	.00	.00	.00	_____.__	.00%	N
36-6144.02-001-399000	TRS ON-BEHALF BENEFIT	829.30	.00	.00	.00	_____.__	.00%	N
36-6144.03-001-391000	TRS ON-BEHALF BENEFIT	131.24	.00	.00	.00	_____.__	.00%	N
36-6144.03-001-399000	TRS ON-BEHALF BENEFIT	97.21	.00	.00	.00	_____.__	.00%	N
36-6144.03-041-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
36-6144.04-001-399000	TRS ON-BEHALF BENEFIT	82.05	.00	.00	.00	_____.__	.00%	N
36-6144.04-041-391000	TRS ON-BEHALF BENEFIT	80.20	.00	.00	.00	_____.__	.00%	N
36-6144.04-041-399000	TRS ON-BEHALF BENEFIT	32.82	.00	.00	.00	_____.__	.00%	N
36-6144.04-101-399000	TRS ON-BEHALF BENEFIT	49.23	.00	.00	.00	_____.__	.00%	N
36-6144.05-001-399000	TRS ON-BEHALF BENEFIT	117.43	.00	.00	.00	_____.__	.00%	N
36-6144.05-041-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
36-6144.06-001-399000	TRS ON-BEHALF BENEFIT	82.12	.00	.00	.00	_____.__	.00%	N
36-6145.00-001-399000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.__	.00%	N
36-6146.00-001-391000	TEACHER RETIREMENT	6,787.34	5,783.00	5,783.00	6,536.68	6,377.00	10.27%	N
36-6146.00-001-399000	TEACHER RETIREMENT	.00	235.00	235.00	.00	235.00	.00%	N
36-6146.00-041-391000	TEACHER RETIREMENT	201.30	300.00	300.00	189.17	217.00	-27.67%	N
36-6146.00-041-399000	TEACHER RETIREMENT	.00	25.00	25.00	.00	25.00	.00%	N
36-6146.00-101-399000	TEACHER RETIREMENT	.00	.00	.00	.00	_____.__	.00%	N
36-6146.01-001-391000		36.24	50.00	50.00	77.83	50.00	.00%	N

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36-6146.01-001-399000	TEACHER RETIREMT/TRS C	305.12	317.00	317.00	619.81	226.00	-28.71%	N
36-6146.01-041-391000	TEACHER RETIREMT/TRS C	2,652.21	3,068.00	3,068.00	2,622.28	2,990.00	-2.54%	N
36-6146.02-001-391000	TEACHER RETIREMT/TRS C	254.77	400.00	400.00	242.46	275.00	-31.25%	N
36-6146.02-001-399000	TEACHER RETIREMT/TRS C	388.70	610.00	610.00	370.65	423.00	-30.66%	N
36-6146.03-001-391000		35.26	50.00	50.00	73.50	50.00	.00%	N
36-6146.03-001-399000	TEACHER RETIREMT/TRS C	67.26	70.00	70.00	55.60	59.00	-15.71%	N
36-6146.03-041-399000		.00	25.00	25.00	.00	25.00	.00%	N
36-6146.04-001-399000	TEACHER RETIREMENT/TR	48.52	.00	.00	.00	_____.__	.00%	N
36-6146.04-041-391000		33.39	20.00	20.00	70.56	20.00	.00%	N
36-6146.04-041-399000	TEACHER RETIREMENT/TR	19.41	.00	.00	.00	_____.__	.00%	N
36-6146.04-101-399000	TEACHER RETIREMENT/TR	29.11	.00	.00	.00	_____.__	.00%	N
36-6146.05-001-399000		73.85	100.00	100.00	87.52	100.00	.00%	N
36-6146.05-041-399000		.00	115.00	115.00	.00	115.00	.00%	N
36-6146.06-001-399000		22.16	45.00	45.00	21.87	45.00	.00%	N
36-6146.07-001-321000	TEACHER RETIREMENT/TR	.00	.00	.00	24.73	28.00	100.00%	N
36-6146.07-001-322000	TEACHER RETIREMENT/TR	.00	.00	.00	83.08	142.00	100.00%	N
36-6146.07-001-399000	TEACHER RETIREMENT/TR	.00	.00	.00	12.03	14.00	100.00%	N
36-6146.08-001-321000	TEACHER RETIREMENT/TR	.00	.00	.00	24.40	_____.__	.00%	N
36-6146.08-001-322000	TEACHER RETIREMENT/TR	.00	.00	.00	11.99	14.00	100.00%	N
36-6146.08-001-399000	TEACHER RETIREMENT/TR	.00	.00	.00	13.89	15.00	100.00%	N
36-6146.08-041-399000	TEACHER RETIREMENT/TR	.00	.00	.00	14.28	15.00	100.00%	N
36-6149.00-001-399000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**322,500.04**	**339,276.00**	**339,276.00**	**284,438.36**	**317,359.00**	**-6.46%**	
36-6219.00-001-391000	ATHLETIC OFFICIALS	13,615.00	15,000.00	15,000.00	23,895.00	25,000.00	66.67%	N
36-6219.00-001-399000	YEARBOOK PUBLISHING	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00%	N
36-6219.00-001-3990BD	MAJORETTE JUDGES	300.00	1,000.00	1,000.00	600.00	1,000.00	.00%	N
36-6219.01-001-391000	AMBULANCE SERVICES	.00	8,500.00	8,500.00	.00	8,500.00	.00%	N

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36-6219.02-001-391000	SECURITY FOR ATHLETIC A	4,620.00	5,000.00	5,000.00	4,590.00	5,000.00	.00%	N
36-6219.03-001-391000	DRUG TESTING	1,235.00	1,200.00	1,200.00	588.00	1,200.00	.00%	N
36-6219.04-001-391000	FOOTBALL CLOCK KEEPER	.00	.00	.00	.00	_____.__	.00%	N
36-6219.05-001-391000	TOURNAMENT OFFICIALS/S	.00	.00	.00	.00	_____.__	.00%	N
36-6219.05-999-399000	UIL CONTEST JUDGING	.00	200.00	200.00	.00	200.00	.00%	N
36-6219.06-001-391000	HS CHEERLEADER JUDGES	200.00	325.00	325.00	300.00	325.00	.00%	N
36-6249.00-001-391000	INSTALL/REPLACE SCOREB	.00	.00	.00	.00	30,215.00	100.00%	N
36-6249.01-001-391000	RECONDITIONING-ATHLETI	6,053.90	6,000.00	6,000.00	8,178.61	6,000.00	.00%	N
36-6249.08-001-391000	CONTRACTED FIELD MAINT	.00	.00	.00	11,470.00	_____.__	.00%	N
36-6269.00-001-391000	RENTAL EQUIPMENT	.00	700.00	700.00	292.22	700.00	.00%	N
36-6269.00-001-399000	RENTALS-GRADUATION	1,048.25	1,400.00	1,400.00	854.94	1,400.00	.00%	N
36-6299.00-001-391000	GATE SPLIT	2,577.69	2,500.00	2,500.00	2,684.82	2,500.00	.00%	N
36-6299.01-001-391000	MISC CONTRACTED SERVIC	4,600.22	3,700.00	3,700.00	36,801.14	3,700.00	.00%	N
36-6299.02-001-391000	TICKET SALES-OUT OF	5,568.00	.00	.00	.00	_____.__	.00%	N
	62XX Totals	**41,818.06**	**47,525.00**	**47,525.00**	**92,254.73**	**87,740.00**	**84.62%**	
36-6399.00-001-391000	FOOTBALL SUPPLIES	12,586.26	12,500.00	12,500.00	12,388.07	12,500.00	.00%	N
36-6399.00-001-3990BD	BAND UNIFORMS	2,535.61	3,000.00	3,000.00	498.72	3,000.00	.00%	N
36-6399.00-041-391000	JH FOOTBALL SUPPLIES	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00%	N
36-6399.01-001-391000	TRAINING SUPPLIES	4,379.17	5,000.00	5,000.00	5,121.98	5,000.00	.00%	N
36-6399.01-001-3910BY	HS BASKETBALL SUPPLIES-	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.00%	N
36-6399.01-001-3910GR	HS BASKETBALL SUPPLIES-	2,546.77	2,500.00	2,500.00	2,560.56	2,500.00	.00%	N
36-6399.02-001-391000	BASEBALL SUPPLIES	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	.00%	N
36-6399.03-001-391000	TRACK SUPPLIES-BOYS	6,282.49	2,500.00	2,500.00	2,163.72	2,500.00	.00%	N
36-6399.03-001-3910GR	HS TRACK SUPPLIES-GIRLS	2,497.44	2,500.00	2,500.00	2,478.22	2,500.00	.00%	N
36-6399.03-041-391000	TRACK SUPPLIES-JH BOYS	983.39	1,000.00	1,000.00	881.11	1,000.00	.00%	N
36-6399.04-001-391000	TENNIS SUPPLIES	909.23	1,000.00	1,000.00	1,000.00	1,000.00	.00%	N
36-6399.04-041-391000	TRACK SUPPLIES-JH GIRLS	1,000.00	1,000.00	1,000.00	218.43	1,000.00	.00%	N

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36-6399.05-001-391000	GOLF SUPPLIES	916.21	1,000.00	1,000.00	2,321.95	1,000.00	.00%	N
36-6399.05-041-391000	JH BOYS BASKETBALL SUP	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00%	N
36-6399.06-001-391000	CROSS COUNTRY SUPPLIE	800.00	800.00	800.00	776.08	800.00	.00%	N
36-6399.06-001-399000	HIGH SCHOOL UIL SUPPLIE	304.98	750.00	750.00	56.00	750.00	.00%	N
36-6399.06-041-391000	JH GIRLS BASKETBALL SUP	1,057.88	1,000.00	1,000.00	758.65	1,000.00	.00%	N
36-6399.06-041-399000	ONE ACT PLAY SUPPLIES -	.00	400.00	400.00	.00	400.00	.00%	N
36-6399.07-001-391000	UNIFORMS	5,500.00	15,000.00	15,000.00	15,667.15	15,000.00	.00%	N
36-6399.07-041-391000	JH BOYS & GIRLS CROSS C	5,000.00	1,000.00	1,000.00	1,013.38	1,000.00	.00%	N
36-6399.07-041-399000	JH UIL SUPPLIES	.00	400.00	400.00	.00	400.00	.00%	N
36-6399.08-999-391000	FIELD MAINTENANCE SUPP	36,824.97	40,000.00	40,000.00	42,249.76	40,000.00	.00%	N
36-6399.09-001-391000	SOFTBALL SUPPLIES	3,500.00	3,500.00	3,500.00	3,467.25	3,500.00	.00%	N
36-6399.10-001-391000	HIGH SCHOOL CHEERLEAD	946.64	1,000.00	1,000.00	999.33	1,000.00	.00%	N
36-6399.10-041-391000	JR. HIGH CHEERLEADERS	.00	500.00	500.00	498.00	500.00	.00%	N
36-6399.11-001-391000	ATHLETIC CLOTH-HS & JH	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00	.00%	N
36-6399.11-101-399000	ARCHERY SUPPLIES	1,792.50	3,000.00	3,000.00	3,931.11	3,000.00	.00%	N
36-6399.14-001-3910BD	HS MAJORETTES SUPPLIES	.00	500.00	500.00	132.00	500.00	.00%	N
36-6399.15-001-391000	BASKETBALL TOURNAMENT	2,974.25	3,000.00	3,000.00	314.31	3,000.00	.00%	N
36-6399.16-001-391000	HS CHEERLEADING CAMP	902.00	1,000.00	1,000.00	1,000.00	1,000.00	.00%	N
36-6399.18-001-391000	POWERLIFTING SUPPLIES	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.00%	N
36-6399.19-001-391000	HUDL VIDEO SUPPLIES	2,699.00	3,600.00	3,600.00	2,699.00	3,600.00	.00%	N
	63XX Totals	**111,438.79**	**122,450.00**	**122,450.00**	**118,194.78**	**122,450.00**	**.00%**	
36-6411.00-001-391000	TRAVEL HS COACHES	3,498.00	4,000.00	4,000.00	4,099.24	4,000.00	.00%	N
36-6411.01-041-391000	TRAVEL JH COACHES	.00	1,500.00	1,500.00	1,406.10	1,500.00	.00%	N
36-6411.02-999-399000	TRAVEL UIL SPONSORS	82.00	500.00	500.00	.00	500.00	.00%	N
36-6411.03-001-391000	TRAVEL PLAYOFFS COACH	.00	500.00	500.00	.00	500.00	.00%	N
36-6412.00-999-399000	TRAVEL & SUBSISTENCE-UI	200.00	6,000.00	6,000.00	8,370.20	6,000.00	.00%	N
36-6412.01-001-391000	T & S-HS BASEBALL ATHLET	2,755.65	3,500.00	3,500.00	2,489.87	3,500.00	.00%	N

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36-6412.01-001-3990BD	HS BAND STUDENT TRAVEL	1,238.00	6,400.00	6,400.00	5,564.44	6,400.00	.00%	N
36-6412.01-041-391000	TRAVEL JH ATHLETES	367.16	2,000.00	2,000.00	1,160.44	2,000.00	.00%	N
36-6412.01-041-3990BD	JH BAND STUDENT TRAVEL	420.00	1,000.00	1,000.00	877.53	1,000.00	.00%	N
36-6412.02-001-399000	T & S-UIL/HS-ACADEMIC ST	319.00	1,000.00	1,000.00	972.00	1,000.00	.00%	N
36-6412.02-041-399000	T & S JH STUDENT	.00	100.00	100.00	.00	100.00	.00%	N
36-6412.03-001-399000	TRAVEL & SUBS-HS OAP ST	1,155.00	1,300.00	1,300.00	1,614.00	1,300.00	.00%	N
36-6412.03-041-399000	TRAVEL JH UIL STUDENTS	.00	300.00	300.00	300.00	300.00	.00%	N
36-6412.04-001-391000	TRAVEL HS ATHLETIC WINN	2,091.52	4,500.00	4,500.00	4,126.58	4,500.00	.00%	N
36-6412.04-041-399000	TRAVEL & SUBSISTENCE-JH	.00	250.00	250.00	.00	250.00	.00%	N
36-6412.05-001-391000	T & S-HS FOOTBALL ATHLE	3,176.40	3,500.00	3,500.00	2,837.59	3,500.00	.00%	N
36-6412.05-041-391000	T & S-JH ATHLETES	1,874.52	2,000.00	2,000.00	2,142.00	2,000.00	.00%	N
36-6412.06-001-391000	T &S-HS BASKETBALL BOY	1,777.78	2,500.00	2,500.00	2,196.16	2,500.00	.00%	N
36-6412.06-041-391000	T & S -JH CHEERLEADERS	.00	300.00	300.00	300.00	300.00	.00%	N
36-6412.07-001-391000	T & S-HS BASKETBALL GIRL	1,281.42	1,500.00	1,500.00	1,952.51	1,500.00	.00%	N
36-6412.08-001-391000	T & S-HS GIRLS SOFTBALL	1,107.81	1,500.00	1,500.00	1,215.25	1,500.00	.00%	N
36-6412.09-001-391000	T & S-HS TRACK	2,398.35	2,500.00	2,500.00	2,831.61	3,000.00	20.00%	N
36-6412.10-001-391000	T & S-HS TENNIS	666.68	1,000.00	1,000.00	927.39	1,000.00	.00%	N
36-6412.11-001-391000	T & S-HS CROSS COUNTRY	855.49	700.00	700.00	844.39	900.00	28.57%	N
36-6412.12-001-391000	T & S-HS GOLF	452.05	500.00	500.00	285.61	500.00	.00%	N
36-6412.13-001-391000	T & S POWERLIFTING	940.37	1,200.00	1,200.00	444.00	1,200.00	.00%	N
36-6412.14-001-391000	T & S-HS CHEERLEADERS	.00	615.00	615.00	684.00	615.00	.00%	N
36-6419.00-001-391000	OTHER TRAVEL/SUB. ATHL.	.00	500.00	500.00	.00	500.00	.00%	N
36-6429.00-999-391000	ATHLETIC INSURANCE	16,018.00	16,500.00	16,500.00	16,018.00	16,500.00	.00%	N
36-6494.00-999-399000	RECLASSIFY TRANSPORTA	.00	.00	.00	.00	_____.__	.00%	N
36-6499.00-001-399000	VETERAN'S DAY CEREMON	175.00	500.00	500.00	517.27	500.00	.00%	N
36-6499.00-001-3990BD	FEE/DUES HS BAND	1,040.00	500.00	500.00	500.00	500.00	.00%	N
36-6499.00-001-3990HS	CAMPUS DISCRETIONARY F	2,669.42	3,200.00	3,200.00	3,669.90	3,200.00	.00%	N

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36-6499.00-041-3990BD	FEES/DUES JH BAND	300.00	500.00	500.00	500.00	500.00	.00%	N
36-6499.00-041-3990JH	CAMPUS DISCRETIONARY F	983.31	1,340.00	1,340.00	1,214.18	1,340.00	.00%	N
36-6499.00-101-3990EL	CAMPUS DISCRETIONARY F	1,355.19	600.00	600.00	772.68	600.00	.00%	N
36-6499.00-999-391000	ENTRY FEES/ATHLETICS	4,260.00	4,000.00	4,000.00	6,702.00	7,000.00	75.00%	N
36-6499.00-999-399000	"UIL MEMBERSHIP FEES,NO	5,300.00	6,500.00	6,500.00	6,491.22	6,500.00	.00%	N
36-6499.01-001-391000	FEES & DUES-HS	6,718.25	10,000.00	10,000.00	10,768.20	12,000.00	20.00%	N
36-6499.01-041-391000	FEES & DUES-JH ATHLETES	800.00	800.00	800.00	500.00	800.00	.00%	N
36-6499.02-001-3990BD	FEES/DUES HS BAND	1,600.00	2,500.00	2,500.00	2,500.00	2,500.00	.00%	N
36-6499.02-041-391000	AWARDS-JH ATHLETICS	115.00	800.00	800.00	119.00	800.00	.00%	N
36-6499.02-041-399000	FEES & DUES -JH- OAP	.00	100.00	100.00	.00	100.00	.00%	N
36-6499.02-041-3990BD	FEES/DUES JH BAND	500.00	1,000.00	1,000.00	1,000.00	1,000.00	.00%	N
36-6499.02-999-399000	TICKETS/STATE BASKETBA	.00	800.00	800.00	.00	800.00	.00%	N
36-6499.03-001-391000	AWARDS/HHS ATHLETICS	4,635.00	5,000.00	5,000.00	7,740.44	5,000.00	.00%	N
36-6499.04-001-391000	BASKETBALL TOURNAMENT	200.00	200.00	200.00	.00	200.00	.00%	N
36-6499.04-001-399000	PROJECT EXPENSE-GLOBE	.00	600.00	600.00	450.00	600.00	.00%	N
36-6499.05-001-399000	AWARDS - HS	1,086.38	2,500.00	2,500.00	3,423.25	2,500.00	.00%	N
36-6499.05-041-399000	AWARDS-JH	365.41	1,000.00	1,000.00	493.64	1,000.00	.00%	N
36-6499.05-101-399000	AWARDS- ELEM	.00	600.00	600.00	.00	600.00	.00%	N
	64XX Totals	**74,778.16**	**110,705.00**	**110,705.00**	**111,020.69**	**116,405.00**	**5.15%**	
36-6639.00-001-391000	HS ATHLETIC EQUIPMENT >	.00	28,290.00	28,290.00	15,453.00	_____.__	-100.00%	N
36-6639.00-001-399000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
36-6639.02-001-391000	ATHLETIC EQUIPMENT	.00	.00	.00	.00	_____.__	.00%	N
36-6649.00-001-391000	HS ATHLETIC EQUIPMENT	.00	.00	.00	.00	50,000.00	100.00%	N
36-6649.01-001-391000	ATHLETIC DEPT TECH EQUI	13,837.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
36-6649.02-001-391000	TUNNEL	.00	.00	.00	.00	_____.__	.00%	N
36-6659.00-001-391000	SCOREBOARDS	.00	.00	.00	175,354.40	29,168.00	100.00%	N
	66XX Totals	**13,837.00**	**29,290.00**	**29,290.00**	**190,807.40**	**80,168.00**	**173.70%**	

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	Function 36 Totals	**564,372.05**	**649,246.00**	**649,246.00**	**796,715.96**	**724,122.00**	**11.53%**	
41-6119.00-701-399000	SALARIES OR WAGES-TECH	134,162.50	137,475.00	137,475.00	126,443.26	141,569.00	2.98%	N
41-6129.00-701-399000	PARAPROF. SALARY - SUPT	35,543.52	35,714.00	35,714.00	33,220.80	36,184.00	1.32%	N
41-6129.01-701-399000	SUBSTITUTE-CENTRAL OFF	.00	2,400.00	2,400.00	.00	2,400.00	.00%	N
41-6129.02-702-399000	ADMIN. STAFF-BOARD MEE	1,400.00	2,400.00	2,400.00	800.00	2,400.00	.00%	N
41-6129.04-701-399000	CENTRAL OFFICE-EXTRA D	.00	600.00	600.00	300.00	600.00	.00%	N
41-6131.00-701-399000	CONTRACT BUYOUT	.00	.00	.00	.00	_____.__	.00%	N
41-6139.00-701-399000	EMPLOYEE ALLOWANCES	.00	.00	.00	.00	_____.__	.00%	N
41-6141.00-701-399000	SOCIAL SECURITY/MEDICA	2,213.29	2,235.00	2,235.00	2,046.14	2,255.00	.89%	N
41-6141.00-702-399000	EMPLOYERS SHARE/FICA	.00	200.00	200.00	.00	200.00	.00%	N
41-6141.01-701-399000		.00	100.00	100.00	.00	100.00	.00%	N
41-6141.02-702-399000		20.30	50.00	50.00	11.60	50.00	.00%	N
41-6141.04-701-399000		.00	300.00	300.00	4.35	300.00	.00%	N
41-6142.00-701-399000	GROUP HEALTH & LIFE INS	3,300.00	3,300.00	3,300.00	3,025.00	3,300.00	.00%	N
41-6142.01-701-399000		.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
41-6143.00-701-399000	WORKER'S COMPENSATION	508.80	600.00	600.00	592.94	600.00	.00%	N
41-6144.00-701-399000	TRS ON-BEHALF BENEFIT	10,014.86	.00	.00	.00	_____.__	.00%	N
41-6144.00-702-399000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
41-6144.01-701-399000		.00	.00	.00	.00	_____.__	.00%	N
41-6144.02-702-399000	TRS ON-BEHALF BENEFIT	122.36	.00	.00	.00	_____.__	.00%	N
41-6144.04-701-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
41-6145.00-701-399000	UNEMPLOYMENT	82.40	100.00	100.00	65.92	100.00	.00%	N
41-6146.00-701-399000	TEACHER RETIREMT/TRS C	7,438.56	10,000.00	10,000.00	7,825.90	9,139.00	-8.61%	N
41-6146.00-702-399000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.__	.00%	N
41-6146.01-701-399000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.__	.00%	N
41-6146.02-702-399000	TEACHER RETIREMENT/TR	25.17	.00	.00	16.31	_____.__	.00%	N
41-6146.04-701-399000		.00	120.00	120.00	7.35	120.00	.00%	N

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41-6149.00-701-399000	SUPERINTENDENTS ANNUI	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**194,831.76**	**198,894.00**	**198,894.00**	**174,359.57**	**202,617.00**	**1.87%**	
41-6211.00-701-399000	LEGAL SERVICES	5,882.52	6,000.00	6,000.00	9,306.12	6,000.00	.00%	N
41-6212.00-750-399000	AUDIT SERVICES	13,900.00	14,200.00	14,200.00	14,200.00	14,200.00	.00%	N
41-6213.00-703-399000	TAX APPRAISAL AND COLLE	4,184.50	6,000.00	6,000.00	4,173.75	6,000.00	.00%	N
41-6214.00-720-399000	LOBBYING	.00	800.00	800.00	.00	800.00	.00%	N
41-6219.00-750-399000	CONSULTANT SVCS	6,218.46	18,000.00	18,000.00	14,136.77	18,000.00	.00%	N
41-6219.01-750-399000	PROFESSIONAL SVCS-ARC	.00	.00	.00	.00	_____.__	.00%	N
41-6239.00-750-399000	EDUCATION SERVICE CENT	15,682.00	17,100.00	17,100.00	15,780.00	20,295.00	18.68%	N
41-6269.00-750-399000	COPIER RENTAL	4,731.40	5,000.00	5,000.00	4,531.77	5,000.00	.00%	N
41-6299.00-701-399000	MISC. CONTRACTED SVCS-	2,188.25	3,000.00	3,000.00	1,838.91	3,000.00	.00%	N
41-6299.00-750-399000	MISC CONTRACTED SERVIC	2,110.35	2,800.00	2,800.00	500.00	2,800.00	.00%	N
	62XX Totals	**54,897.48**	**72,900.00**	**72,900.00**	**64,467.32**	**76,095.00**	**4.38%**	
41-6329.00-720-399000	BOOKS & PUBLICATIONS	275.64	750.00	750.00	275.60	750.00	.00%	N
41-6399.00-701-399000	GENERAL SUPPLIES/SUPT.	3,048.57	3,500.00	3,500.00	2,537.89	3,500.00	.00%	N
41-6399.01-701-399000	FURN & EQUIP-CENTRAL	44.95	2,000.00	2,000.00	1,797.99	2,000.00	.00%	N
41-6399.01-750-399000	POSTAGE/C.O./TAX OFFICE	1,797.55	2,000.00	2,000.00	906.25	2,000.00	.00%	N
	63XX Totals	**5,166.71**	**8,250.00**	**8,250.00**	**5,517.73**	**8,250.00**	**.00%**	
41-6411.00-701-399000	TRAVEL/SUPT.	1,926.32	5,000.00	5,000.00	4,406.69	5,000.00	.00%	N
41-6411.01-701-399000	TRAVEL/SUPT. SECRETARY	947.67	2,000.00	2,000.00	728.75	2,000.00	.00%	N
41-6419.00-702-399000	TRAVEL & SUBSISTENCE - B	4,600.83	13,000.00	13,000.00	8,304.23	13,000.00	.00%	N
41-6429.00-702-399000	LIABILITY INSURANCE-SCH	7,309.01	7,500.00	7,500.00	7,771.00	8,150.00	8.67%	N
41-6429.01-701-399000	BONDING EXPENSE	518.30	300.00	300.00	255.50	300.00	.00%	N
41-6439.00-702-399000	ELECTION EXPENSE	.00	.00	.00	.00	_____.__	.00%	N
41-6491.00-750-399000	PUBLICATION FEES	272.33	1,000.00	1,000.00	.00	1,000.00	.00%	N
41-6499.00-702-399000	FEES/DUES-SCHOOL BOAR	.00	1,000.00	1,000.00	860.00	1,000.00	.00%	N
41-6499.00-720-399000	FEES/DUES-DISTRICT MEM	7,097.05	9,800.00	9,800.00	8,618.95	9,800.00	.00%	N

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41-6499.01-750-399000	MISC. OPERATING EXPENS	15,384.37	16,000.00	16,000.00	19,559.35	16,000.00	.00%	N
	64XX Totals	**38,055.88**	**55,600.00**	**55,600.00**	**50,504.47**	**56,250.00**	**1.17%**	
41-6639.00-750-399000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
41-6649.00-701-399000	FURN & EQUIP - CENTRAL O	275.41	3,000.00	3,000.00	.00	3,000.00	.00%	N
41-6649.00-702-399000	FURN& EQUIP-BOARD	.00	2,000.00	2,000.00	293.99	2,000.00	.00%	N
	66XX Totals	**275.41**	**5,000.00**	**5,000.00**	**293.99**	**5,000.00**	**.00%**	
	Function 41 Totals	**293,227.24**	**340,644.00**	**340,644.00**	**295,143.08**	**348,212.00**	**2.22%**	
51-6129.00-999-399000	CUSTODIANS	127,705.49	148,265.00	148,265.00	8,000.00	148,265.00	.00%	N
51-6129.01-999-399000	CUSTODIAN SUBSTITUTES	14,881.07	15,000.00	15,000.00	14,640.07	15,000.00	.00%	N
51-6129.02-999-399000	MAINTENANCE WORKERS	114,402.15	140,292.00	140,292.00	123,285.85	142,165.00	1.34%	N
51-6129.03-999-399000	SECURITY	.00	.00	.00	.00	_____.__	.00%	N
51-6129.04-999-399000	SUMMER HELP-TEMPORAR	18,696.02	15,000.00	15,000.00	11,695.19	15,000.00	.00%	N
51-6129.05-999-399000	MAINTENANCE - EXTRA DU	10,588.15	7,500.00	7,500.00	2,994.46	7,500.00	.00%	N
51-6129.08-999-399000	CUSTODIAN SUPERVISOR	32,814.24	34,181.00	34,181.00	1,000.00	34,181.00	.00%	N
51-6129.09-999-399000	MAINTENANCE DIRECTOR	57,810.00	58,636.00	58,636.00	53,833.11	58,636.00	.00%	N
51-6141.00-999-399000	"EMPLOYERS SHARE, FICA"	1,664.98	6,000.00	6,000.00	116.00	6,000.00	.00%	N
51-6141.01-999-399000		283.73	1,200.00	1,200.00	390.44	1,200.00	.00%	N
51-6141.02-999-399000	SOCIAL SECURITY/MEDICA	1,571.89	1,559.00	1,559.00	2,582.31	1,561.00	.13%	N
51-6141.04-999-399000		1,430.31	1,000.00	1,000.00	894.70	1,000.00	.00%	N
51-6141.05-999-399000		145.51	150.00	150.00	40.52	150.00	.00%	N
51-6141.08-999-399000	SOCIAL SECURITY/MEDICA	418.41	500.00	500.00	14.50	500.00	.00%	N
51-6141.09-999-399000	SOCIAL SECURITY/MEDICA	646.30	810.00	810.00	752.16	805.00	-.62%	N
51-6142.00-999-399000	HEALTH INSURANCE/MAINT	23,100.00	29,700.00	29,700.00	.00	29,700.00	.00%	N
51-6142.01-999-399000		.00	.00	.00	.00	_____.__	.00%	N
51-6142.02-999-399000		6,600.00	9,065.00	9,065.00	6,050.00	6,600.00	-27.19%	N
51-6142.08-999-399000		3,300.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
51-6142.09-999-399000		2,772.84	2,779.00	2,779.00	2,547.60	2,779.00	.00%	N

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51-6143.00-999-399000	WORKERS COMPENSATION	2,797.38	3,500.00	3,500.00	3,500.09	3,500.00	.00%	N
51-6143.00-999-3990WC	WKRS COMP CLAIMS PD MA	7,401.51	7,500.00	7,500.00	3,774.77	7,500.00	.00%	N
51-6144.00-999-399000	TRS ON-BEHALF BENEFIT	11,836.03	.00	.00	.00	_____.__	.00%	N
51-6144.01-999-399000	TRS ON-BEHALF BENEFIT	1,190.77	.00	.00	.00	_____.__	.00%	N
51-6144.02-999-399000	TRS ON-BEHALF BENEFIT	9,915.90	.00	.00	.00	_____.__	.00%	N
51-6144.04-999-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
51-6144.05-999-399000	TRS ON-BEHALF BENEFIT	926.47	.00	.00	.00	_____.__	.00%	N
51-6144.08-999-399000	TRS ON-BEHALF BENEFIT	2,783.75	.00	.00	.00	_____.__	.00%	N
51-6144.09-999-399000	TRS ON-BEHALF BENEFIT	4,970.76	.00	.00	.00	_____.__	.00%	N
51-6145.00-999-399000	UNEMPLOYMENT COMPEN	453.20	600.00	600.00	362.56	600.00	.00%	N
51-6146.00-999-399000	TEACHER RETIREMENT	3,062.06	3,437.00	3,437.00	.00	3,437.00	.00%	N
51-6146.01-999-399000		319.78	300.00	300.00	310.14	300.00	.00%	N
51-6146.02-999-399000		2,641.20	2,800.00	2,800.00	2,570.82	2,937.00	4.89%	N
51-6146.04-999-399000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.__	.00%	N
51-6146.05-999-399000		248.79	250.00	250.00	73.35	250.00	.00%	N
51-6146.08-999-399000		747.70	764.00	764.00	.00	764.00	.00%	N
51-6146.09-999-399000	TEACHER RETIREMT/TRS C	1,335.12	1,412.00	1,412.00	1,294.37	1,470.00	4.11%	N
	61XX Totals	**469,461.51**	**495,500.00**	**495,500.00**	**240,723.01**	**495,100.00**	**-.08%**	
51-6249.00-001-399000	HS BLDG & GROUNDS MAIN	151,123.98	84,000.00	84,000.00	46,806.93	234,000.00	178.57%	N
51-6249.00-041-399000	JH BLDG & GROUNDS MAIN	1,767.00	5,000.00	5,000.00	3,101.33	5,000.00	.00%	N
51-6249.00-101-399000	ELEM BLDGS & GROUNDS	6,814.50	5,000.00	5,000.00	5,005.59	5,000.00	.00%	N
51-6249.00-999-399000	OTHER SERVICES	9,361.49	5,000.00	5,000.00	1,579.00	5,000.00	.00%	N
51-6249.01-101-399000	CARPET FOR ELEM BLDG	25,985.00	5,500.00	5,500.00	20,026.90	5,500.00	.00%	N
51-6249.01-999-399000	BLDGS.& GROUNDS REPAIR	1,065.90	5,000.00	5,000.00	439.75	5,000.00	.00%	N
51-6249.02-999-399000	BUILDING AND GROUNDS R	.00	5,000.00	5,000.00	.00	5,000.00	.00%	N
51-6249.03-999-399000	GROUNDS MAINTENANCE	2,431.58	3,000.00	3,000.00	3,144.68	3,000.00	.00%	N
51-6249.04-999-399000	PEST CONTROL SERVICE	4,008.92	5,000.00	5,000.00	4,708.92	5,000.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
51-6249.05-999-399000	ROOF REPAIR	240.00	5,000.00	5,000.00	.00	5,000.00	.00%	N
51-6249.06-999-399000	PAINTING HS/JH/ELEM	20,900.00	20,000.00	20,000.00	30,000.00	20,000.00	.00%	N
51-6249.07-999-399000	CONTRACTED MAINTENAN	.00	.00	.00	.00	_____.__	.00%	N
51-6249.08-999-399000	DRAINAGE IMPROVEMENT	.00	.00	.00	.00	_____.__	.00%	N
51-6259.00-999-399000	WATER SERVICES	26,070.68	35,000.00	35,000.00	25,960.32	35,000.00	.00%	N
51-6259.02-999-399000	TELEPHONE/CELLULAR	17,686.27	25,000.00	25,000.00	16,750.66	25,000.00	.00%	N
51-6259.03-999-399000	ELECTRIC	139,365.07	150,000.00	150,000.00	157,753.44	150,000.00	.00%	N
51-6259.04-999-399000	NATURAL GAS	12,294.56	20,000.00	20,000.00	11,452.58	20,000.00	.00%	N
51-6259.05-999-399000	TRASH DISPOSAL	19,993.84	20,000.00	20,000.00	19,532.52	20,000.00	.00%	N
51-6259.06-999-399000	SEPTIC SYSTEM SVCS	3,797.50	8,000.00	8,000.00	1,140.00	8,000.00	.00%	N
	62XX Totals	**442,906.29**	**405,500.00**	**405,500.00**	**347,402.62**	**555,500.00**	**36.99%**	
51-6311.00-999-399000	"GASOLINE, OIL"	5,692.32	6,000.00	6,000.00	4,927.51	6,000.00	.00%	N
51-6319.00-999-399000	MAINTENANCE SUPPLIES	104,816.36	50,000.00	50,000.00	87,388.40	50,000.00	.00%	N
51-6319.01-999-399000	JANITORIAL SUPPLIES	28,686.05	30,000.00	30,000.00	12,947.49	30,000.00	.00%	N
51-6319.02-999-399000	GROUNDS KEEPING SUPPLI	9,082.31	8,500.00	8,500.00	21,146.77	8,500.00	.00%	N
51-6319.03-999-399000	MAINTENANCE UNIFORMS	4,145.96	5,000.00	5,000.00	5,538.39	5,000.00	.00%	N
51-6319.04-999-399000	AIR PURIFICATION SYSTEM	73,000.00	.00	.00	.00	_____.__	.00%	N
	63XX Totals	**225,423.00**	**99,500.00**	**99,500.00**	**131,948.56**	**99,500.00**	**.00%**	
51-6411.00-999-399000	TRAVEL AND SUBSISTENCE	437.93	1,500.00	1,500.00	600.15	1,500.00	.00%	N
51-6429.00-999-399000	PROPERTY INSURANCE	58,702.00	68,150.00	68,150.00	67,720.00	80,322.00	17.86%	N
51-6499.01-999-399000	MAINT.LIC. FEES & DUES	315.74	400.00	400.00	358.95	400.00	.00%	N
	64XX Totals	**59,455.67**	**70,050.00**	**70,050.00**	**68,679.10**	**82,222.00**	**17.38%**	
51-6631.00-999-399000	VEHICLES-MAINTENANCE T	.00	.00	.00	.00	_____.__	.00%	N
51-6639.00-999-399000	GROUNDS EQUIPMENT	10,399.20	5,000.00	5,000.00	.00	65,000.00	1,200.00%	N
51-6639.01-999-399000	A/C UNITS	9,875.93	25,000.00	25,000.00	.00	55,000.00	120.00%	N
51-6639.03-999-399000	GROUNDS KEEPING EQUIP	.00	.00	.00	.00	_____.__	.00%	N
51-6649.00-999-399000	CUSTODIAL EQUIPMENT	5,652.47	7,000.00	7,000.00	3,030.00	7,000.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
51-6649.01-999-399000	MAINTENANCE EQUIPMENT	.00	.00	.00	.00	_____.__	.00%	N
	66XX Totals	**25,927.60**	**37,000.00**	**37,000.00**	**3,030.00**	**127,000.00**	**243.24%**	
	Function 51 Totals	**1,223,174.07**	**1,107,550.00**	**1,107,550.00**	**791,783.29**	**1,359,322.00**	**22.73%**	
52-6219.00-999-399000	CONTRACTED SECURITY O	31,051.50	43,200.00	43,200.00	36,770.00	43,200.00	.00%	N
52-6299.00-999-399000	SAFETY/SECURITY TRAININ	.00	.00	.00	.00	7,500.00	100.00%	N
	62XX Totals	**31,051.50**	**43,200.00**	**43,200.00**	**36,770.00**	**50,700.00**	**17.36%**	
52-6399.00-999-399000	SECURITY SUPPLIES	3,149.98	5,000.00	5,000.00	3,166.72	15,000.00	200.00%	N
	63XX Totals	**3,149.98**	**5,000.00**	**5,000.00**	**3,166.72**	**15,000.00**	**200.00%**	
52-6411.00-999-399000	TRAVEL & SUBSISTENCE-S	.00	100.00	100.00	.00	500.00	400.00%	N
	64XX Totals	**.00**	**100.00**	**100.00**	**.00**	**500.00**	**400.00%**	
	Function 52 Totals	**34,201.48**	**48,300.00**	**48,300.00**	**39,936.72**	**66,200.00**	**37.06%**	
53-6129.00-750-399000	SALARIES FOR SUPPORT P	129,534.20	135,207.00	135,207.00	126,691.00	125,630.00	-7.08%	N
53-6129.01-750-399000	DATA PROCESSING-EXTRA	.00	500.00	500.00	.00	500.00	.00%	N
53-6141.00-750-399000	SOCIAL SECURITY	1,696.32	1,721.00	1,721.00	1,616.02	1,888.00	9.70%	N
53-6141.01-750-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.__	.00%	N
53-6142.00-750-399000	GROUP HEALTH & LIFE INS	9,900.00	9,900.00	9,900.00	9,075.00	7,661.00	-22.62%	N
53-6143.00-750-399000	WORKER'S COMPENSATION	508.80	550.00	550.00	592.94	550.00	.00%	N
53-6144.00-750-399000	TRS ON-BEHALF BENEFIT	11,071.74	.00	.00	.00	_____.__	.00%	N
53-6144.01-750-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
53-6145.00-750-399000	UNEMPLOYMENT	82.40	100.00	100.00	65.92	100.00	.00%	N
53-6146.00-750-399000	TEACHER RETIREMENT	2,973.46	3,215.00	3,215.00	3,030.42	3,791.00	17.92%	N
53-6146.01-750-399000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**155,766.92**	**151,193.00**	**151,193.00**	**141,071.30**	**140,120.00**	**-7.32%**	
53-6219.00-750-399000	CONTRACTED SVCS-SOFT	8,885.36	14,636.00	14,636.00	8,849.28	14,636.00	.00%	N
53-6219.00-999-399000	PROFESSIONAL CONTRACT	.00	450.00	450.00	.00	450.00	.00%	N
53-6239.00-750-399000	ESC-REGION 7	15,185.00	15,203.00	15,203.00	15,203.00	15,784.00	3.82%	N
53-6249.00-720-399000	CONTRACTED MAINTENAN	.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
53-6249.00-750-399000	COMPUTER & EQUIP REPAI	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
53-6299.00-750-399000	MISC CONTRACTED SERVIC	.00	500.00	500.00	.00	500.00	.00%	N
	62XX Totals	**24,070.36**	**31,789.00**	**31,789.00**	**24,052.28**	**32,370.00**	**1.83%**	
53-6399.00-750-399000	SUPPLIES & MATERIALS	2,766.75	3,700.00	3,700.00	2,711.68	3,700.00	.00%	N
	63XX Totals	**2,766.75**	**3,700.00**	**3,700.00**	**2,711.68**	**3,700.00**	**.00%**	
53-6411.00-750-399000	TRAVEL & SUBSISTENCE	1,416.81	4,000.00	4,000.00	2,210.12	4,000.00	.00%	N
53-6499.00-750-399000	"FEES, DUES, & MEMBERSH	980.00	1,000.00	1,000.00	556.00	1,000.00	.00%	N
	64XX Totals	**2,396.81**	**5,000.00**	**5,000.00**	**2,766.12**	**5,000.00**	**.00%**	
53-6649.00-999-399000	FURNITURE & EQUIP - CENT	.00	3,000.00	3,000.00	.00	3,000.00	.00%	N
	66XX Totals	**.00**	**3,000.00**	**3,000.00**	**.00**	**3,000.00**	**.00%**	
	Function 53 Totals	**185,000.84**	**194,682.00**	**194,682.00**	**170,601.38**	**184,190.00**	**-5.39%**	
71-6513.00-999-399000	LONG TERM DEBIT PRINCIP	171,000.00	181,000.00	181,000.00	181,000.00	192,000.00	6.08%	N
71-6519.00-999-399000	LOAN PRINCIPAL-SECO	30,844.53	30,922.00	30,922.00	23,184.04	30,999.00	.25%	N
71-6523.00-999-399000	INTEREST ON DEBT	74,812.50	64,125.00	64,125.00	64,125.00	52,813.00	-17.64%	N
71-6529.00-999-399000	LOAN INTEREST	222.43	300.00	300.00	116.17	70.00	-76.67%	N
	65XX Totals	**276,879.46**	**276,347.00**	**276,347.00**	**268,425.21**	**275,882.00**	**-.17%**	
	Function 71 Totals	**276,879.46**	**276,347.00**	**276,347.00**	**268,425.21**	**275,882.00**	**-.17%**	
81-6219.00-999-399000		.00	.00	.00	.00	_____.__	.00%	N
	62XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
81-6619.00-999-399000		.00	.00	.00	.00	_____.__	.00%	N
81-6629.00-001-399000	"BLDG PURCHASE,CONSTR	.00	.00	.00	.00	_____.__	.00%	N
	66XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Function 81 Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
93-6492.00-999-323000	PYMTS TO SPECIAL ED. CO	134,287.00	150,098.00	150,098.00	150,098.00	219,560.00	46.28%	N
	64XX Totals	**134,287.00**	**150,098.00**	**150,098.00**	**150,098.00**	**219,560.00**	**46.28%**	
	Function 93 Totals	**134,287.00**	**150,098.00**	**150,098.00**	**150,098.00**	**219,560.00**	**46.28%**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
99-6213.00-703-399000	TAX APPRAISAL & COLLECT	30,259.00	33,000.00	33,000.00	31,120.00	33,000.00	.00%	N
99-6213.00-999-399000	TAX APPRAISAL & COLLECT	.00	.00	.00	.00	_____.__	.00%	N
	62XX Totals	**30,259.00**	**33,000.00**	**33,000.00**	**31,120.00**	**33,000.00**	**.00%**	
	Function 99 Totals	**30,259.00**	**33,000.00**	**33,000.00**	**31,120.00**	**33,000.00**	**.00%**	
	Expenditure Totals	**8,319,040.80**	**8,453,411.00**	**8,453,411.00**	**7,249,053.89**	**8,936,100.00**	**5.71%**	
00-7912.00-000-300000	SALE OF PROPERTY	.00	.00	.00	.00	_____.__	.00%	N
00-7914.00-000-300000	LOAN PROCEEDS	.00	.00	.00	.00	_____.__	.00%	N
	79XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Other Resources Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-8911.00-000-300000	OPERATING TRANSFERS O	.00	.00	.00	.00	_____.__	.00%	N
	89XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Other Uses Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
Fund 199 / 3 Totals								
Fund Balances		**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
Revenue		**8,968,941.47**	**8,053,941.00**	**8,053,941.00**	**8,570,694.53**	**8,616,100.00**	**6.98%**	
Expenditures		**8,319,040.80**	**8,453,411.00**	**8,453,411.00**	**7,249,053.89**	**8,936,100.00**	**5.71%**	
Other Resources		**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
Other Uses		**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
Grand Totals								
Fund Balances		.00	.00	.00	.00	_____.__	.00%	
Revenues		8,968,941.47	8,053,941.00	8,053,941.00	8,570,694.53	8,616,100.00	6.98%	
Expenditures		8,319,040.80	8,453,411.00	8,453,411.00	7,249,053.89	8,936,100.00	5.71%	
Other Resources		.00	.00	.00	.00	_____.__	.00%	
Other Uses		.00	.00	.00	.00	_____.__	.00%	

End of Report

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-1102.00-000-300000	MISCELLANEOUS ACCT-CA	.00	.00	.00	.00	_____.__	.00%	N
00-1110.00-000-300000	CASH IN BANK CAFETERIA	.00	.00	.00	.00	_____.__	.00%	N
00-1111.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	11XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-1241.00-000-300000	DUE FROM STATE	.00	.00	.00	.00	_____.__	.00%	N
00-1243.00-000-300000	DUE FROM OTHER GOVERN	.00	.00	.00	.00	_____.__	.00%	N
00-1260.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	12XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2110.00-000-300000	ACCOUNTS PAYABLE	.00	.00	.00	.00	_____.__	.00%	N
00-2110.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2110.02-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2111.00-000-300000	PAYABLE ACCOUNT	.00	.00	.00	.00	_____.__	.00%	N
00-2122.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2151.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2152.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2152.02-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-002-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-043-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2155.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2155.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2155.04-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-007-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-030-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-031-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-044-300000		.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-2160.00-000-300000	ACCRUED WAGES PAYABL	.00	.00	.00	.00	_____.__	.00%	N
00-2161.00-000-300000	OBJECT CODE DESCRIPTIO	.00	.00	.00	.00	_____.__	.00%	N
00-2171.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2171.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2171.99-000-300000	GENERAL FUND	.00	.00	.00	.00	_____.__	.00%	N
00-2172.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2175.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2175.99-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2177.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2177.02-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2177.99-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2180.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2183.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	21XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2210.00-000-300000	ACCRUED EXPENSES	.00	.00	.00	.00	_____.__	.00%	N
00-2211.14-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
00-2211.16-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
00-2211.19-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
	22XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2310.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2312.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	23XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3410.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3440.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3450.00-000-300000	FOOD SERVICE RESERVE	.00	.00	.00	.00	_____.__	.00%	N
00-3470.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
	34XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3510.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3510.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3540.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3590.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	35XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3600.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3601.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3602.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	36XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3700.00-000-300000	BUDGET FUND BALANCE	.00	.00	.00	.00	_____.__	.00%	N
	37XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Fund Balance Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-4310.00-000-300000	RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.__	.00%	N
00-4310.01-000-300000	RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.__	.00%	N
	43XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-5742.00-000-300000	INTEREST ON CAFETERIA F	38.55	100.00	100.00	66.51	100.00	.00%	N
00-5744.00-000-300000	DONATIONS	.00	.00	.00	.00	_____.__	.00%	N
00-5749.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-5751.00-000-300000	LOCAL LUNCHES	121,892.68	100,000.00	100,000.00	54,612.95	100,000.00	.00%	N
00-5751.01-000-300000	HEADSTART MEAL REIMB	3,852.20	4,400.00	4,400.00	4,822.00	5,000.00	13.64%	N
	57XX Totals	**125,783.43**	**104,500.00**	**104,500.00**	**59,501.46**	**105,100.00**	**.57%**	
00-5829.00-000-300000	MISC. STATE PROGRAM RE	1,677.92	1,800.00	1,800.00	26,646.89	25,000.00	1,288.89%	N
00-5831.00-000-300000	TRS ON-BEHALF BENEFIT	13,641.32	.00	.00	.00	_____.__	.00%	N
	58XX Totals	**15,319.24**	**1,800.00**	**1,800.00**	**26,646.89**	**25,000.00**	**1,288.89**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-5921.00-000-300000	SCHOOL BREAKFAST PROG	48,950.94	64,000.00	64,000.00	124,104.71	87,357.00	36.50%	N
00-5922.00-000-300000	NATIONAL SCHOOL LUNCH	124,407.12	150,000.00	150,000.00	307,915.87	225,000.00	50.00%	N
00-5923.00-000-300000	USDA DONATED COMMODI	31,107.01	32,000.00	32,000.00	.00	32,000.00	.00%	N
	59XX Totals	**204,465.07**	**246,000.00**	**246,000.00**	**432,020.58**	**344,357.00**	**39.98%**	
	Revenue Totals	**345,567.74**	**352,300.00**	**352,300.00**	**518,168.93**	**474,457.00**	**34.67%**	
35-6129.00-999-399000	SALARIES/WAGES FOR SUP	150,259.69	165,192.00	165,192.00	122,719.07	165,192.00	.00%	N
35-6129.01-999-399000	SUBSTITUTE CAFETERIA W	.00	6,000.00	6,000.00	8,714.90	6,000.00	.00%	N
35-6129.03-999-399000	AIDE SALARY	.00	.00	.00	.00	_____.__	.00%	N
35-6129.05-999-399000	CAFETERIA EXTRA DUTY	1,245.87	12,000.00	12,000.00	2,325.65	12,000.00	.00%	N
35-6141.00-999-399000	MEDICARE TAX	1,661.99	1,680.00	1,680.00	1,330.86	1,680.00	.00%	N
35-6141.01-999-399000	FICA TAX	.00	750.00	750.00	666.67	750.00	.00%	N
35-6141.03-999-399000	SOCIAL SECURITY/MEDICA	.00	250.00	250.00	.00	250.00	.00%	N
35-6141.05-999-399000		16.21	25.00	25.00	32.01	25.00	.00%	N
35-6142.00-999-399000	SCHOOL PAID INSURANCE-	9,900.00	26,400.00	26,400.00	4,125.00	4,585.00	-82.63%	N
35-6142.03-999-399000		.00	.00	.00	.00	_____.__	.00%	N
35-6142.05-999-399000		.00	.00	.00	.00	_____.__	.00%	N
35-6143.00-999-399000	WORKER'S COMPENSATION	2,112.19	2,200.00	2,200.00	1,875.82	2,200.00	.00%	N
35-6143.00-999-3990WC	WORKERS COMP CLAIMS P	.00	.00	.00	.00	_____.__	.00%	N
35-6144.00-999-399000	TRS ON-BEHALF BENEFIT	13,532.32	.00	.00	.00	_____.__	.00%	N
35-6144.05-999-399000	TRS ON-BEHALF BENEFIT	109.00	.00	.00	.00	_____.__	.00%	N
35-6145.00-999-399000	UNEMPLOYMENT COMPEN	329.60	375.00	375.00	263.68	375.00	.00%	N
35-6146.00-999-399000	TRS-CHILD NUTRITION	13,246.47	13,000.00	13,000.00	2,873.32	13,000.00	.00%	N
35-6146.01-999-399000	TRS-CARE	.00	300.00	300.00	10,663.14	300.00	.00%	N
35-6146.02-999-399000	TRS	.00	100.00	100.00	.00	100.00	.00%	N
35-6146.03-999-399000	TEACHER RETIREMT/TRS C	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
35-6146.05-999-399000		29.80	500.00	500.00	57.26	500.00	.00%	N
	61XX Totals	**192,443.14**	**230,272.00**	**230,272.00**	**155,647.38**	**208,457.00**	**-9.47%**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
35-6249.00-999-399000	EQUIPMENT REPAIR	2,406.00	6,000.00	6,000.00	2,489.51	6,000.00	.00%	N
35-6299.00-999-399000	MISC. CONTRACTED SERVI	5,395.69	22,000.00	22,000.00	18,488.91	22,000.00	.00%	N
35-6299.01-999-399000	MISC.-COUNTY HEALTH SE	.00	300.00	300.00	.00	300.00	.00%	N
	62XX Totals	**7,801.69**	**28,300.00**	**28,300.00**	**20,978.42**	**28,300.00**	**.00%**	
35-6319.00-999-399000	PARTS/FOOD SERVICE EQU	2,598.90	3,500.00	3,500.00	334.51	3,500.00	.00%	N
35-6319.00-999-3990LR	SUPPLIES AND EQUIPMENT	4,449.57	5,000.00	5,000.00	1,947.97	5,000.00	.00%	N
35-6341.00-999-399000	FOOD EXPENSE	95,942.40	125,000.00	125,000.00	120,759.94	125,000.00	.00%	N
35-6341.01-999-399000	FOOD EXPENSE-NON PROG	29,758.70	30,000.00	30,000.00	24,465.33	30,000.00	.00%	N
35-6342.00-999-399000	NON FOOD EXPENSE	14,481.78	14,000.00	14,000.00	23,419.22	25,000.00	78.57%	N
35-6344.00-999-399000	USDA DONATED COMMODI	31,107.01	32,000.00	32,000.00	.00	32,000.00	.00%	N
	63XX Totals	**178,338.36**	**209,500.00**	**209,500.00**	**170,926.97**	**220,500.00**	**5.25%**	
35-6411.00-999-399000	TRAVEL AND SUBSISTENCE	79.98	700.00	700.00	164.42	700.00	.00%	N
	64XX Totals	**79.98**	**700.00**	**700.00**	**164.42**	**700.00**	**.00%**	
35-6639.00-999-399000	EQUIPMENT	.00	15,000.00	15,000.00	11,130.00	15,000.00	.00%	N
35-6649.00-999-399000	CAFETERIA EQUIPMENT	.00	.00	.00	.00	_____.__	.00%	N
	66XX Totals	**.00**	**15,000.00**	**15,000.00**	**11,130.00**	**15,000.00**	**.00%**	
	Function 35 Totals	**378,663.17**	**483,772.00**	**483,772.00**	**358,847.19**	**472,957.00**	**-2.24%**	
51-6249.01-999-399000	PEST CONTROL SERVICE	1,326.08	1,500.00	1,500.00	1,051.08	1,500.00	.00%	N
	62XX Totals	**1,326.08**	**1,500.00**	**1,500.00**	**1,051.08**	**1,500.00**	**.00%**	
	Function 51 Totals	**1,326.08**	**1,500.00**	**1,500.00**	**1,051.08**	**1,500.00**	**.00%**	
	Expenditure Totals	**379,989.25**	**485,272.00**	**485,272.00**	**359,898.27**	**474,457.00**	**-2.23%**	

Fund 240 / 3 Totals						
Fund Balances	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**
Revenue	**345,567.74**	**352,300.00**	**352,300.00**	**518,168.93**	**474,457.00**	**34.67%**
Expenditures	**379,989.25**	**485,272.00**	**485,272.00**	**359,898.27**	**474,457.00**	**-2.23%**
Other Resources	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**
Other Uses	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
Grand Totals								
Fund Balances		.00	.00	.00	.00	_____.__	.00%	
Revenues		345,567.74	352,300.00	352,300.00	518,168.93	474,457.00	34.67%	
Expenditures		379,989.25	485,272.00	485,272.00	359,898.27	474,457.00	-2.23%	
Other Resources		.00	.00	.00	.00	_____.__	.00%	
Other Uses		.00	.00	.00	.00	_____.__	.00%	

End of Report

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-1107.00-000-300000	INVESTMENT WITH AJ CAPI	.00	.00	.00	.00	_____.__	.00%	N
00-1110.00-000-300000	CASH IN BANK DEBT SERVI	.00	.00	.00	.00	_____.__	.00%	N
00-1113.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-1120.00-000-300000	INVESTMENTS CD	.00	.00	.00	.00	_____.__	.00%	N
	11XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-1221.00-000-300000	RECEIVABLE PROPERTY TA	.00	.00	.00	.00	_____.__	.00%	N
00-1230.00-000-300000	ALLOWANCE FOR UNCOLL.	.00	.00	.00	.00	_____.__	.00%	N
00-1241.00-000-300000	DUE FROM STATE	.00	.00	.00	.00	_____.__	.00%	N
00-1260.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	12XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2110.00-000-300000	ACCOUNTS PAYABLE	.00	.00	.00	.00	_____.__	.00%	N
00-2110.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2110.02-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2111.00-000-300000	PAYABLE ACCOUNT	.00	.00	.00	.00	_____.__	.00%	N
00-2122.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2160.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2161.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2171.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2171.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2171.99-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2172.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2175.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2175.99-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2177.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2177.02-000-300000		.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-2177.99-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2180.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2181.00-000-300000	DUE TO STATE	.00	.00	.00	.00	_____.__	.00%	N
00-2183.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	21XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2210.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2211.14-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2211.16-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2211.19-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	22XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2310.00-000-300000	DEFERRED REVENUE	.00	.00	.00	.00	_____.__	.00%	N
00-2312.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	23XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2600.00-000-300000	DEFERED RESOURCES INF	.00	.00	.00	.00	_____.__	.00%	N
	26XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3410.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3420.00-000-300000	RETIRE LONG-TERM DEBT	.00	.00	.00	.00	_____.__	.00%	N
00-3440.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3470.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3480.00-000-300000	FUND BALANCE RESTRICTE	.00	.00	.00	.00	_____.__	.00%	N
	34XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3510.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3510.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3540.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3590.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	35XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-3600.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3601.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3602.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	36XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3700.00-000-300000	BUDGET FUND BALANCE	.00	.00	.00	.00	_____.__	.00%	N
	37XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Fund Balance Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-4310.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-4310.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	43XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-5711.00-000-300000	TAXES CURRENT YEAR	127,247.69	140,242.00	140,242.00	133,815.52	136,993.00	-2.32%	N
00-5712.00-000-300000	DELINQUENT TAXES	4,847.48	4,000.00	4,000.00	5,365.34	4,000.00	.00%	N
00-5719.00-000-300000	PENALTIES & INTEREST	3,401.99	2,000.00	2,000.00	4,188.05	2,000.00	.00%	N
00-5742.00-000-300000	ACCOUNT INTEREST EARN	135.72	100.00	100.00	152.15	100.00	.00%	N
	57XX Totals	**135,632.88**	**146,342.00**	**146,342.00**	**143,521.06**	**143,093.00**	**-2.22%**	
00-5829.00-000-300000	CH. 46 EXISTING DEBT ALL	47,394.00	35,537.00	35,537.00	49,800.00	23,705.00	-33.29%	N
	58XX Totals	**47,394.00**	**35,537.00**	**35,537.00**	**49,800.00**	**23,705.00**	**-33.29%**	
	Revenue Totals	**183,026.88**	**181,879.00**	**181,879.00**	**193,321.06**	**166,798.00**	**-8.29%**	
71-6511.00-999-399000	BOND PRINCIPAL	133,000.00	137,000.00	137,000.00	137,000.00	140,000.00	2.19%	N
71-6521.01-999-399000	INTEREST ON BONDS	19,484.25	16,123.00	16,123.00	8,914.20	12,675.00	-21.39%	N
71-6599.00-999-399000	OTHER DEBT FEES	.00	28,756.00	28,756.00	.00	14,123.00	-50.89%	N
	65XX Totals	**152,484.25**	**181,879.00**	**181,879.00**	**145,914.20**	**166,798.00**	**-8.29%**	
	Function 71 Totals	**152,484.25**	**181,879.00**	**181,879.00**	**145,914.20**	**166,798.00**	**-8.29%**	
	Expenditure Totals	**152,484.25**	**181,879.00**	**181,879.00**	**145,914.20**	**166,798.00**	**-8.29%**	
00-7911.00-000-300000	ISSUANCE OF BONDS	.00	.00	.00	.00	_____.__	.00%	N
00-7915.00-000-300000	OPERATING TRANSFERS IN	.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-7916.00-000-300000	PREMIUM OR DISCOUNT	.00	.00	.00	.00	_____.__	.00%	N
00-7917.00-000-300000	PREPAID INTEREST	.00	.00	.00	.00	_____.__	.00%	N
	79XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Other Resources Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-8949.00-000-300000	OTHER USES	.00	.00	.00	.00	_____.__	.00%	N
	89XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Other Uses Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
Fund 599 / 3 Totals								
Fund Balances		**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
Revenue		**183,026.88**	**181,879.00**	**181,879.00**	**193,321.06**	**166,798.00**	**-8.29%**	
Expenditures		**152,484.25**	**181,879.00**	**181,879.00**	**145,914.20**	**166,798.00**	**-8.29%**	
Other Resources		**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
Other Uses		**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
Grand Totals								
Fund Balances		.00	.00	.00	.00	_____.__	.00%	
Revenues		183,026.88	181,879.00	181,879.00	193,321.06	166,798.00	-8.29%	
Expenditures		152,484.25	181,879.00	181,879.00	145,914.20	166,798.00	-8.29%	
Other Resources		.00	.00	.00	.00	_____.__	.00%	
Other Uses		.00	.00	.00	.00	_____.__	.00%	

End of Report

Harleton Elementary Student Handbook
2022–23 School Year



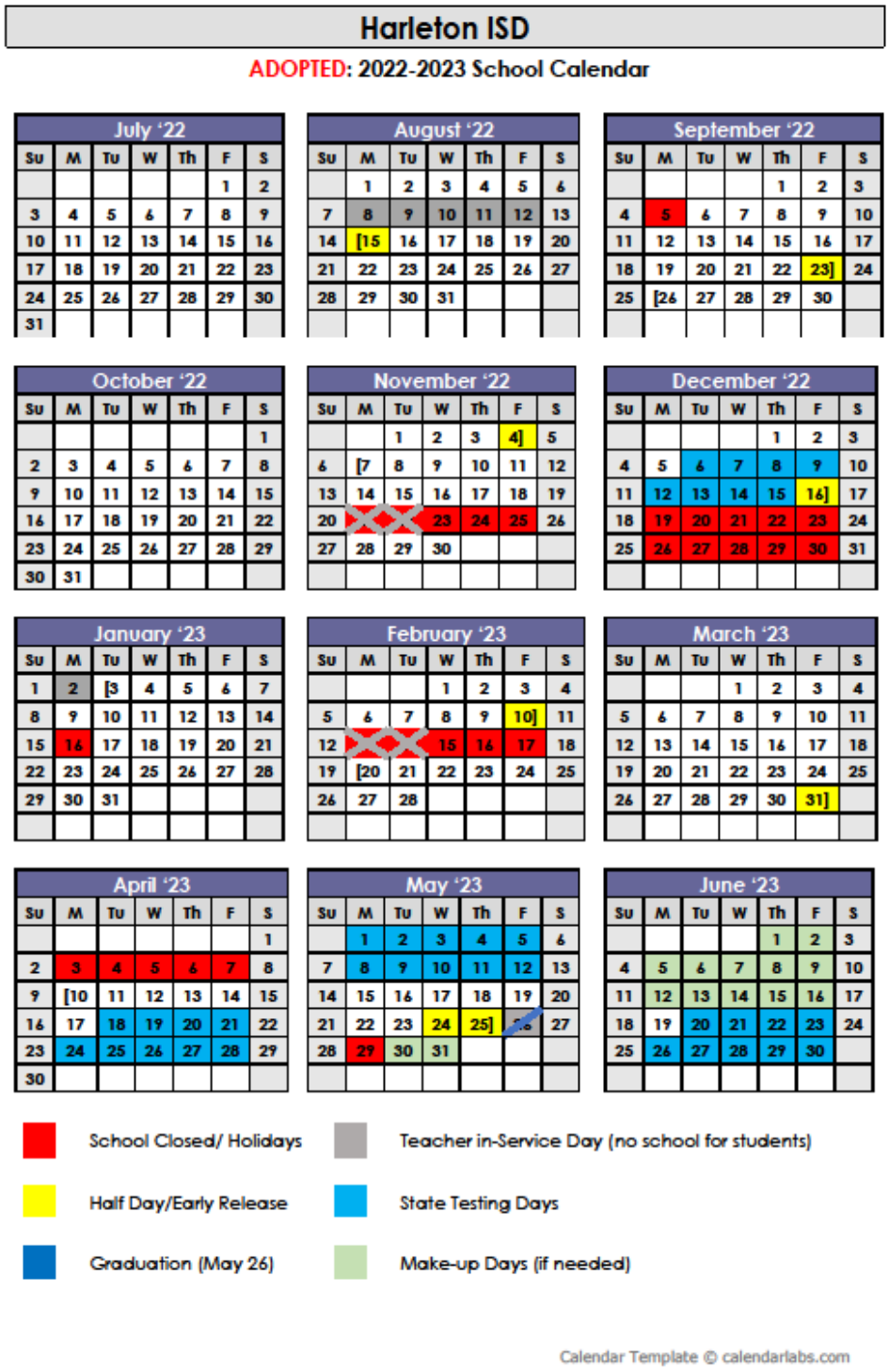
If you have difficulty accessing the information in this document because of disability, please contact the district at 903-777-4092 or darbykerri@harletonisd.net

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Harleton ISD
ADOPTED: 2022-2023 School Calendar
July '22
August '22
September '22
October '22
November '22
December '22
January '23
February '23
March '23
April '23
May '23
June '23
School Closed/ Holidays
Teacher in-Service Day (no school for students)
Half Day/Early Release
State Testing Days
Graduation (May 26)
Make-up Days (if needed)
Calendar Template © calendarlabs.com

Harleton ISD Board of Trustees

Pat McGill, President

Brian Degner, Vice President

Brad Nixon, Secretary

Harvey Fox

Shaun Borden

Kevin Wright

Jacob Muehlstein

Superintendent of Schools

Jay Ratcliff

Harleton Elementary School Administrators

Kerri Darby, Principal

Meagan Walker, Assistant Principal

School Nurse

Shannon Hearron

School Registrar

Dusty Coleman

Preface Parents and Students:

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The Harleton Elementary Student Handbook is a general reference guide that is divided into two sections:

Section One: Parental Rights describes certain parental rights as specified in state or federal law.

Section Two: Other Important Information for Parents and Students is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

Note: Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Harleton Elementary Student Code of Conduct. To review the Code of Conduct, visit the district’s website at http://www.harletonisd.net. State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at 903-777-4092.

Note: References to board policy codes are included for ease of reference. The hard copy of the district’s official policy manual is available for review in HISD Central Office and an unofficial electronic copy is available at http://www.harletonisd.net.

The policy manual includes:

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.
- Board-adopted (LOCAL) policies that articulate the board's choices and values regarding district practices.

For questions about the material in this handbook, please contact:

Kerri Darby, Elementary Principal

17240 St Hwy 154

Harleton, TX 75651

903-777-4092

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment Form ***OR*** Acknowledgment of Electronic Distribution of Student Handbook,
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information,
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form for participation in third-party surveys.

[See **Objecting to the Release of Directory Information** on page 13 and **Consent Required Before Student Participation in a Federally Funded Survey** on page 14 for more information.]

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact:

Kerri Darby, Elementary Principal

17240 St Hwy 154

Harleton, TX 75651

903-777-4092

Section One: Parental Rights

This section describes certain parental rights as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent.

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

Consent to Human Sexuality Instruction

Annual Notification

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

The district's human sexuality curriculum is ESTEEM. ESTEEM helps students learn life skills that: aid in setting goals, help them assess modern-day media influences, increase understanding and awareness of the risks and consequences of sexual activity such as teen pregnancy and disease, strengthen communication skills, and understand risky situations to increase their awareness of hazardous distractions to help them achieve their potential as positive, productive members of society.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See **Complaints and Concerns (All Grade Levels)** on page 36 and FNG(LOCAL).

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity;

- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

[See **Consent to Instruction of Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 10.]

Consent Before Human Sexuality Instruction

Before a student receives human sexuality instruction, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

Consent Before Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking

Before a student receives instruction on the prevention of child abuse, family violence, dating violence and sex trafficking, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

Annual Notification

Students in junior high school and high school receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

The district's human sexuality curriculum is ESTEEM. ESTEEM helps students learn life skills that: aid in setting goals, help them assess modern-day media influences, increase understanding and awareness of the risks and consequences of sexual activity such as teen pregnancy and disease, strengthen communication skills, and understand risky situations to increase their awareness of hazardous distractions to help them achieve their potential as positive, productive members of society.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in this instruction will be posted on the district's website at the location indicated above.
- Remove his or her child from any part of this instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See **Complaints and Concerns (All Grade Levels)** on page 36 and FNG for information on the grievance and appeals process.

[See **Consent to Human Sexuality Instruction** on page 9; **Dating Violence** on page 40; and **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children** on page 32]

Consent to Provide a Mental Health Care Service

The district will not provide a mental health care service to a student or conduct a medical screening of a student as part of the district's intervention procedures except as permitted by law.

The district has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

Kerri Darby can be reached at 903-777-4092 and can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus.

[See **Mental Health Support** on page 54.]

Consent to Display a Student's Original Works and Personal Information

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works.

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if a Student is under Age 14

A student under age 14 must have parental permission to participate in the district's Parenting and Paternity Awareness Program (https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum). This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a cocurricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

Prohibiting the Use of Corporal Punishment

Corporal punishment—spanking or paddling a student—may be used as a discipline management technique in accordance with the Student Code of Conduct and district policy FO(LOCAL).

However, in accordance with law, the district may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to his or her child must complete the form during electronic registration. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

Note:

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the district knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not be administered, even when the student's caregiver or caseworker has not submitted a signed statement prohibiting its use.

Limiting Electronic Communications between Students and District Employees

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include his or her immediate supervisor and the student's parent as recipients on all text messages.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook);
- A student's name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating schoolwide or classroom recognition),
- A student's name and photograph (posted on a district-approved and -managed social media platform); and
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within ten school days of the student's first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

As allowed by state law, the district has identified two directory information lists—one for school-sponsored purposes and a second for all other requests. For district publications and announcements, the district has designated the following as directory information: all District publications and announcements—directory information shall include student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors, awards, dates of attendance, grade level, most recent school previously attended, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. FL(LOCAL)]. If a parent does not object to the use of his or her child's information for these school-sponsored purposes, the school will not ask permission each time the district wants to use the information for these purposes.

For all other purposes, the district has identified the following as directory information: student name, major field of study, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams FL(LOCAL). If a parent does not object to the use of the student's information for these purposes, the school **must** release this information when requested by an outside entity or individual.

Note: Review **Authorized Inspection and Use of Student Records** on page 17.

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams.

A parent has the right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following protected areas:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom the student has a close family relationship;
- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or parent; or
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program.

A parent may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey. [See policy EF(LEGAL) for more information.]

"Opting Out" of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

The ED provides extensive information about the Protection of Pupil Rights Amendment (https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance), including a PPRA Complaint Form (https://studentprivacy.ed.gov/file-a-complaint).

Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

See **Consent to Human Sexuality Instruction** on page 9 and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 10 for information on a parent's right to remove a student from such instruction.

Reciting a Portion of the Declaration of Independence in Grades 3–12

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes to provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution; and
- A specific recitation from the Declaration of Independence for students in grades 3–12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child be excused;
- The district determines that the student has a conscientious objection to the recitation; or
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL) for more information.]

Reciting the Pledges to the U.S. and Texas Flags

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** on page 63 and policy EC(LEGAL) for more information.]

Religious or Moral Beliefs

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. The student must also satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations;
- Evaluative data such as grades earned on assignments or tests; or
- Results from diagnostic assessments.

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the district offers these services.

[For questions about school-provided tutoring programs, contact the student's teacher and see policies EC and EHBC. See **Standardized Testing** on page 73 for information regarding required accelerated instruction after a student fails to perform satisfactorily on certain state-mandated tests.]

Right of Access to Student Records, Curriculum Materials, and District Records/Policies

Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered, whether instruction is delivered in-person, virtually, or remotely. The district will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See the Student Code of Conduct and policy FO(LEGAL) for more information.]

Participation in Federally Required, State-Mandated, and District Assessments

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

Student Records

Accessing Student Records

A parent may review his or her child's records. These records include:

- Attendance records;
- Test scores;
- Grades;
- Disciplinary records;
- Counseling records;
- Psychological records;
- Applications for admission;
- Health and immunization information;
- Other medical records;
- Teacher and school counselor evaluations;
- Reports of behavioral patterns;
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term "intervention strategy" is defined by law;
- State assessment instruments that have been administered to the child; and
- Teaching materials and tests used in the child's classroom.

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an "eligible" student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information** on page 13, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;
- Provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent; and
- File a complaint (https://studentprivacy.ed.gov/file-a-complaint) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

Virtually all information pertaining to student performance—including grades, test results, and disciplinary records—is considered confidential educational records.

Inspection and release of student records is restricted to an eligible student or a student's parent unless the school receives a copy of a court order terminating parental rights or the right to access a student's education records. A parent's rights regarding access to student records are not affected by the parent's marital status.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18;
- Is emancipated by a court; or
- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records without written consent of the parent or eligible student when school officials have what federal law refers to as a "legitimate educational interest" in a student's records.

Legitimate educational interest may include:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
- Compiling statistical data;
- Reviewing an educational record to fulfill the official's professional responsibility; or
- Investigating or evaluating programs.

School officials may include:

- Board members and employees, such as the superintendent, administrators, and principals;
- Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
- A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
- A person appointed to serve on a team to support the district's safe and supportive school program;
- A parent or student serving on a school committee; or
- A parent or student assisting a school official in the performance of his or her duties.

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [See **Objecting to the Release of Directory Information** on page 13 to prohibit this disclosure.]

Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wants to inspect the student's records should submit a written request to the custodian of records identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

You may contact the custodian of records for currently enrolled students at:

Principal's office: 17240 State Hwy 154, Harleton, Texas 75651 903-777-4092

You may contact the custodian of records for students who have withdrawn or graduated at:

Superintendent's office: 17000 State Hwy 154, Harleton, Texas 75651 903-777-2372

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the district denies the request to

amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if the board of trustees determines that the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines.

[See **Report Cards/Progress Reports and Conferences** on page 65, **Complaints and Concerns** on page 36, and Finality of Grades at policy FNG(LEGAL).]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office.

Note: The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student shared only with a substitute teacher—do not have to be made available.

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Has an emergency permit or other provisional status for which state requirements have been waived; and
- Is currently teaching in the field or discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

A Student with Exceptionalities or Special Circumstances

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty,

- On leave, or
- Returning from a deployment of at least four months.

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at Military Family Resources at the Texas Education Agency (https://tea.texas.gov/about-tea/other-services/military-family-resources).

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

State law permits a parent of multiple-birth siblings (for example, twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL) for more information.]

Safety Transfers/Assignments

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom.

Transportation is not provided for a transfer to another campus. See the principal for more information.

[See **Bullying** on page 30, and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of his or her child to a neighboring district if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

A Student in the Conservatorship of the State (Foster Care)

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district.

The district will award partial course credit when the student only passes one half of a two-half course. [For provisions on partial course credit for students who are not in the conservatorship of the state, see EI(LOCAL).]

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries—is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

[See **Credit by Examination for Advancement/Acceleration** on page 39, **Course Credit** on page **Error! Bookmark not defined.**, and **Students in Foster Care** on page 74.]

A Student Who Is Homeless

A student who is homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);

- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district;
- Awarding partial credit when a student passes only one half of a two-half course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a student who is homeless to remain enrolled in the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See **Credit by Examination for Advancement/Acceleration** on page 39, **Course Credit** on page **Error! Bookmark not defined.**, and **Students who are Homeless** on page 74.]

A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Note: A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Meagan Walker at 903-777-4092

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice;
- An opportunity for a parent or guardian to examine relevant records;
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel; and
- A review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Meagan Walker at 903-777-4092

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 25.]

Visit these websites for information regarding students with disabilities and the family:

- Legal Framework for the Child-Centered Special Education Process (https://fw.esc18.net/display/Webforms/ESC18-FW-LandingPage.aspx?DT=G&LID=en)
- Partner Resource Network (http://prntexas.org/)
- SPEDTEX: Special Education Information Center (https://www.spedtex.org/)
- Texas First Project (http://www.texasprojectfirst.org/)

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL) for more information.]

A Student Who Speaks a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See **English Learners** on page 47 and **Special Programs** on page 70.]

A Student with Physical or Mental Impairments Protected under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law—and who does not otherwise qualify for special education services—may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page 23 and policy FB for more information.]

Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact the assistant principal.

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit—are discussed below.

Compulsory Attendance

Prekindergarten and Kindergarten

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Ages 6–18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten–grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

Compulsory Attendance—Exemptions

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days;

- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the health-care provider;
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician;
- For students in the conservatorship of the state:
    - An activity required under a court-ordered service plan; or
    - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments. [See **Children of Military Families** on page 20.]

Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including wifi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and will be monitored by the district. For more information, see **Telecommunication and Other Electronic Devices** on page 70.

Compulsory Attendance—Failure to Comply

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6–18

When a student ages 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and

- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is:

Meagan Walker at 903-777-4092

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

Attendance for Credit or Final Grade (All Grade Levels)

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if he or she completes a plan, approved by the principal, that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

With the exception of absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student has completed makeup work satisfactorily. If the student completes makeup work, absences listed under **Compulsory Attendance—Exemptions** on page 26 and absences for extracurricular activities will be considered extenuating circumstances.
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

Official Attendance-Taking Time (All Grade Levels)

The district will take official attendance every day at 9:00am.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Doctor's Note after an Absence for Illness (All Grade Levels)

Within 3 days of returning to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

Certification of Absence Due to Severe Illness or Treatment

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

Accountability under State and Federal Law (All Grade Levels)

Harleton ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district, compiled by TEA;
- The district's financial management report, which includes the financial accountability rating assigned to the district by TEA; and

- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Accountability information can be found on the district's website at http://www.harletonisd.net. Hard copies of any reports are available upon request to the district's administration office.

TEA maintains additional accountability and accreditation information at TEA Performance Reporting Division (https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting).

Awards and Honors (All Grade Levels)

Each six weeks for the 1st through 5th six weeks of school an academic recognition will be held in the week after report cards go home for grades K-5. Award explanation:

• A Honor Roll – grade of 90 or above in every area

• A/B Honor Roll – grade of 80 or above in every area

• Perfect Attendance – No absences, no tardies, and no more than 1 time leaving school early

End of the Year Recognition will be as follow:

• Kindergarten – Sight Word, Citizenship, Perfect Attendance

• First Grade – A Honor Roll every six weeks, A/B Honor Roll every six weeks, Perfect Attendance all year, Citizenship 98 and above all year

• Grades 2-5 – A Honor Roll every six weeks, A/B Honor Roll every six weeks, Perfect Attendance all year, Citizenship 98 or above all year

Bullying (All Grade Levels)

The district strives to prevent bullying, in accordance with the district's policies, by promoting a respectful school climate; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done through the use of any electronic communication device, including through the use of:

- A cellular or other type of telephone

- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool.

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism.

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying by visiting http://www.harletonisd.net.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Available counseling options will be provided to the affected individuals, including any student who witnessed the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the board may transfer the student to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments** on page 21.]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[See **Safety Transfers/Assignments** on page 21, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 40, **Hazing** on page 50, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

Celebrations (All Grade Levels)

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See **Food Allergies** on page 56.]

Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at http://www.harletonisd.net. Trafficking includes both sex and labor trafficking.

Warning Signs of Sexual Abuse

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches;
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior; or
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 40 and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 10.]

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older romantic partners.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed but not having a school-authorized work permit;

- Being employed and having a work permit but clearly working outside the permitted hours for students;
- Owing a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours;
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;
- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student's caregiver; and
- A desire to quit a job but not being allowed to do so.

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 10.]

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that he or she did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County (http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at1-800-252-5400 or on the web at Texas Abuse Hotline Website (www.txabusehotline.org).

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- Child Welfare Information Gateway Factsheet (https://www.childwelfare.gov/pubPDFs/*whatiscan*.pdf)
- KidsHealth, For Parents, Child Abuse (https://kidshealth.org/en/parents/child-abuse.html)
- Office of the Texas Governor's Child Sex Trafficking Team (https://gov.texas.gov/organization/cjd/childsextrafficking)

- Human Trafficking of School-aged Children (https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children)
- Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault (https://taasa.org/product/child-sexual-abuse-parental-guide/)
- National Center of Safe Supportive Learning Environments: Child Labor Trafficking (https://safesupportivelearning.ed.gov/human-trafficking-americas-schools/child-labor-trafficking)

College and University Admissions and Financial Aid (All Grade Levels)

For two school years following graduation, a district student who graduates as valedictorian or in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program [see **Foundation Graduation Program** on page **Error! Bookmark not defined.**]; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

If a college or university adopts an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2022 term through the spring 2024 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice concerning:

- Automatic college admission;
- Curriculum requirements for financial aid;
- Benefits of completing the requirements for automatic admission and financial aid; and
- The Texas First Early High School Completion Program and the Texas First Scholarship Program.

Parents and students will be asked to sign an acknowledgment that they received this information.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See **Class Rank/Highest-Ranking Student** on page **Error! Bookmark not defined.** for information specifically related to how the district calculates a student's rank in class, and requirements for **Graduation** on page **Error! Bookmark not defined.** for information associated with the foundation graduation program.]

[See **Students in the Conservatorship of the State (Foster Care)** on page 22 for information on assistance in transitioning to higher education for students in foster care.]

Communications (All Grade Levels)

Parent Contact Information

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address.

A parent must provide the contact information to the district upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the district.

If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

A parent may update contact information by contacting the elementary office at 903-777-4092.

Automated Emergency Communications

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See **Safety** on page 65 for information regarding contact with parents during an emergency situation.]

Automated Nonemergency Communications

Your child's school periodically sends information by automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission and specific to your child, your child's school, or the district.

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal. [See **Safety** on page 65 for information regarding contact with parents during an emergency.]

Complaints and Concerns (All Grade Levels)

Usually, student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy at FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at http://www.harletonisd.net.The complaint forms can be accessed http://www.harletonisd.net or at the principal's or superintendent's office.

To file a formal complaint a parent or student should complete and submit the complaint form. In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.

If the concern is not resolved, a parent or student may request a conference with the superintendent.

If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior—on and off campus, during remote and in-person instruction, and on district vehicles—and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at http://www.harletonisd.net and the coordinator for this campus is listed below:

Kerri Darby darbykerri@harletonisd.net

Meagan Walker walkermeagan@harletonisd.net

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruption of School Operations

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises;
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity; and
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

Counseling

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction on how best to prepare for high school, college, and a career.

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should contact their homeroom teacher of Kim Winstead, district counselor. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See **Mental Health Support** on page 54, **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children** on page 32, and **Dating Violence** on page 40.]

Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

The examinations offered by the district are approved by the district's board of trustees. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [See policy EHDC for more information.]

Students in Grades 1–5

A student in elementary school is eligible to accelerate to the next grade level if:

- The student scores at least an 80 on each examination in the subject areas of language arts, mathematics, science, and social studies;
- A district administrator recommends that the student be accelerated; and
- The student's parent gives written approval of the grade advancement.

Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's website at http://www.harletonisd.net. [See policy FFH for more information.]

Dating Violence

Dating violence will not be tolerated at school. To report dating violence, see **Reporting Procedures** on page 42.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to:

- Physical or sexual assaults;
- Name-calling;
- Put-downs;
- Threats to hurt the student, the student's family members, or members of the student's household;
- Destroying property belonging to the student;
- Threats to commit suicide or homicide if the student ends the relationship;
- Threats to harm a student's past or current dating partner;
- Attempts to isolate the student from friends and family;
- Stalking; or
- Encouraging others to engage in these behaviors.

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

For more information on dating violence, see:

- Texas Attorney General's office recognizing and responding to dating violence flier (https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf)
- The CDC's Preventing Teen Dating Violence (https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html).

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 10.]

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation;
- Threatening, intimidating, or humiliating conduct;
- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or
- Other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature;
- Sexual advances;
- Jokes or conversations of a sexual nature; and
- Other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and

other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Threatening or intimidating conduct; or
- Other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Bullying** on page 30]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of Report

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

To the extent possible, the district will respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume its investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

Discrimination

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 40.]

Distance Learning (All Grade Levels)

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

[See **Remote Instruction** on page 65.]

Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, and the like.

All school publications are under the supervision of a teacher, sponsor, and the principal.

Nonschool Materials

From Students

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing more than 20 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The principal has designated upper hall by the cafeteria as the location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See policy FNG(LOCAL) for student complaint procedures.]

From Others

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy GKDA.

To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA or GF for more information.]

The principal has designated the upper hall near the cafeteria as the location for approved nonschool materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with policy FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Dress and Grooming (All Grade Levels)

The district's dress code teaches grooming and hygiene, prevents disruption, minimizes safety hazards, and maintains a positive learning climate. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

•Shirts must come to the shoulder of the student

• No midriff bearing tops/t-shirts – no skin is to show at the waist at any time.

• If a student chooses to wear a dress, shorts must be worn.

• All undergarments must be covered.

• Hair length will not be restricted for students. All students are required to wear their hair above their eyes, well-groomed, and clean at all times. Unnatural styles or colors that create a disruption will be considered in violation of this code (this includes blue, hot pink, green, purple, and other unnatural colors of hair).

• Caps, hats or rags on the head may not be worn in the building, except for special occasions to be determined by the teachers and principal.

• Clothing with pictures, emblems, or writings that depict or advertise tobacco, alcohol, drugs, or any other prohibited substance or is disruptive or interferes with the school program may not be worn.

• Cleats or other shoes designed for sports that might damage floors or track in large amounts of dirt may not be worn.

• Students **must** wear tennis shoes to PE class. Tennis shoes may be worn to school or brought and kept in the backpack or locker until PE.

• A district wide policy of no cheerleading, football, or softball uniforms worn in class will be observed in the elementary as well as junior high and high school.

• Mesh jerseys (football, baseball, etc.), must be worn with a shirt under them

• Skate-shoes are not allowed at school.

• Skin must not show through holes in jeans/pants.

• **All dress will be at the judgment of the teacher and the principal with the principal making the final decision.**

• **The dress code applies to all extra-curricular activities such as Talent Show, Water Day, Field Trips, etc**.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school and return to the classroom. If the problem cannot be corrected at school, the principal will work with the student and parent to obtain an acceptable change of clothing for the student in a way that minimizes loss of instructional time.

Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

ALL ADULTS are asked to adhere to above dress code while on campus.

Electronic Devices and Technology Resources (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [See **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials** on page 75 for graphing calculator applications on computing devices.]

A student must have approval to possess other personal telecommunications devices on campus such as laptops, tablets, or other portable computers.

Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of $15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE for more information.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 69 and policy FNF for more information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

District-owned technology resources may be issued to individual students for instructional purposes. Use of the district's network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content—commonly referred to as "sexting"—will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the "Before You Text"

Sexting Prevention Course (https://txssc.txstate.edu/tools/courses/before-you-text/), a state-developed program that addresses the consequences of sexting.

Any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequence may be expulsion.

End-of-Course (EOC) Assessments

[See **Standardized Testing** on page 73.]

English Learners (All Grade Levels)

A student who is an English learner is entitled to receive specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of both district personnel and at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent to any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page 73, may be administered to an English learner up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation** on page 76.]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the UIL Parent Information Manual (https://www.uiltexas.org/athletics/manuals) online. A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See UIL Texas (https://www.uiltexas.org/) for additional information on all UIL-governed activities.]

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB) course, or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to 15 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include:

Student Council

Fees (All Grade Levels)

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.

- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, and the like.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 76.]
- A maximum fee of $50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirements. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [See policy FP for more information.]

Fundraising (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See policies FJ and GE for more information.]

Gang-Free Zones (All Grade Levels)

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Gender-Based Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 40.]

Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student's mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like);
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed; and
- Procedures for a student to follow after an absence.

  Pre-K will receive a written report from the teacher.

  Kindergarten will require students to master 7 out of 10 TEKS based criteria listed below:

  1. Identify all capital and lowercase letters in print
  2. Read 78 sight words
  3. Produce all 26 letter sounds
  4. Write 52 letters with 90% accuracy
  5. Read fluently RAZ level C
  6. Write a 3 sentence story
  7. Decode using phonics at a 70% accuracy rate
  8. Identify numbers to 20
  9. Count to 100
  10. Complete sets of 20

  Grades 1 – 5 will receive numerical scores for all subject areas.

[See **Report Cards/Progress Reports and Conferences** on page 65 for additional information on grading guidelines.]

Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 40.]

Hazing (All Grade Levels)

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and

- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** on page 30 and policies FFI and FNCC for more information.]

Health—Physical and Mental

Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

A parent should contact the school nurse if a student has been diagnosed with COVID-19.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

Immunization (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. You may access the DSHS exemption form (https://dshs.texas.gov/immunize/school/exemptions.aspx) online or by writing to this address:

Texas Department of State Health Services
Immunization Section, Mail Code 1946
P.O. Box 149347
Austin, Texas 78714-9347

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis
- Polio
- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)
- Meningococcal
- Hepatitis A

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

For information on immunization against bacterial meningitis and college enrollment and attendance, see **Bacterial Meningitis** on page 56.

[See the DSHS's Texas School & Child Care Facility Immunization Requirements (https://www.dshs.state.tx.us/immunize/school/default.shtm) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or a disease, it spreads easily through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

The district does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The district will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website Managing Head Lice in School Settings and at Home (https://www.dshs.state.tx.us/schoolhealth/lice.shtm).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student.

In accordance with policy FFAC, authorized employees may administer:

- Prescription medication in the original, properly labeled container, provided by the parent along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellant is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

At the elementary level, a student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. A student at this level may apply his or her own sunscreen if the student is able to do so.

At the secondary level, a student may possess and apply sunscreen when necessary. If the student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

Asthma and Severe Allergic Reactions

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

See also **Food Allergies** on page 56.

Mental Health Support (All Grade Levels)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

The Texas Department of State Health Services (DSHS) maintains information regarding children's mental health and substance abuse intervention services on its website: Mental Health and Substance Abuse

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please accessTexas Suicide Prevention or contact the school counselor for more information related to suicide prevention services available in your area.

You may also contact the National Suicide Prevention Lifeline at 1-800-273-8255.

Information regarding the district's School Health Advisory Council (SHAC) is available from the school nurse, Shannon Hearron at (903)777-4092.

The duties of the SHAC include:

Making recommendations regarding physical and mental health curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, substance abuse prevention, and employee wellness.

Making recommendations for increasing parents' awareness of warning signs of suicide and mental health risks and community mental health and suicide prevention services.

Harleton ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA (LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Shannon Hearron with questions about the content or implementation of the district's wellness policy and plan.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation** on page 9 and **Consent to Provide a Mental Health Care Service** on page 11 for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** on page 38 for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** on page 57 for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** on page 57 for board-adopted policies and administrative procedures that promote student health.

Physical Activity Requirements

Elementary School

The district will ensure that students in full-day prekindergarten–grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

For additional information on the district's elementary school student physical activity programs and requirements, please see the principal.

Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will not actively participate in skill demonstration but will remain in class to learn the concepts of the lessons.

Physical Fitness Assessment (Grades 3–12)

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of his or her child's physical fitness assessment conducted during the school year by contacting Kerri Darby at 903-777-4092.

Physical Health Screenings/Examinations

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at http://www.harletonisd.netfor information regarding meningitis.

Note: Entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization** on page 51.]

Diabetes

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL) for more information.]

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) *Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis* found on the DSHS Allergies and Anaphylaxis website (https://www.dshs.texas.gov/schoolhealth/allergiesandanaphylaxis/)

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at the superintendent's office.

[See **Celebrations** on page 32 and policy FFAF for more information.]

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 25 and contact the school nurse for more information.]

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The district full-time nurse:
    - Shannon Hearron at 903-777-4092
- The district full-time school counselor:
    - Kim Winsted 903-777-3010
- The local public health authority,Texas Health and Human Services, which may be contacted at 903-938-775.
- The local mental health authority,Community Healthcore, which may be contacted at 903-938-7721.

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at http://www.harletonisd.net.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA

- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

The School Health Advisory Committee (SHAC) will meet at least four times during the year to assess and evaluate the food and nutrition program, the health education program, the sex education program, the mental health program, and the wellness program for the district.

The district has developed administrative procedures as necessary to implement the above policies and plans.

For further information regarding these procedures and access to the District Improvement Plan, please contact: 903-777-2372

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held meetings. Additional information regarding the district's SHAC is available from the school nurse.

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the district website at www.harletonisd.net.

[See **Consent to Human Sexuality Instruction** on page 9, **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 10, and policies BDF and EHAA. for more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. For questions about the content or implementation of the district's wellness policy and plan, please contact: Shannon Hearron at 903-777-4092

Homework (All Grade Levels)

Teachers assign homework at all grade levels to provide students additional practice on skills taught at school. This practice is important for the student to master the skills. The assignments are checked daily and students are rewarded for having this responsibility. All students will be required to complete all homework assignments.

Law Enforcement Agencies (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including

without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

- Verify and record the identity of the officer or other authority and ask for an explanation of the need to question the student at school.
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily be present for the questioning or interview, unless the interviewer raises what the principal considers to be a valid objection.

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of his or her ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.

- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

[See policy GRAA(LEGAL) for more information.]

Leaving Campus (All Grade Levels)

Remember that student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day.

State rules require parental consent before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

During Lunch

Students are not allowed to leave during lunch unless checked out by a parent or guardian. Students checked out during lunch or any other time will be counted tardy/absent for any class time missed.

At Any Other Time during the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Lost and Found (All Grade Levels)

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence (All Grade Levels)

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade. [See **Attendance for Credit or Final Grade** on page 28.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)

Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Jay Ratcliff 903-777-2372

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Meagan Walker 903-777-4092
- For all other concerns regarding discrimination, see the superintendent: Jay Ratcliff 903-777-2372

[See policies FB, FFH, and GKD for more information.]

Parent and Family Engagement (All Grade Levels)

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.

- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 38.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at 903-777-4092 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 65.]
- Becoming a school volunteer. [See **Volunteers** on page 78 and policy GKG for more information.]
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact: Meagan Walker 903-777-4092
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See **School Health Advisory Council (SHAC)** on page 56 and policies BDF, EHAA, FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the second Tuesday of each month at 7:00p.m. at the Harleton High School Board Room. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at each campus and online at http://www.harletonisd.net. [See policies BE and BED for more information.]

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 15.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

Prayer (All Grade Levels)

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt school activities. The school will not encourage, require, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the district will consider:

- Teacher recommendation,
- Grades,
- Scores on criterion-referenced or state-mandated assessments, and
- Any other necessary academic information as determined by the district.

Elementary and Middle/Junior High Grade Levels

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.

Kindergarten to first grade promotion will require students to master 7 out of 10 TEKS based criteria listed below:

1) Identify all capital and lower case letters in print
2) Read 78 sight words.
3) Produce all 26 letter sounds
4) Write 52 letters with 90% accuracy
5) Read fluently RAZ level C
6) Write a 3 sentence story
7) Decode using phonics at a 70% accuracy rate
8) Identify numbers to 20
9) Count to 100
10) Complete sets of 20

In grades 1-5 promotion is based on **overall average of 70** on a scale of 100 based upon course-level, grade-level standards (TEKS-essential knowledge and skills) for all subject areas **and a grade of 70 or above in reading and mathematics**.

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grades 3–8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

Release of Students from School

[See **Leaving Campus** on page 60.]

Remote Instruction

The district may offer remote instruction in accordance with TEA guidelines.

All district policies, procedures, guidelines, rules, and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's performance and absences in each class or subject are issued at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will receive a progress report if their child's performance in all course/subject areas. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See **Working Together** on page 62 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See **Grading Guidelines** on page 50 and policy EIA(LOCAL) for more information.]

Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school the next day. The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 40.]

Safety (All Grade Levels)

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.

- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by going to http://www.harletonisd.net and clicking on the “stop bullying app”.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Insurance for Career and Technical Education (CTE) Programs

The district may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the district’s CTE programs.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training: CPR and Stop the Bleed

The district will annually offer instruction in CPR at least once to students enrolled in in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification.

The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see:

- Homeland Security's Stop the Bleed (https://www.dhs.gov/stopthebleed)
- Stop the Bleed Texas (https://stopthebleedtexas.org/)

Emergency Medical Treatment and Information

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, and the like).

The district may consent to medical treatment, which includes dental treatment, if necessary, for a student if:

- The district has received written authorization from a person having the right to consent;
- That person cannot be contacted; and
- That person has not given the district actual notice to the contrary.

The emergency care authorization form will be used by the district when a student’s parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the district to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes. State law requires parents to update contact information within two weeks after the date the information changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

Facebook

Remind App

Enotes: via automated text and/or email

[See **Automated Emergency Communications** on page 36.]

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator: Jay Ratcliff at 903-777-2372:

Food and Nutrition Services (All Grade Levels)

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

To apply for free or reduced-price meal services, contact:

Tammy Vance vancetammy@harletonisd.net

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals.

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the principal. [See policy FFA for more information.]

Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the district's IPM coordinator: Mike Harper (903)777-1597

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Library (All Grade Levels)

The library is open for independent student use during the following times with a teacher permit:

• Hours are 7:30-3:30

• Book check-out is 2 weeks

• Students with over-due books are not allowed to check out books

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Elementary students may go to the cafeteria to eat breakfast or go directly to the classroom at 7:30. The library is available to students after they have checked in their homeroom and acquired a hall pass to the library.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

School Hours

7:30 – Buildings open (Do not drop off elementary students before 7:30. They are not able to enter the building.)

7:55 – First bell – all students need to be in their homeroom

8:00 – Tardy bell - Any student not in homeroom must go to the office for a Tardy Slip

3:40 –Dismissal

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

School-Sponsored Field Trips (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. See **Fees (All Grade Levels)** on page 48 for more information.

The district is not responsible for refunding fees paid directly to a third-party vendor.

Searches

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches.

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

District Property (All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

Metal Detectors (All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Telecommunications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See **Electronic Devices and Technology Resources** on page 45 and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Sexual Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 40.]

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact: Kerri Darby at 903-777-4092

The Texas State Library and Archives Commission's Talking Book Program (https://www.tsl.texas.gov/tbp/index.html) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

1. **Content Mastery**

The Content Mastery Program is designed to assist students identified as having special academic needs achieve their maximum potential in the regular classroom. It is a program that is provided for all students who are experiencing difficulty in any subject area in the regular classroom. There are several underlying principles of the program that are essential to its success

• The first principle is the “All children CAN learn.”

• Second, “All children should be provided the opportunity to be successful.”

• Third, “School should be relevant.”

• Finally, “All students should be shown respect.”

The Content Mastery Program is a program that allows all students the opportunity to master the essential elements. It is a program that evaluates student progress constantly to insure academic success. This program provides students with the least restricted environment by allowing students to receive instruction in the regular classroom. If students have difficulty with one or more concepts during the day they may go to the content mastery room during the “independent practice” for special one-on-one assistance. All students remain in the regular classroom during the initial “teach” and “guided practice” portion of each lesson. The Content Mastery teacher will use different approaches to teach the concept, and most of the time manipulatives are used to clarify understanding.

2. RTI

The Responsive To Intervention (RTI) Program at Harleton Elementary School is designed to assist students who have been identified as having special academic needs. Our goal is to assist them to achieve their potential in the mainstream. The program is designed to assure that students needing assistance will receive it in a timely manner.

When a student consistently experiences difficulties in the classroom, the teacher meets with the assistant principal to discuss the situation and to complete an Accommodation Plan. This plan spells out strategies for the teacher to use with the student. If it is decided that more information is needed, a referral is made to the RTI Team and the parent is asked to share developmental history on the child. After collecting more information, the team meets and makes a decision regarding what steps should be taken to help the student become successful. The student’s progress is monitored throughout this procedure. Parents are kept informed of the school’s efforts to assure the student’s success.

3. Dyslexia

Students exhibiting difficulty in reading instruction are screened to determine if they show signs of dyslexia. Qualifying students are then entered in the Herman Reading Program, a multifaceted program especially designed for teaching dyslexic students. Space is limited, and only those students showing definite signs of dyslexia are admitted.

4. Fine Arts

The Fine Arts Program includes music, drama, and art activities for all students. The primary focus of the Fine Arts Program is to build a child’s self-esteem and make learning fun. This will enhance all of the classes a student attends throughout his/her education.

5. Gifted and Talented Program

Students may be nominated for the G/T program in one of four ways:

- Parents
- Teachers
- By the student
- By a community person

Once nominated, students are screened in the fall according to certain criteria set up for this purpose. G/T students will meet weekly with their peers to engage in challenging and higher-level activities.

6. School wide Title I Program

A school wide program permits the elementary school to use funds from Title I, Part A and other federal education program funds and resources to upgrade the entire educational program of the school in order to raise academic achievement for all of the students. School wide program funds are used to provide reform strategies that increase the amount and quality of learning time and help provide a high-quality curriculum for all children, according to a comprehensive plan to help children meet the state's challenging standards. Questions regarding the program may be directed to Kerri Darby, Title I Coordinator.

7. Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special ed services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights, if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities. Contact Meagan Walker with questions.

8. Speech

Speech is offered for those students who meet federal and state guidelines. Teachers at all grade levels notify the speech therapist when they receive new students with possible speech problems. Pre-kindergarten children with speech disabilities diagnosed as severe enough to interfere with educational progress may also be eligible for speech.

9.Head Start

Head Start, a value based, collaborative partnership, is a community supported and family-need driven school program. Through communication and trust, it provides opportunities, services,

and hope for children. The Harleton Elementary contact person is Misty Eberhart, (903)777-3766.

Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Science in grades 5 and 8
- Social Studies in grade 8

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

Failure to Perform Satisfactorily on STAAR Reading or Math

If a student in grades 3–8 does not perform satisfactorily on the state assessment, the district will provide accelerated instruction for the student. A student who does not attend accelerated instruction may violate school attendance requirements.

For a student who does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8, the district will establish an accelerated learning committee (ALC), which includes the student's parent, to develop an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the next school year. The district will document the educational plan in writing and provide a copy to the student's parent.

The parent of a student in grades 3, 5, or 8 who fails to perform satisfactorily on the math or reading assessment may:

- Request that the district consider assigning the student to a particular classroom teacher in the applicable subject area, if more than one classroom teacher is available.
- File a grievance or complaint regarding the content or implementation of the ALC's educational plan. See **Complaints and Concerns (All Grade Levels)** on page 36 and FNG(LOCAL).

Standardized Testing for a Student Enrolled Above Grade Level

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grades 3–8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

Standardized Testing for a Student in Special Programs

Certain students—some with disabilities and some classified as English learners—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

Students in Foster Care (All Grade Levels)

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care).

If you have questions, please contact the district's foster care liaison: Kerri Darby at 903-777-4092

[See **A Student in the Conservatorship of the State (Foster Care)** on page 22.]

Students Who are Homeless (All Grade Levels)

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

For more information on services for students who are homeless, contact the district's homeless education liaison at 903-777-2372.

[See **A Student Who is Homeless** on page 22.]

Student Speakers (All Grade Levels)

The district provides students the opportunity to introduce the following school events. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See policy FNA(LOCAL) regarding other speaking opportunities.]

Tardies (All Grade Levels)

A warning bell sounds at 7:55, and the tardy bell rings at 8:00. All students not in class when this bell sounds will be counted as tardy. Teachers will not admit tardy students to class unless they have first reported to the office to receive a tardy slip. Tardies are recorded and will affect perfect attendance. The office will keep records as to the number of tardies a student receives, and repeated instances of tardiness will result in the following penalties in accordance with Education Code 25.0951:

- If a student receives 3 tardies within a four week period, he/she will receive a warning letter.
- If a student 6 tardies the student's parent will be required to meet with the principal.
- If a student receives 10 or more tardies within a six month period, the parent will be reported to truancy court.

These actions are in accordance with the *25.093 and 25.094 Texas Education Codes.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

For information on library books and other resources students may access voluntarily, see **Library (All Grade Levels)** on page 68.

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

The superintendent is authorized to investigate and approve transfers between schools.

[See **Safety Transfers/Assignments** on page 21, **Bullying** on page 30, and **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page 23, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for his or her child to ride with or be released after the event to the parent or another adult designated by the parent. [See **School-Sponsored Field Trips** on page 69.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact 903-777-4092.

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Vandalism (All Grade Levels)

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras (All Grade Levels)

For safety purposes, the district uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, contact the principal that the district has designated to coordinate the implementation of and compliance with this law.

[See policy EHBAF(LOCAL) for more information.]

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** on page 11 for video and other recording by parents or visitors to virtual or in-person classrooms.]

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and comply with all applicable district policies and procedures. All visitors should be prepared to show identification.

Individuals may visit classrooms or observe virtual instruction during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

Visitors at lunch will be allowed to eat with only their child in a designated area.

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** on page 11 for video and other recording by parents or visitors to virtual or in-person classrooms.]

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or

- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Volunteers (All Grade Levels)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact the campus principal.

The district does not require state criminal history background checks for volunteers who are parents, guardians, or grandparents of a child enrolled in the district.

Subject to exceptions in accordance with state law and district procedures, other volunteers will be subject to a state criminal history background check, and the volunteer must pay all costs for the background check.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Glossary

Accelerated instruction, also referred to as supplemental instruction, is an intensive supplemental program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment.

Accelerated learning committee (ALC) is a committee that must be established when a student does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8. The committee includes district personnel and the student's parent and develops an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the end of the next school year.

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

ED stands for the U.S. Department of Education.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments is required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act.

FERPA refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines

conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten–grade 12.

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Appendix: Freedom from Bullying Policy

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit https://pol.tasb.org/Policy/Download/608?filename=FFI(LOCAL).pdf

Below is the text of *Harleton ISD*'s policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on October 16, 2017.

Harleton ISD
102905

STUDENT WELFARE
FREEDOM FROM BULLYING — FFI (LOCAL)

	Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.
Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures Student Report	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

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FFI(LOCAL)-A

Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.
	The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
District Action	
Bullying	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
Discipline	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

	The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
Corrective Action	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
Transfers	The principal or designee shall refer to FDB for transfer provisions.
Counseling	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Harleton Junior High Student Handbook

2022–2023

If you have difficulty accessing the information in this document because of disability, please contact the Harleton Junior High Office at (903) 777-3010.

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Harleton Junior High School Administrator

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School Counselor

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Shannon Hearron

School Registrar

Julie Sellers

Preface Parents and Students:

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The Harleton Junior High Student Handbook is a general reference guide that is divided into two sections:

Section One: Parental Rights describes certain parental rights as specified in state or federal law.

Section Two: Other Important Information for Parents and Students is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

Note: Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Harleton Junior High Student Code of Conduct. To review the Code of Conduct, visit the district’s website at www.harletonisd.net. State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the Harleton Junior High office.

Note: References to board policy codes are included for ease of reference. The hard copy of the district’s official policy manual is available for review in district administration office, and an unofficial electronic copy is available at www.harletonisd.net.

The policy manual includes:

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.
- Board-adopted (LOCAL) policies that articulate the board's choices and values regarding district practices.

For questions about the material in this handbook, please contact, Melinda Ready, Principal-Harleton Junior High, (903) 777-3010 or email readymelinda@harletonisd.net.

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment of Electronic Distribution of Student Handbook,
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information,
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form for participation in third-party surveys.

[See **Objecting to the Release of Directory Information** and **Consent Required Before Student Participation in a Federally Funded Survey** for more information.]

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact: the district at www.harletonisd.net or (903) 777-3010

Section One: Parental Rights

This section describes certain parental rights as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent.

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

Consent to Human Sexuality Instruction

Annual Notification

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

The district's human sexuality curriculum is ESTEEM. ESTEEM helps students learn life skills that: aid in setting goals, help them assess modern-day media influences, increase

understanding and awareness of the risks and consequences of sexual activity such as teen pregnancy and disease, strengthen communication skills, and understand risky situations to increase their awareness of hazardous distractions to help them achieve their potential as positive, productive members of society.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See **Complaints and Concerns (All Grade Levels)** and FNG(LOCAL).

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

[See **Consent to Instruction of Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**]

Consent Before Human Sexuality Instruction

Before a student receives human sexuality instruction, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

Consent Before Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking

Before a student receives instruction on the prevention of child abuse, family violence, dating violence and sex trafficking, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

Annual Notification

Students in junior high school and high school receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction. The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at www.harletonisd.net.Trafficking includes both sex and labor trafficking.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in this instruction will be posted on the district's website at the location indicated above.
- Remove his or her child from any part of this instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See **Complaints and Concerns (All Grade Levels)** and FNG for information on the grievance and appeals process.

[See **Consent to Human Sexuality Instruction Dating Violence** ; and **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children**]

Consent to Provide a Mental Health Care Service

The district will not provide a mental health care service to a student or conduct a medical screening of a student as part of the district's intervention procedures except as permitted by law.

The district has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The Harleton Junior High mental health liaison can be reached at: Kim Winsted, School Counselor, (903)777-3010 or winstedkim@harletonisd.net.

The mental health liaison can provide further information regarding these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

[See **Mental Health Support**.]

Consent to Display a Student's Original Works and Personal Information

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works.

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if a Student is under Age 14

A student under age 14 must have parental permission to participate in the district's Parenting and Paternity Awareness Program (https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum). This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a cocurricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

Prohibiting the Use of Corporal Punishment

Corporal punishment—spanking or paddling a student—may be used as a discipline management technique in accordance with the Student Code of Conduct and district policy FO (LOCAL).

However, in accordance with law, the district may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to his or her child must submit a written statement to the campus principal stating this decision. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

Note:

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the district knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not be administered, even when the student's caregiver or caseworker has not submitted a signed statement prohibiting its use.

Limiting Electronic Communications between Students and District Employees

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include the student's parent as a recipient on all text messages.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook);
- A student's name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating school wide or classroom recognition),
- A student's name and photograph (posted on a district-approved and -managed social media platform); and

- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within ten school days of the student's first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

The district has identified the following as directory information according to FL (LOCAL): directory information shall include student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors, awards, dates of attendance, grade level, most recent school previously attended, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If a parent objects to the release of the student's information included on the directory information response form, this objection also applies to the use of that information for school-sponsored purposes, such as:

- Honor roll,
- School newspaper,
- Yearbook,
- Recognition activities,
- News releases, and
- Athletic programs.

Note: Review **Authorized Inspection and Use of Student Records** on page 16.

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)

Unless a parent has advised the district not to release his or her student's information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests from military recruiters or institutions of higher education for the student's:

- Name,
- Address, and
- Telephone listing.

Military recruiters may also have access to a student's district-provided email address, unless a parent has advised the district not to release this information.

[See **Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education,** included in the forms packet.]

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams.

A parent has the right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following protected areas:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom the student has a close family relationship;
- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or parent; or
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program.

A parent may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey. [See policy EF (LEGAL) for more information.]

"Opting Out" of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

The ED provides extensive information about the Protection of Pupil Rights Amendment (https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance), including a PPRA Complaint Form (https://studentprivacy.ed.gov/file-a-complaint).

Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

See **Consent to Human Sexuality Instruction** and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** for information on a parent's right to remove a student from such instruction.

Reciting a Portion of the Declaration of Independence in Grades 3–12

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes to provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution; and
- A specific recitation from the Declaration of Independence for students in grades 3–12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child be excused;
- The district determines that the student has a conscientious objection to the recitation; or
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK (LEGAL) for more information.]

Reciting the Pledges to the U.S. and Texas Flags

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** and policy EC (LEGAL) for more information.]

Religious or Moral Beliefs

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. The student must also satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations;
- Evaluative data such as grades earned on assignments or tests; or
- Results from diagnostic assessments.

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the district offers these services.

[For questions about school-provided tutoring programs, contact the student's teacher and see policies EC and EHBC. See **Standardized Testing** for information regarding required accelerated instruction after a student fails to perform satisfactorily on certain state-mandated tests.]

Right of Access to Student Records, Curriculum Materials, and District Records/Policies

Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered, whether instruction is delivered in-person, virtually, or remotely. The district will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See the Student Code of Conduct and policy FO (LEGAL) for more information.]

Participation in Federally Required, State-Mandated, and District Assessments

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

Student Records

Accessing Student Records

A parent may review his or her child's records. These records include:

- Attendance records;
- Test scores;
- Grades;
- Disciplinary records;
- Counseling records;
- Psychological records;
- Applications for admission;
- Health and immunization information;
- Other medical records;
- Teacher and school counselor evaluations;
- Reports of behavioral patterns;
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term "intervention strategy" is defined by law;
- State assessment instruments that have been administered to the child; and
- Teaching materials and tests used in the child's classroom.

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an "eligible" student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information**, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;
- Provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent; and
- File a complaint (https://studentprivacy.ed.gov/file-a-complaint) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

Virtually all information pertaining to student performance—including grades, test results, and disciplinary records—is considered confidential educational records.

Inspection and release of student records is restricted to an eligible student or a student's parent unless the school receives a copy of a court order terminating parental rights or the right to access a student's education records. A parent's rights regarding access to student records are not affected by the parent's marital status.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18;
- Is emancipated by a court; or
- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records without written consent of the parent or eligible student when school officials have what federal law refers to as a "legitimate educational interest" in a student's records.

Legitimate educational interest may include:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
- Compiling statistical data;
- Reviewing an educational record to fulfill the official's professional responsibility; or
- Investigating or evaluating programs.

School officials may include:

- Board members and employees, such as the superintendent, administrators, and principals;
- Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
- A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
- A person appointed to serve on a team to support the district's safe and supportive school program;
- A parent or student serving on a school committee; or
- A parent or student assisting a school official in the performance of his or her duties.

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [See **Objecting to the Release of Directory Information** to prohibit this disclosure.]

Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The superintendent is the custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wants to inspect the student's records should submit a written request to the custodian of records identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

You may contact the custodian of records for currently enrolled students at:

You may contact the custodian of records for currently enrolled students at: The address of the superintendent's office is 17000 SH 154, Harleton, Texas 75651. The address of the principal's office is: 17240 HWY 154 Harleton, Texas 75651.

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the district denies the request to

amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if the board of trustees determines that the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines.

[See **Report Cards/Progress Reports and Conferences**, **Complaints and Concerns** and Finality of Grades at policy FNG (LEGAL).]

The district's student records policy is found at policy FL (LEGAL) and (LOCAL) and is available at the principal's or superintendent's office www.harletonisd.net.

Note: The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student shared only with a substitute teacher—do not have to be made available.

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Has an emergency permit or other provisional status for which state requirements have been waived; and
- Is currently teaching in the field or discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

A Student with Exceptionalities or Special Circumstances

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty,

- On leave, or
- Returning from a deployment of at least four months.

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at Military Family Resources at the Texas Education Agency (https://tea.texas.gov/about-tea/other-services/military-family-resources).

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

State law permits a parent of multiple-birth siblings (for example, twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB (LEGAL) for more information.]

Safety Transfers/Assignments

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom.

Transportation is not provided for a transfer to another campus. See the superintendent for more information.

[See **Bullying**, and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of his or her child to a neighboring district if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

A Student in the Conservatorship of the State (Foster Care)

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district.

The district will award partial course credit when the student only passes one half of a two-half course. [For provisions on partial course credit for students who are not in the conservatorship of the state, see EI (LOCAL).]

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries—is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

[See **Credit by Examination for Advancement/Acceleration**, **Course Credit**, and **Students in Foster Care**.]

A Student Who Is Homeless

A student who is homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);

- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district;
- Awarding partial credit when a student passes only one half of a two-half course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a student who is homeless to remain enrolled in the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG (LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See **Credit by Examination for Advancement/Acceleration**, **Course Credit**, and **Students who are Homeless**.]

A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Note: A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is: Kim Winsted, School Counselor, at (903) 777-3010.

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice;
- An opportunity for a parent or guardian to examine relevant records;
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel; and
- A review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is: Kim Winsted, School Counselor, at (903) 777-3010.

[See **A Student with Physical or Mental Impairments Protected under Section 504**]

Visit these websites for information regarding students with disabilities and the family:

- Legal Framework for the Child-Centered Special Education Process (https://fw.esc18.net/display/Webforms/ESC18-FW-LandingPage.aspx?DT=G&LID=en)
- Partner Resource Network (http://prntexas.org/)
- SPEDTEX: Special Education Information Center (https://www.spedtex.org/)
- Texas First Project (http://www.texasprojectfirst.org/)

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB (LOCAL) for more information.]

A Student Who Speaks a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See **English Learners** and **Special Programs.]**

A Student with Physical or Mental Impairments Protected under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law—and who does not otherwise qualify for special education services—may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** and policy FB for more information.]

Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact the junior high office at (903) 777-3010.

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit—are discussed below.

Compulsory Attendance

Ages 6–18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten–grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

Compulsory Attendance—Exemptions

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the health-care provider;
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician;

- For students in the conservatorship of the state:
    - An activity required under a court-ordered service plan; or
    - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments. [See **Children of Military Families**.]

Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including Wi-Fi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and will be monitored by the district. For more information, see **Telecommunication and Other Electronic Devices** .

Secondary Grade Levels

The district will allow a student who is 15 years of age or older to be absent for one day to obtain a learner license and one day to obtain a driver's license, provided that the board has authorized such excused absences under policy FEA(LOCAL). The student will be required to provide documentation of his or her visit to the driver's license office for each absence and must make up any work missed.

[See **Driver License Attendance Verification**.]

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university, provided:

- The board has authorized such excused absences under policy FEA(LOCAL);
- The principal has approved the student's absence; and
- The student follows campus procedures to verify the visit and makes up any work missed.

The district will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as:

- An early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; or
- An election clerk, if the student makes up any work missed.

The district will allow a student in grades 6–12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

Compulsory Attendance—Failure to Comply

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6–18

When a student ages 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is: Jay Ratcliff, Superintendent at (903)777-2372.

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA (LEGAL) and FED (LEGAL) for more information.]

Attendance for Credit or Final Grade (All Grade Levels)

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if he or she completes a plan, approved by the principal that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

With the exception of absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the principal will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- If the student completes makeup work, absences listed under **Compulsory Attendance—Exemptions** and absences for extracurricular activities will be considered extenuating circumstances.
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

The student or parent may appeal the committee's decision to the board by following policy FNG (LOCAL).

Official Attendance-Taking Time (All Grade Levels)

The district will take official attendance every day at 9:00 a.m.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Doctor's Note after an Absence for Illness (All Grade Levels)

Within 3 days of returning to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

Certification of Absence Due to Severe Illness or Treatment

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician

licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

Driver License Attendance Verification (Secondary Grade Levels Only)

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The VOE form (https://www.tdlr.texas.gov/driver/forms/VOE.pdf) is available online.

Further information may be found on the Texas Department of Public Safety website (https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen).

See **Compulsory Attendance—Exemptions for Secondary Grade Levels** for information on excused absences for obtaining a learner license or driver's license.

Accountability under State and Federal Law (All Grade Levels)

Harleton ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district, compiled by TEA;
- The district's financial management report, which includes the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Accountability information can be found on the district's website at www.harletonisd.net. Hard copies of any reports are available upon request to the district's administration office.

TEA maintains additional accountability and accreditation information at TEA Performance Reporting Division (https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting).

Awards and Honors (All Grade Levels)

Honor Rolls

A Honor Roll

Those students who receive all A's (90 or above) on their report cards will be listed on a six week's honor roll for academic excellence.

A-B Honor Roll

Those students who receive A's and B's (80 or above) will be listed on the A-B Honor Roll recognizing commendable achievement.

Recognition awards will be given at the end of each year to recognize honor students. Awards for attendance and academic achievement will be given at the end of each year.

An Eighth Grade Awards Ceremony will be held annually to recognized the accomplishment of Eighth grade students in academic subject areas, UIL contest, attendance, athletics, and other areas of accomplishments.

Bullying (All Grade Levels)

The district strives to prevent bullying, in accordance with the district's policies, by promoting a respectful school climate; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done through the use of any electronic communication device, including through the use of:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool.

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement

- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism.

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying online at www.harletonisd.net.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Available counseling options will be provided to the affected individuals, including any student who witnessed the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the board may transfer the student to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments**.]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (LOCAL).

[See **Safety Transfers/Assignments**, **Dating Violence, Discrimination, Harassment, and Retaliation**, **Hazing**, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)

The junior high campus offers career and technical education programs in the following area: Principles of Agriculture.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to assure that lack of English language skills will not be a barrier to admission or participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX coordinator and the ADA/Section 504 coordinator.

[See **Nondiscrimination Statement** for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator.]

Celebrations (All Grade Levels)

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See **Food Allergies**.]

Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at http://www.harletonisd.net. Trafficking includes both sex and labor trafficking.

Warning Signs of Sexual Abuse

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches;

- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior; or
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation** and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**.]

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older romantic partners.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed but not having a school-authorized work permit;
- Being employed and having a work permit but clearly working outside the permitted hours for students;
- Owing a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours;

- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;
- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student's caregiver; and
- A desire to quit a job but not being allowed to do so.

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**.]

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that he or she did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County (http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at1-800-252-5400 or on the web at Texas Abuse Hotline Website (www.txabusehotline.org).

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- Child Welfare Information Gateway Factsheet (https://www.childwelfare.gov/pubPDFs/*whatiscan*.pdf)
- KidsHealth, For Parents, Child Abuse (https://kidshealth.org/en/parents/child-abuse.html)
- Office of the Texas Governor's Child Sex Trafficking Team (https://gov.texas.gov/organization/cjd/childsextrafficking)
- Human Trafficking of School-aged Children (https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children)
- Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault (https://taasa.org/product/child-sexual-abuse-parental-guide/)

- National Center of Safe Supportive Learning Environments: Child Labor Trafficking (https://safesupportivelearning.ed.gov/human-trafficking-americas-schools/child-labor-trafficking)

Class Schedules (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day and maintain a full class schedule. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day schedule.

College and University Admissions and Financial Aid (All Grade Levels)

For two school years following graduation, a district student who graduates as valedictorian or in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program [see **Foundation Graduation Program**]; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

If a college or university adopts an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2022 term through the spring 2024 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice concerning:

- Automatic college admission;
- Curriculum requirements for financial aid;
- Benefits of completing the requirements for automatic admission and financial aid; and
- The Texas First Early High School Completion Program and the Texas First Scholarship Program.

Parents and students will be asked to sign an acknowledgment that they received this information.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See **Class Rank/Highest-Ranking Student** for information specifically related to how the district calculates a student's rank in class, and requirements for **Graduation** for information associated with the foundation graduation program.]

[See **Students in the Conservatorship of the State (Foster Care)** for information on assistance in transitioning to higher education for students in foster care.]

Communications (All Grade Levels)

Parent Contact Information

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address.

A parent must provide the contact information to the district upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the district.

If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

A parent may update contact information by contacting the junior office at (903) 777-3010.

Automated Emergency Communications

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See **Safety** for information regarding contact with parents during an emergency situation.]

Automated Nonemergency Communications

Your child's school periodically sends information by automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission and specific to your child, your child's school, or the district.

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal. [See **Safety** on page 67 for information regarding contact with parents during an emergency.]

Complaints and Concerns (All Grade Levels)

Usually, student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy at FNG (LOCAL). This policy can be viewed in the district's policy manual, available online at http://www.harletonisd.net The complaint forms can be accessed http://www.harletonisd.net or at the principal's or superintendent's office.

To file a formal complaint a parent or student should complete and submit the complaint form. In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.

If the concern is not resolved, a parent or student may request a conference with the superintendent.

If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior—on and off campus, during remote and in-person instruction, and on district vehicles—and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at http://www.harletonisd.net and the coordinator for this campus is listed below:

Melinda Ready, Principal, Harleton Junior High

readymelinda@harletonisd.net

(903) 777-3010

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruption of School Operations

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises;
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity; and
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

Counseling

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction on how best to prepare for high school, college, and a career.

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should contact Mrs. Winsted at (903) 777-1577 or winstedkim@harletonisd.net. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See **Mental Health Support**, **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children**, and **Dating Violence**.]

Course Credit (Secondary Grade Levels Only)

A student at any grade level enrolled in a high school course will earn credit for the course only if the final grade is 70 or above. For a two-part (two-semester, 1-credit course), the student's grades from both halves (semesters) will be averaged and credit will be awarded if the combined average is 70 or above. If the student's combined average is less than 70, the student will be awarded credit only for the half (semester) with the passing grade.

Credit by Examination—If a Student Has Taken the Course/Subject (Grades 6–12)

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

If a student is granted approval to take an examination for credit, the student must score at least 70 on the examination to receive credit for the course or subject.

[See the school counselor and policy EHDB (LOCAL) for more information.]

Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

The examinations offered by the district are approved by the district's board of trustees. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [See policy EHDC for more information.]

Students in Grades 6–12

A student in grade 6 or above is eligible to earn course credit with:

- A passing score of at least 80 on an examination approved by the board; or
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP); or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office [See policy FFH for more information.]

Dating Violence

Dating violence will not be tolerated at school. To report dating violence, see **Reporting Procedures**.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to:

- Physical or sexual assaults;
- Name-calling;

- Put-downs;
- Threats to hurt the student, the student's family members, or members of the student's household;
- Destroying property belonging to the student;
- Threats to commit suicide or homicide if the student ends the relationship;
- Threats to harm a student's past or current dating partner;
- Attempts to isolate the student from friends and family;
- Stalking; or
- Encouraging others to engage in these behaviors.

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

For more information on dating violence, see:

- Texas Attorney General's office recognizing and responding to dating violence flier (https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf)
- The CDC's Preventing Teen Dating Violence (https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html).

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**.]

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation;
- Threatening, intimidating, or humiliating conduct;
- Offensive jokes, name-calling, slurs, or rumors;

- Physical aggression or assault;
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or
- Other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature;
- Sexual advances;
- Jokes or conversations of a sexual nature; and
- Other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Threatening or intimidating conduct; or
- Other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor,

principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Bullying**]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of Report

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

To the extent possible, the district will respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume its investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG (LOCAL).

Discrimination

[See **Dating Violence, Discrimination, Harassment, and Retaliation**.]

Distance Learning (All Grade Levels)

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

[See **Remote Instruction**.]

Texas Virtual School Network (TXVSN) (Secondary Grade Levels)

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [See **Extracurricular Activities, Clubs, and Organizations** on page 49.] In addition, a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required must still take the corresponding EOC assessment.

A parent may ask questions or request that their child be enrolled in a TXVSN course by contacting the school counselor. Unless an exception is made by the principal, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy EHDE addressing distance learning will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the principal at the junior high (903) 777-3010.

Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, and the like.

All school publications are under the supervision of a teacher, sponsor, and the principal.

Nonschool Materials

From Students

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing more than 20 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The principal has designated the office window ledge as the location for approved nonschool materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

A student may appeal a decision in accordance with policy FNG (LOCAL). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See policy FNG (LOCAL) for student complaint procedures.]

From Others

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory

materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy GKDA.

To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA or GF for more information.]

The principal has designated the office window as the location for approved nonschool materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a noncurriculum-related student group meeting held in accordance with policy FNAB (LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Dress and Grooming (All Grade Levels)

The district's dress code teaches grooming and hygiene, prevents disruption, minimizes safety hazards, and maintains a positive learning climate. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Dress and Grooming (Harleton Junior High and High School Grade Levels)

• Hair length will not be restricted for students. All students are required to wear their hair above their eyes, well-groomed, and clean at all times. Unnatural styles or colors that create a disruption will be considered in violation of this code (this includes blue, hot pink, green, purple, and other unnatural colors of hair).

•Pants, jeans, dresses, skirts and shorts are appropriate. All styles of apparel (i.e., dresses, skirts, shorts, etc.) shall be no more than 4 inches above the back bend of the knee.

• Pajama pants as well as sagging, and/or low-waist pants are not considered appropriate attire and will not be allowed to be worn.

• Beards, mustaches, and goatees are permitted but must be kept well groomed. Sideburns shall not be worn that extend beyond the ear lobes.

• Earrings shall be permitted for all students. No other visible facial/body piercings shall be allowed. No bandages covering body piercings or clear earrings will be allowed.

• Articles of clothing shall be worn as they are designed to be worn, such as suspenders on the shoulders, and waist bands on the waist.

- Articles of clothing or tattoos with tobacco, alcohol, or drug advertisement, obscene writing or painting, weapons, or any other emblems or writing that may be reasonably expected to substantially disrupt or cause interference with the regular school program shall not be permitted.
- Bandanas are not permitted inside the building or on the campus for males or females.
- High School Only: Hats are allowed (if worn correctly) in common areas (hallways, gym, cafeteria, etc). Each teacher will decide if hats are permissible in the classroom. Students must adhere to established guidelines or this privilege will be revoked.
- Sunglasses shall not be permitted unless a physician's prescription is provided to the junior high school office or a physician places the student under concussion accommodations.
- Shirts and pants/skirts must overlap. Students shall not wear shirts or tops that are strapless, backless, off-shoulder, halters, transparent tubes, or low-cut (neck or underarm). Midriffs must be fully covered when arms are extended above the student's head. Sleeveless shirts or dresses must be at least 2" wide at the shoulder. Racerback clothing is not appropriate for school.
- Shirts, pants, jeans, skirts, or shorts that have been altered by cutting, tearing, or shredding shall not be worn.
- Un-patched holes in clothing mid-thigh or higher are not permitted. Holes that have been patched, but are in inappropriate areas are not permitted. Administration can revoke this privilege if students do not comply with rules at any time.
- Apparel designed as underwear may not be worn as outer garments.
- Students shall not wear clothes depicting a particular race or power, such as a glove, arm band, or any other insignia that might disrupt order and discipline.
- On special days, the dress code will be at the discretion of the principal.
- Wearing workout pants / yoga pants, will only be allowed during band, PE, or athletics.
- See through, leggings, provocative, or excessively tight clothing, i.e. spandex tights, shorts, or pants and excessively tight dresses and skirts, shall not be allowed.
- Apparel for PE, band, and athletic classes shall be at the discretion of the teacher, with principal approval.
- Students must wear school appropriate shoes at all times. House shoes are not allowed.
- Dress code compliance is a judgment of classroom teachers and / or administration. The final decision will be determined by the junior high school principal.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school and return to the classroom. If the problem cannot be corrected at school, the principal will work with the student and parent to obtain an acceptable change of clothing for the student in a way that minimizes loss of instructional time.

Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Dress code violation consequences.

1st Offense Parent notification + ISS until compliance with dress code is met.

2nd Offense 1 day detention as assigned by administration + ISS until compliance with dress code is met.

3rd Offense 2 days of detention + ISS until compliance with dress code is met.

4th Offense 1 day of ISS + ISS until compliance with dress code is met.

5th Offense 2 days of ISS + ISS until compliance with dress code is met.

** If student continues to fail to comply with dress code, a parent conference will be held to discuss alternative disciplinary measures. **

Electronic Devices and Technology Resources (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [See **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials** for graphing calculator applications on computing devices.]

A student must have approval to possess other personal telecommunications devices on campus such as laptops, tablets, or other portable computers.

Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated with the following consequences.

- 1st offense – confiscated until the end of the school day
- 2nd offense – confiscated overnight until the end of the next school day
- 3rd and subsequent offenses – confiscated until end of day and $15 retrieval fee (parents must retrieve phone)

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE for more information.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** and policy FNF for more information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

District-owned technology resources may be issued to individual students for instructional purposes. Use of the district's network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content—commonly referred to as "sexting"—will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the "Before You Text" Sexting Prevention Course (https://txssc.txstate.edu/tools/courses/before-you-text/), a state-developed program that addresses the consequences of sexting.

Any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequence may be expulsion.

End-of-Course (EOC) Assessments

[See **Graduation** and **Standardized Testing**]

English Learners (All Grade Levels)

A student who is an English learner is entitled to receive specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of both district personnel and at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent to any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page 73, may be administered to an English learner up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation** on page 76.]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the UIL Parent Information Manual (https://www.uiltexas.org/athletics/manuals) online. A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See UIL Texas (https://www.uiltexas.org/) for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. Parents are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB) course, or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight-reading Evaluation, and the student receives a grade below 70 in any course at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance, but is ineligible for other extracurricular activities for at least three weeks.

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to 15 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: Harleton Junior High Student Council.

Fees (All Grade Levels)

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, and the like.

- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicle**.]
- A maximum fee of $50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirements. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the. [See policy FP for more information.]

Fundraising (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See policies FJ and GE for more information.]

Gang-Free Zones (All Grade Levels)

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Gender-Based Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation**.]

Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;

- How the student's mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like);
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed; and
- Procedures for a student to follow after an absence.

[See **Report Cards/Progress Reports and Conferences** for additional information on grading guidelines.]

Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation**.]

Hazing (All Grade Levels)

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** and policies FFI and FNCC for more information.]

Health—Physical and Mental

Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

A parent should contact the school nurse if a student has been diagnosed with COVID-19.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

Immunization (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. You may access the DSHS exemption form (https://dshs.texas.gov/immunize/school/exemptions.aspx) online or by writing to this address:

Texas Department of State Health Services
Immunization Section, Mail Code 1946
P.O. Box 149347
Austin, Texas 78714-9347

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis
- Polio
- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)
- Meningococcal
- Hepatitis A

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's

opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

For information on immunization against bacterial meningitis and college enrollment and attendance, see **Bacterial Meningitis**.

[See the DSHS's Texas School & Child Care Facility Immunization Requirements (https://www.dshs.state.tx.us/immunize/school/default.shtm) and policy FFAB (LEGAL) for more information.]

Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or a disease, it spreads easily through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

The district does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The district will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website Managing Head Lice in School Settings and at Home (https://www.dshs.state.tx.us/schoolhealth/lice.shtm).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student.

In accordance with policy FFAC, authorized employees may administer:

- Prescription medication in the original, properly labeled container, provided by the parent along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellant is considered a nonprescription medication.

- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

At the elementary level, a student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. A student at this level may apply his or her own sunscreen if the student is able to do so.

At the secondary level, a student may possess and apply sunscreen when necessary. If the student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

Asthma and Severe Allergic Reactions

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

See also **Food Allergies**.

Steroids (Secondary Grade Levels Only)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Mental Health Support (All Grade Levels)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);

- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation** and **Consent to Provide a Mental Health Care Service** for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** for board-adopted policies and administrative procedures that promote student health.

Physical Activity Requirements

Junior High/Middle School

The district will ensure that students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

For additional information on the district's junior high and middle school student physical activity programs and requirements, please see the principal.

Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will not actively participate in skill demonstration but will remain in class to learn the concepts of the lessons.

Physical Fitness Assessment (Grades 3–12)

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Physical Health Screenings/Examinations

Athletics Participation (Secondary Grade Levels Only)

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program.
- District marching band.
- Any district extracurricular program identified by the superintendent.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

See the UIL's explanation of sudden cardiac arrest (https://www.uiltexas.org/health/info/sudden-cardiac-death) for more information.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

Other Examinations and Screenings (All Grade Levels)

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues or for abnormal spinal curvatures.

[See policy FFAA for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.harletonisd.net for information regarding meningitis.

Note: Entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization**.]

Diabetes

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL) for more information.]

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) *Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis* found on the DSHS Allergies and Anaphylaxis website (https://www.dshs.texas.gov/schoolhealth/allergiesandanaphylaxis/)

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.harletonisd.net .

[See **Celebrations** and policy FFAF for more information.]

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** and contact the school nurse for more information.]

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The district nurse, Shannon Hearron, (903)777-1540.
- The campus school counselor, Kim Winsted (903) 777-3010.
- The local public health authority, Marshall-Harrison County Health District, which may be contacted at (903) 938-8338.
- The local mental health authority, Community Healthcore, which may be contacted at (903) 758-2471.

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at www.harletonisd.net.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

The district has developed administrative procedures as necessary to implement the above policies and plans.

For further information regarding these procedures and access to the District Improvement Plan, please contact: Jay Ratcliff, Superintendent at (903) 777-2372 or ratcliffjay@harletonisd.net.

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held meetings. Additional information regarding the district's SHAC is available from the school nurse, Shannon Hearron, at (903)777-1540.

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the district website at www.harletonisd.net.

[See **Consent to Human Sexuality Instruction**, **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**, and policies BDF and EHAA. for more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. For questions about the content or implementation of the district's wellness policy and plan, please contact: Shannon Hearron, school nurse, at (903)777-1540

Homework (All Grade Levels)

Homework plays an integral part of coursework and is required. Homework may count as a daily or test grade according to assignment by the teacher.

Law Enforcement Agencies (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

- Verify and record the identity of the officer or other authority and ask for an explanation of the need to question the student at school.
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily be present for the questioning or interview, unless the interviewer raises what the principal considers to be a valid objection.

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of his or her ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

[See policy GRAA(LEGAL) for more information.]

Leaving Campus (All Grade Levels)

Remember that student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day.

State rules require parental consent before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

During Lunch

Harleton Junior High is a closed campus. Students are not allowed to leave during lunch unless checked out by a parent or guardian. Students checked out of school during lunch or any other time will be counted tardy/absent for any class time missed.

At Any Other Time during the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Lost and Found (All Grade Levels)

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence (All Grade Levels)

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade. [See **Attendance for Credit or Final Grade**.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

DAEP Makeup Work

Elementary and Middle/Junior High School Grade Levels

Grades 9–12

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), he or she will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL) for more information.]

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)

Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Jay Ratcliff, Superintendent, 17000 SH 154, Harleton, TX 75651, (903) 777- 2372, ratcliffjay@harletonisd.net.

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Jay Ratcliff, Superintendent, 17000 SH 154, Harleton, TX 75651, (903) 777-2372, ratcliffjay@harletonisd.net.
- For all other concerns regarding discrimination, see the superintendent: Jay Ratcliff, Superintendent, 17000 SH 154, Harleton, TX 75651, (903) 777- 2372, ratcliffjay@harletonisd.net.

[See policies FB, FFH, and GKD for more information.]

Parent and Family Engagement (All Grade Levels)

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.

- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling**.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at (903)777-3010 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conference**.]
- Becoming a school volunteer. [See **Volunteers** and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include: Athletic and Band Booster Clubs.
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact:
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See **School Health Advisory Council (SHAC)** and policies BDF, EHAA, FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations Regular board meetings are held on the second Tuesday of each month at 7 p. m. at Harleton High School in the Board Room, located at 17000 SH 154, Harleton, TX 75651. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at 17000 SH 154, Harleton, TX 75651 and online at www.harletonisd.net. [See policies BE and BED for more information.]

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flag**.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

Prayer (All Grade Levels)

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt school activities. The school will not encourage, require, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the district will consider:

- Teacher recommendation,
- Grades,
- Scores on criterion-referenced or state-mandated assessments, and
- Any other necessary academic information as determined by the district.

Elementary and Middle/Junior High Grade Levels

In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grades 3–8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

[See Standardized Testing.]

For the student to be promoted based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE for more information.]

Certain students—some with disabilities and some classified as English learners—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see the principal, school counselor, or special education director.

A student at or above grade 3 who does not perform satisfactorily on his or her state-mandated examinations will participate in special instructional programs designed to improve performance. The district will notify the parent of their child's participation in this program. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

Release of Students from School

[See **Leaving Campus** .]

Remote Instruction

The district may offer remote instruction in accordance with TEA guidelines.

All district policies, procedures, guidelines, rules, and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's performance and absences in each class or subject are issued at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will receive a progress report if their child's performance in any course/subject area is near or below 70 or is below the expected level of performance. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See **Working Together** on page 64 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See **Grading Guidelines** and policy EIA(LOCAL) for more information.]

Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70.

The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

[See **Dating Violence, Discrimination, Harassment, and Retaliation**.]

Safety (All Grade Levels)

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district

employee. A student may make anonymous reports about safety concerns by submitting an online report at www.harletonisd.net.

- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Insurance for Career and Technical Education (CTE) Programs

The district may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the district's CTE programs.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training: CPR and Stop the Bleed

The district will annually offer instruction in CPR at least once to students enrolled in in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification.

The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see:

- Homeland Security's Stop the Bleed (https://www.dhs.gov/stopthebleed)
- Stop the Bleed Texas (https://stopthebleedtexas.org/)

Emergency Medical Treatment and Information

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, and the like).

The district may consent to medical treatment, which includes dental treatment, if necessary, for a student if:

- The district has received written authorization from a person having the right to consent;
- That person cannot be contacted; and
- That person has not given the district actual notice to the contrary.

The emergency care authorization form will be used by the district when a student's parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the district to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes. State law requires parents to update contact information within two weeks after the date the information changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

- KLTV, Channel 7, Tyler
- KMHT 103.9 FM
- Skyward Messenger
- Campus Facebook page

[See **Automated Emergency Communications**.]

SAT, ACT, and Other Standardized Tests

[See **Standardized Testing**.]

Schedule Changes (Middle/Junior High and High School Grade Levels)

A student may request a schedule change through the counselor's office. Schedule changes must be made within the first two weeks of a semester and must have written parent permission. All schedule changes requested after the deadline must be approved by the principal. Parents/guardians of junior high students are contacted regarding schedule changes.

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator: Jay Ratcliff at (903) 777-2372.

Food and Nutrition Services (All Grade Levels)

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

*Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

To apply for free or reduced-price meal services, contact:

Tammy Vance

vancetammy@harletonisd.net

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals.

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

Harleton Junior High Meal Prices 2022-2023

Breakfast- $1.25 * Reduced Price $0.30

Lunch- $2.85 * Reduced Price $0.40

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the principal. [See policy FFA for more information.]

Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the district's IPM coordinator: Mike Harper at (903) 777-1597.

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Library (All Grade Levels)

The library is open for independent student use during the following times with a teacher permit:
• During the school day from 8 a.m. to 3:40 p.m.

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7:30 a.m.

- Cafeteria
- Gym

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal’s office.

School-Sponsored Field Trips (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student’s medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission,

and meals; however, a student will not be denied participation because of financial need. See **Fees (All Grade Levels)** for more information.

The district is not responsible for refunding fees paid directly to a third-party vendor.

Searches

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches.

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

District Property (All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

Metal Detectors (All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Telecommunications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See **Electronic Devices and Technology Resources** and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area

that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Drug Testing (Secondary Grade Levels Only)

The district's policy FNF(LOCAL) addresses board authorization for drug testing of students as described in the policy, but specifics of the drug-testing program should be addressed in administrative regulations, such as this handbook or your extracurricular conduct guide.

[See **Steroids**.]

Sexual Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation**.]

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact: Jay Ratcliff (903) 777-2372

The Texas State Library and Archives Commission's Talking Book Program (https://www.tsl.texas.gov/tbp/index.html) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing

Secondary Grade Levels

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Science in grades 5 and 8
- Social Studies in grade 8

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

Failure to Perform Satisfactorily on STAAR Reading or Math

If a student in grades 3–8 does not perform satisfactorily on the state assessment, the district will provide accelerated instruction for the student. A student who does not attend accelerated instruction may violate school attendance requirements.

For a student who does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8, the district will establish an accelerated learning committee (ALC), which includes the student's parent, to develop an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the next school year. The district will document the educational plan in writing and provide a copy to the student's parent.

The parent of a student in grades 3, 5, or 8 who fails to perform satisfactorily on the math or reading assessment may:

- Request that the district consider assigning the student to a particular classroom teacher in the applicable subject area, if more than one classroom teacher is available.
- File a grievance or complaint regarding the content or implementation of the ALC's educational plan. See **Complaints and Concerns (All Grade Levels)** and FNG(LOCAL).

Standardized Testing for a Student Enrolled Above Grade Level

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grades 3–8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

Standardized Testing for a Student in Special Programs

Certain students—some with disabilities and some classified as English learners—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

Personal Graduation Plans - Middle or Junior High School Students

For a junior high student who does not perform satisfactorily on a state-mandated examination, a school official will prepare a personal graduation plan (PGP).

School officials will also develop a PGP for a junior high school student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment. The plan will, among other items;

- Identify the student's educational goals,
- Address the parent's educational expectations for the student, and
- Outline an intensive instruction program for the student.

[See the principal and policy EIF(LEGAL) for more information.]

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[See **Personal Graduation Plans** on page **Error! Bookmark not defined.** for information related to the development of personal graduation plans for high school students.]

Students in Foster Care (All Grade Levels)

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care).

If you have questions, please contact the district's foster care liaison: Jay Ratcliff, Superintendent at (903)777- 2372.

[See **A Student in the Conservatorship of the State (Foster Care)** on page 21.]

Students Who are Homeless (All Grade Levels)

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

For more information on services for students who are homeless, contact the district's homeless education liaison: Jay Ratcliff, Superintendent at (903) 777-2372.

[See **A Student Who is Homeless**.]

Student Speakers (All Grade Levels)

The district provides students the opportunity to introduce the following school events. If a student meets the eligibility criteria and wishes to introduce one of the school events, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See **Graduation** for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Tardies (All Grade Levels)

A student who is tardy to class may be assigned to detention hall or given another appropriate consequence.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage

is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

For information on library books and other resources students may access voluntarily, see **Library (All Grade Levels)**.

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

The superintendent is authorized to investigate and approve transfers between schools.

[See **Safety Transfers/Assignments**, **Bullying**, and **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services**, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for his or her child to ride with or be released after the event to the parent or another adult designated by the parent. [See **School-Sponsored Field Trips**.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact Mike Harper at (903) 777-2721.

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.

- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.
- Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

To provide for uniform enforcement of the rules, Harleton ISD has established the following guidelines:

• First offense: rules are reviewed and student receives warning.

• Second offense: one day suspension from bus privileges

• Third offense: three day suspension from bus privileges

• Fourth offense: five day suspension from bus privileges

• Fifth offense: ten day suspension from bus privileges or longer if principal deems necessary; student may be suspended from bus privileges the remainder of semester or school year.

If a suspension occurs, the parent/guardian shall be notified. Students who are referred for bus Violations late in the year may be subject to continued disciplinary action the following year.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Vandalism (All Grade Levels)

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras (All Grade Levels)

For safety purposes, the district uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, contact the principal or who the the district has designated to coordinate the implementation of and compliance with this law.

[See policy EHBAF(LOCAL) for more information.]

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** on for video and other recording by parents or visitors to virtual or in-person classrooms.]

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and comply with all applicable district policies and procedures. All visitors should be prepared to show identification.

Individuals may visit classrooms or observe virtual instruction during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** for video and other recording by parents or visitors to virtual or in-person classrooms.]

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

The district may invite representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Volunteers (All Grade Levels)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact the campus principal for more information and to complete an application.

The district does not require state criminal history background checks for volunteers who are parents, guardians, or grandparents of a child enrolled in the district.

Subject to exceptions in accordance with state law and district procedures, other volunteers will be subject to a state criminal history background check, and the volunteer must pay all costs for the background check.

Voter Registration (Secondary Grade Levels Only)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Glossary

Accelerated instruction, also referred to as supplemental instruction, is an intensive supplemental program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment.

Accelerated learning committee (ALC) is a committee that must be established when a student does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8. The committee includes district personnel and the student's parent and develops an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the end of the next school year.

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

ED stands for the U.S. Department of Education.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments is required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act.

FERPA refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines

conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten–grade 12.

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Appendix: Freedom from Bullying Policy

Note to Student Handbook developer: State law requires that the district's policy on bullying be distributed in its Student Handbook(s). The following has been formatted for the district to more easily insert its FFI(LOCAL) policy here rather than in the body of the handbook.

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit *[insert a link to policy code FFI]*. Below is the text of *[insert your district's name]*'s policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on *[insert board adoption date]*

[Paste the text of your bullying policy FFI(LOCAL) here as plain text ("Keep text only"), then reformat it with the handbook styles.]

Harleton High School
Student Handbook

Be the Light

2022 – 2023

If you have difficulty accessing the information in this document because of disability, please contact the Harleton High School Assistant Principal of Student Services, Honey Ratcliff, by email at RatcliffHoney@harletonisd.net or by phone at 903-777-2711.

Harleton High School Student Handbook

2022–23 School Year

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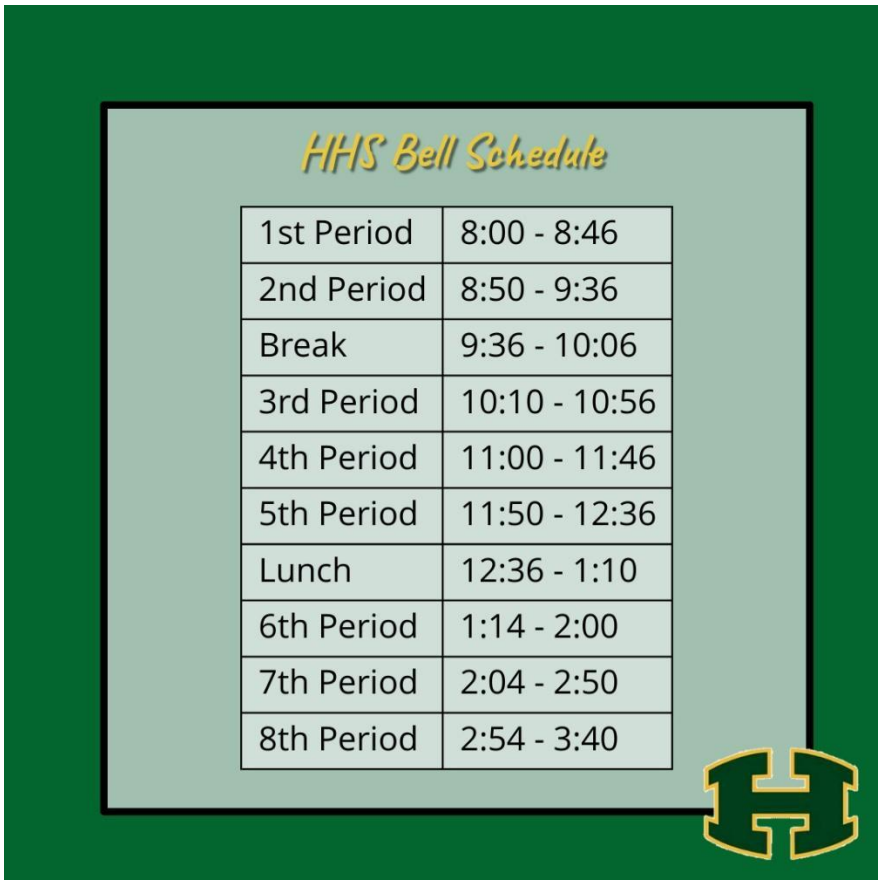
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Harleton High School Administrators
Crystal Brock, Principal
Honey Ratcliff, Assistant Principal

Curriculum/Special Programs Director
Traci Jones

School Nurse
Shannon Hearron



Preface Parents and Students:

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The Harleton High School Student Handbook is a general reference guide that is divided into two sections:

Section One: Parental Rights describes certain parental rights as specified in state or federal law.

Section Two: Other Important Information for Parents and Students is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

Note: Unless otherwise noted, the term "parent" refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Harleton High School Student Code of Conduct. To review the Code of Conduct, visit the district's website at www.HarletonISD.net. State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the Harleton High School Office.

Note: References to board policy codes are included for ease of reference. The hard copy of the district's official policy manual is available for review in the Harleton ISD Central Office, and an unofficial electronic copy is available at https://pol.tasb.org/Home/Index/608.

The policy manual includes:

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.
- Board-adopted (LOCAL) policies that articulate the board's choices and values regarding district practices.

For questions about the material in this handbook, please contact:

Honey Ratcliff

Assistant Principal of Student Services

RatcliffHoney@harletonisd.net

903-777-2711

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment of Electronic Distribution of Student Handbook,
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information,
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form for participation in third-party surveys.

[See **Objecting to the Release of Directory Information** on page and **Consent Required Before Student Participation in a Federally Funded Survey** on page for more information.]

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact:

Honey Ratcliff

Assistant Principal of Student Services

RatcliffHoney@harletonisd.net

903-777-2711

Section One: Parental Rights

This section describes certain parental rights as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent.

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

Consent to Human Sexuality Instruction

Annual Notification

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

Per state law, here is a summary of the district's curriculum regarding human sexuality instruction:

Harleton ISD currently embeds human sexuality curriculum throughout our science courses that include: the significance of body changes during adolescence, analysis of the importance and benefits of abstinence [as it relates to emotional health and the prevention of pregnancy], and risk factors associated with communicable and non-communicable diseases.

A parent is entitled to review the curriculum materials. In addition, a parent may remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties. A parent may also choose to become more involved with the development of this curriculum by becoming a member of the district's SHAC. (See the campus principal for details.)

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See **Complaints and Concerns (All Grade Levels)** on page and FNG(LOCAL).

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;

- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

[See **Consent to Instruction of Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page .]

Consent Before Human Sexuality Instruction

Before a student receives human sexuality instruction, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

Consent Before Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking

Before a student receives instruction on the prevention of child abuse, family violence, dating violence and sex trafficking, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

Annual Notification

Students in junior high school and high school receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

For further information, see the district's abuse prevention instruction website at www.HarletonISD.net.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in this instruction will be posted on the district's website at the location indicated above.
- Remove his or her child from any part of this instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See **Complaints and Concerns (All Grade Levels)** on page and FNG for information on the grievance and appeals process.

[See **Consent to Human Sexuality Instruction** on page ; **Dating Violence** on page ; and **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children** on page]

Consent to Provide a Mental Health Care Service

The district will not provide a mental health care service to a student or conduct a medical screening of a student as part of the district's intervention procedures except as permitted by law.

The district has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison, Honey Ratcliff, Assistant Principal of Student Services, can be reached at RatcliffHoney@harletonisd.net or by phone at 903-777-2711.

The mental health liaison can provide further information regarding these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

[See **Mental Health Support** on page .]

Consent to Display a Student's Original Works and Personal Information

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works.

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if a Student is under Age 14

A student under age 14 must have parental permission to participate in the district's Parenting and Paternity Awareness Program (https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum). This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a cocurricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

Prohibiting the Use of Corporal Punishment

Corporal punishment—spanking or paddling a student—may be used as a discipline management technique in accordance with the Student Code of Conduct and district policy FO(LOCAL).

However, in accordance with law, the district may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to his or her child must complete the form included in the online registration. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

Note:

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the district knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not be administered, even when the student's caregiver or caseworker has not submitted a signed statement prohibiting its use.

Limiting Electronic Communications between Students and District Employees

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include his or her immediate supervisor and the student's parent as recipients on all text messages.

Messages relating to academic or non-coaching activities, include Mrs. Brock.

Messages relating to athletic events/coaching activities, include Coach Little.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook);
- A student's name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating schoolwide or classroom recognition),
- A student's name and photograph (posted on a district-approved and -managed social media platform); and
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within ten school days of the student's first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

As allowed by state law, the district has identified two directory information lists—one for school-sponsored purposes and a second for all other requests. For district publications and announcements, the district has designated the following as directory information: student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors, awards, dates of attendance, grade level, most recent school previously attended, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If a parent does not object to the use of his or her child's information for these school-sponsored purposes, the school will not ask permission each time the district wants to use the information for these purposes.

For all other purposes, the district has identified the following as directory information: student name, major field of study, degrees, honors, awards, dates of attendance, grade level,

enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If a parent does not object to the use of the student's information for these purposes, the school **must** release this information when requested by an outside entity or individual.

Note: Review **Authorized Inspection and Use of Student Records** on page .

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)

Unless a parent has advised the district not to release his or her student's information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests from military recruiters or institutions of higher education for the student's:

- Name,
- Address, and
- Telephone listing.

Military recruiters may also have access to a student's district-provided email address, unless a parent has advised the district not to release this information.

[See **Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education,** included in the forms packet.]

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams.

A parent has the right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following protected areas:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom the student has a close family relationship;
- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or parent; or
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program.

A parent may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey. [See policy EF(LEGAL) for more information.]

"Opting Out" of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

The ED provides extensive information about the Protection of Pupil Rights Amendment (https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance), including a PPRA Complaint Form (https://studentprivacy.ed.gov/file-a-complaint).

Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

See **Consent to Human Sexuality Instruction** on page and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page for information on a parent's right to remove a student from such instruction.

Reciting a Portion of the Declaration of Independence in Grades 3–12

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes to provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution; and
- A specific recitation from the Declaration of Independence for students in grades 3–12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child be excused;
- The district determines that the student has a conscientious objection to the recitation; or
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL) for more information.]

Reciting the Pledges to the U.S. and Texas Flags

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** on page and policy EC(LEGAL) for more information.]

Religious or Moral Beliefs

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. The student must also satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations;
- Evaluative data such as grades earned on assignments or tests; or
- Results from diagnostic assessments.

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the district offers these services.

[For questions about school-provided tutoring programs, contact the student's teacher and see policies EC and EHBC. See **Standardized Testing** on page for information regarding required accelerated instruction after a student fails to perform satisfactorily on certain state-mandated tests.]

Right of Access to Student Records, Curriculum Materials, and District Records/Policies

Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered, whether instruction is delivered in-person, virtually, or remotely. The district will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See the Student Code of Conduct and policy FO(LEGAL) for more information.]

Participation in Federally Required, State-Mandated, and District Assessments

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

Student Records

Accessing Student Records

A parent may review his or her child's records. These records include:

- Attendance records;
- Test scores;
- Grades;
- Disciplinary records;
- Counseling records;
- Psychological records;
- Applications for admission;
- Health and immunization information;
- Other medical records;
- Teacher and school counselor evaluations;
- Reports of behavioral patterns;
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term "intervention strategy" is defined by law;
- State assessment instruments that have been administered to the child; and
- Teaching materials and tests used in the child's classroom.

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an “eligible” student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information** on page , are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent; and
- File a complaint (https://studentprivacy.ed.gov/file-a-complaint) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student’s records, the district must verify the identity of the person, including a parent or the student, requesting the information.

Virtually all information pertaining to student performance—including grades, test results, and disciplinary records—is considered confidential educational records.

Inspection and release of student records is restricted to an eligible student or a student’s parent unless the school receives a copy of a court order terminating parental rights or the right to access a student’s education records. A parent’s rights regarding access to student records are not affected by the parent’s marital status.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18;
- Is emancipated by a court; or
- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student’s education records without written consent of the parent or eligible student when school officials have what federal law refers to as a “legitimate educational interest” in a student’s records.

Legitimate educational interest may include:

- Working with the student;
- Considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities;
- Compiling statistical data;
- Reviewing an educational record to fulfill the official’s professional responsibility; or

- Investigating or evaluating programs.

School officials may include:

- Board members and employees, such as the superintendent, administrators, and principals;
- Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
- A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
- A person appointed to serve on a team to support the district's safe and supportive school program;
- A parent or student serving on a school committee; or
- A parent or student assisting a school official in the performance of his or her duties.

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [See **Objecting to the Release of Directory Information** on page to prohibit this disclosure.]

Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The HHS Campus Principal is custodian of all records for currently enrolled students at the assigned school. The HHS Campus Principal is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wants to inspect the student's records should submit a written request to the custodian of records identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

You may contact the custodian of records for currently enrolled students and students who have withdrawn or graduated at:

Crystal Brock

Principal

PO Box 710, Harleton, TX 75651

BrockCrystal@harletonisd.net

903-777-2711

Office Of Superintendent

PO Box 510, Harleton, TX 75651

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if the board of trustees determines that the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines.

[See **Report Cards/Progress Reports and Conferences** on page , **Complaints and Concerns** on page , and Finality of Grades at policy FNG(LEGAL).]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office [or on the district's website at https://pol.tasb.org/Home/Index/608.

Note: The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student shared only with a substitute teacher—do not have to be made available.

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Has an emergency permit or other provisional status for which state requirements have been waived; and
- Is currently teaching in the field or discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

A Student with Exceptionalities or Special Circumstances

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty,
- On leave, or
- Returning from a deployment of at least four months.

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at Military Family Resources at the Texas Education Agency (https://tea.texas.gov/about-tea/other-services/military-family-resources).

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

State law permits a parent of multiple-birth siblings (for example, twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL) for more information.]

Safety Transfers/Assignments

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom.

Transportation is not provided for a transfer to another campus. See the Harleton High School Principal for more information.

[See **Bullying** on page , and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of his or her child to a neighboring district if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

A Student in the Conservatorship of the State (Foster Care)

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district.

The district will award partial course credit when the student only passes one half of a two-half course. [For provisions on partial course credit for students who are not in the conservatorship of the state, see EI(LOCAL).]

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries—is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid;
- Arrange and accompany the student on campus visits;

- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

[See **Credit by Examination for Advancement/Acceleration** on page , **Course Credit** on page , and **Students in Foster Care** on page .]

A Student Who Is Homeless

A student who is homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district;
- Awarding partial credit when a student passes only one half of a two-half course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a student who is homeless to remain enrolled in the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See **Credit by Examination for Advancement/Acceleration** on page , **Course Credit** on page , and **Students who are Homeless** on page .]

A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Note: A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Crystal Brock, 903-777-2711.

For questions regarding post-secondary transitions, including the transition from education to employment, for students receiving special education services, contact the district's transition and employment designee, Crystal Brock, at 903-777-2711.

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice;
- An opportunity for a parent or guardian to examine relevant records;
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel; and
- A review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Honey Ratcliff, 903-777-2711.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page .]

Visit these websites for information regarding students with disabilities and the family:

- Legal Framework for the Child-Centered Special Education Process (https://fw.esc18.net/display/Webforms/ESC18-FW-LandingPage.aspx?DT=G&LID=en)
- Partner Resource Network (http://prntexas.org/)
- SPEDTEX: Special Education Information Center (https://www.spedtex.org/)
- Texas First Project (http://www.texasprojectfirst.org/)

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL) for more information.]

A Student Who Speaks a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See **English Learners** on page and **Special Programs** on page .]

A Student with Physical or Mental Impairments Protected under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law—and who does not otherwise qualify for special education services—may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page and policy FB for more information.]

Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact Katherine Bates at 903-777-2711.

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit—are discussed below.

Compulsory Attendance

Prekindergarten and Kindergarten

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Ages 6–18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten–grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

Compulsory Attendance—Exemptions

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days;

- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the health-care provider;
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician;
- For students in the conservatorship of the state:
    - An activity required under a court-ordered service plan; or
    - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments. [See **Children of Military Families** on page .]

Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including wifi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and will be monitored by the district. For more information, see **Telecommunication and Other Electronic Devices** on page .

Secondary Grade Levels

The district will allow a student who is 15 years of age or older to be absent for one day to obtain a learner license and one day to obtain a driver's license, provided that the board has authorized such excused absences under policy FEA(LOCAL). The student will be required to provide documentation of his or her visit to the driver's license office for each absence and must make up any work missed.

[See **Driver License Attendance Verification** on page .]

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university, provided:

- The board has authorized such excused absences under policy FEA(LOCAL);
- The principal has approved the student's absence; and
- The student follows campus procedures to verify the visit and makes up any work missed.

The district will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as:

- An early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; or
- An election clerk, if the student makes up any work missed.

The district will allow a student in grades 6–12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

Compulsory Attendance—Failure to Comply

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6–18

When a student ages 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is Crystal Brock, 903-777-2711.

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

Attendance for Credit or Final Grade (All Grade Levels)

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if he or she completes a plan, approved by the principal, that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

With the exception of absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student has completed makeup work satisfactorily. If the student completes makeup work, absences listed under **Compulsory Attendance—Exemptions** on page and absences for extracurricular activities will be considered extenuating circumstances.
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

Official Attendance-Taking Time (All Grade Levels)

The district will take official attendance every day at 9:00 a.m.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Doctor's Note after an Absence for Illness (All Grade Levels)

Upon returning to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

Certification of Absence Due to Severe Illness or Treatment

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

Driver License Attendance Verification (Secondary Grade Levels Only)

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The VOE form (https://www.tdlr.texas.gov/driver/forms/VOE.pdf) is available online.

Further information may be found on the Texas Department of Public Safety website (https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen).

See **Compulsory Attendance—Exemptions for Secondary Grade Levels** on page for information on excused absences for obtaining a learner license or driver's license.

Accountability under State and Federal Law (All Grade Levels)

Harleton ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district, compiled by TEA;
- The district's financial management report, which includes the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Accountability information can be found on the district's website at www.HarletonISD.net. Hard copies of any reports are available upon request to the district's administration office.

TEA maintains additional accountability and accreditation information at TEA Performance Reporting Division (https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting).

Armed Services Vocational Aptitude Battery Test (Grades 10–12)

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

The test shall be offered on November 15, 2022 at 9:00am.

Contact the principal for information about this opportunity.

Awards and Honors (All Grade Levels)

Harleton High School believes in and is committed to celebrating the success and achievements of our students. For more information concerning awards, contact the high school office.

Bullying (All Grade Levels)

The district strives to prevent bullying, in accordance with the district's policies, by promoting a respectful school climate; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done through the use of any electronic communication device, including through the use of:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application

- An internet website
- Any other internet-based communication tool.

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism.

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying by accessing the Crisis Go Anonymous Alerts link on the Harleton ISD webpage, www.HarletonISD.net.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Available counseling options will be provided to the affected individuals, including any student who witnessed the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the board may transfer the student to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments** on page .]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[See **Safety Transfers/Assignments** on page , **Dating Violence, Discrimination, Harassment, and Retaliation** on page , **Hazing** on page , policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)

The district offers career and technical education programs in the following areas:

- Agriculture, Food, and Natural Resources.
- Arts, Audio/Video Technology, and Communications.
- Business, Marketing, and Finance.
- Education and Training.
- Health Science.
- Law and Public Service.

Admission to these programs is based on student interest and availability.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to assure that lack of English language skills will not be a barrier to admission or participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX coordinator and the ADA/Section 504 coordinator.

[See **Nondiscrimination Statement** on page for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator.]

Celebrations (All Grade Levels)

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See **Food Allergies** on page .]

Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at www.HarletonISD.net. Trafficking includes both sex and labor trafficking.

Warning Signs of Sexual Abuse

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches;
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior; or
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation** on page and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page .]

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;

- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older romantic partners.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed but not having a school-authorized work permit;
- Being employed and having a work permit but clearly working outside the permitted hours for students;
- Owing a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours;
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;
- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student's caregiver; and
- A desire to quit a job but not being allowed to do so.

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page .]

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that he or she did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in

your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County (http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at1-800-252-5400 or on the web at Texas Abuse Hotline Website (www.txabusehotline.org).

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- Child Welfare Information Gateway Factsheet (https://www.childwelfare.gov/pubPDFs/*whatiscan*.pdf)
- KidsHealth, For Parents, Child Abuse (https://kidshealth.org/en/parents/child-abuse.html)
- Office of the Texas Governor's Child Sex Trafficking Team (https://gov.texas.gov/organization/cjd/childsextrafficking)
- Human Trafficking of School-aged Children (https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children)
- Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault (https://taasa.org/product/child-sexual-abuse-parental-guide/)
- National Center of Safe Supportive Learning Environments: Child Labor Trafficking (https://safesupportivelearning.ed.gov/human-trafficking-americas-schools/child-labor-trafficking)

Class Rank/Highest-Ranking Student (Secondary Grade Levels Only)

Calculation

- Courses that are **included** in the class rank calculations; The district shall include the calculation of class rank semester grades earned in all courses receiving high school credit regardless of when the credit was earned, except as excluded in this policy.
- Courses that are **excluded** in the class rank calculations; The calculation of class rank shall exclude grades earned in fine arts, physical education, a course substituted for physical education, or a local course. Local courses that are considered honors will count towards GPA beginning with the 2016-2017 school year. [See policy EIC for more information.]

End of Course Assessment Scores

The district shall not include scores from end-of-course (EOC) assessments in calculations for class rank.

Weighted Grade System

The district shall categorize and weight courses as Advanced / Honors and regular, in accordance with provisions in this policy.

Categories: Advanced / Honors System

High School courses in the subject of English, foreign language, mathematics, science, and social studies shall be eligible to be categorized as Advanced / Honors courses. High school courses locally designated as Advanced / Honors shall be listed in the student handbook and shall be weighted as Advanced / Honors courses. All dual credit courses shall be categorized and weighted as Advanced / Honors courses. ***Beginning with the 2019 Freshman class***, dual credit courses will be weighted 5 points higher than campus honors or advanced courses.

Regular Courses

All other eligible courses shall be categorized and weighted as regular courses.

Weighted Numerical Average

The district shall assign weights to semester grades and shall calculate a weighted numerical grade average in accordance with the following scale:

Students enrolled in the 10th , 11th , or 12th grade during the 2019-2020 school year, will have transcripts weighted using the current scale listed below:

Category	Weight
Dual Credit / Honors Core Classes	Plus 10 points
Advanced / Honors Non-Core Classes	Plus 5 Points
Regular	Plus 0 Points

The following weight system was implemented, beginning with the freshman class of 2019-2020.

Category	Weight
Dual Credit	Plus 10 points
Advanced / Honors Classes	Plus 5 Points
Regular	Plus 0 Points

2022-2023 Advanced/Honors Courses

- Honors English I, II, III
- Honors Biology, Honors Chemistry, Honors Physics, and Anatomy & Physiology
- Honors U.S. History, Honors World Geography, and Honors World History
- Honors Algebra I, Honors Geometry, Honors Algebra II, Pre-Calculus, and Honors Statistics
- Honors Spanish I and II
- Engineering Design & Development and Engineering Design & Problem Solving
- Dual Credit Courses

The district shall record un-weighted numerical grades on student transcripts.

Dual Credit Grades

Dual credit courses are weighted 10 points. Beginning with the 2017-2018 school year, number grades will be reported exactly as they are received from partnering colleges / Universities. If a number grade is not given by the college / Universities, and only a letter grade is reported, the grading scale HHS will use is:

A = 95 B = 85 C = 75 D = 70 F = 50

Transferred Grades

When a student transfers semester grades for courses that would be eligible under the Regular category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers semester grades for courses that would be eligible to receive additional weight under the District's weighted grade system, the District shall assign additional weight to the grades based on the categories and grade weight system used by the District only if the same or an equivalent course is offered to the same class of students in the District.

Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the fifth six-week grading period of the senior year. The average of the fourth and fifth six-week grades shall be used as the semester grade for the purpose.

University Senior Ranking

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC(LEGAL)]

Harleton Senior Class Ranking

For the purpose of graduation honors only, the district shall make a separate calculation of class rank titles "Harleton Senior Class Ranking" – including only those students who are completing graduation requirements in exactly eight full semesters.

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second highest rank, respectively. To be eligible for this local honor, as well as a local recognition for the third, fourth, and fifth highest rank, a student must:

1. Have been continuously enrolled in the District high school for the four semesters immediately preceding graduation;
2. Have completed the Recommended Program, the Advanced/Distinguished Achievement Program, or the foundation program with the distinguished level of achievement; and
3. Be graduating after exactly eight semesters of enrollment in high school.

Breaking Ties

In case of a tie in weighted numerical grade averages after calculation to the thousandths place, the District shall recognize all students involved in the tie as sharing the honor and title.

Highest Ranking Graduate

The student meeting the local eligibility criteria for recognition as the valedictorian shall also be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

Honor Graduates

The District shall recognize as an honor graduate each student who:

1. Has earned a cumulative weighted numerical grade average of 90 or higher and;
2. Has not committed during his or her enrollment in high school, a major violation of the Student Code of Conduct resulting in suspension, placement in DAEP, or expulsion.
    - HISD will award the highest-ranking graduate scholarship to the district-declared valedictorian. Early graduates will not be eligible based on the requirements for district-declared valedictorian.

[See policy EIC for more information.]

Class Schedules (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day and maintain a full class schedule. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day schedule.

[See **Schedule Changes** on page for information related to student requests to revise their course schedule.]

College and University Admissions and Financial Aid (All Grade Levels)

For two school years following graduation, a district student who graduates as valedictorian or in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program [see **Foundation Graduation Program** on page]; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

If a college or university adopts an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2022 term through the spring 2024 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice concerning:

- Automatic college admission;
- Curriculum requirements for financial aid;
- Benefits of completing the requirements for automatic admission and financial aid; and

- The Texas First Early High School Completion Program and the Texas First Scholarship Program.

Parents and students will be asked to sign an acknowledgment that they received this information.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See **Class Rank/Highest-Ranking Student** on page for information specifically related to how the district calculates a student's rank in class, and requirements for **Graduation** on page for information associated with the foundation graduation program.]

[See **Students in the Conservatorship of the State (Foster Care)** on page for information on assistance in transitioning to higher education for students in foster care.]

College Credit Courses (Secondary Grade Levels Only)

Students in grades 9–12 may earn college credit through the following opportunities:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory;
- Enrollment in AP or dual credit courses through the Texas Virtual School Network (TXVSN);
- Enrollment in courses taught in conjunction and in partnership with Panola College, Kilgore College, or other approved college*,* which may be offered on or off campus; and
- Enrollment in courses taught at other colleges or universities.

Enrollment in these programs is based on grades and college readiness tests.

A student may be eligible for subsidies based on financial need for AP or IB exam fees. See **Fees (All Grade Levels)** on page for more information.

A student may also earn college credit for certain Career and Technical Education (CTE) courses. See **Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)** on page for information on CTE and other work-based programs.

All these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

Not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

Communications (All Grade Levels)

Parent Contact Information

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address.

A parent must provide the contact information to the district upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the district.

If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

A parent may update contact information by contacting the campus registrar, Lisa Cochran at CochranLisa@harletonisd.net.

Automated Emergency Communications

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See **Safety** on page for information regarding contact with parents during an emergency situation.]

Automated Nonemergency Communications

Your child's school periodically sends information by automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission and specific to your child, your child's school, or the district.

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal. [See **Safety** on page for information regarding contact with parents during an emergency.]

Complaints and Concerns (All Grade Levels)

Usually, student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy at FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at https://pol.tasb.org/Home/Index/608. The complaint forms can be accessed www.HarletonISD.net at the principal's or superintendent's office.

To file a formal complaint a parent or student should complete and submit the complaint form. In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.

If the concern is not resolved, a parent or student may request a conference with the superintendent.

If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior—on and off campus, during remote and in-person instruction, and on district vehicles—and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at www.HarletonISD.net and the coordinator for this campus is listed below:

Honey Ratcliff

Assistant Principal of Student Services

RatcliffHoney@harletonisd.net

903-777-2711

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruption of School Operations

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises;
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity; and
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

HARLETON HIGH SCHOOL DISCIPLINE MANAGEMENT PLAN

Continued failure to adhere to this policy can result in the rapid escalation of any offense

Examples of Level I offenses include, but are not limited to the following:

1. Sleeping in class
2. Not participating in class
3. Failure to attend teacher assigned detention
4. Hall or cafeteria disturbance
5. Public display of affection
6. Tardies

Examples of Level II offenses include, but are not limited to the following:

1. Destruction of property
2. Blatant disrespect
3. Skipping class
4. Leaving campus without permission
5. Possession of prohibited items.
6. Computer/Internet violations
7. Theft (Under $50.00)
8. Videoing Physical Altercations
9. Bullying or intimidation

Examples of Level III offenses include, but are not limited to the following:

1. Assault
2. Conduct relating to false alarm or report (including bomb threat) or a terroristic threat involving a public school
3. Possession, selling, giving, or delivering alcohol or a controlled substance
4. Possession of a weapon
5. Engaging in verbal or written exchange that threatens the safety of a school employee or any other member of the school community
6. Vandalism or criminal mischief
7. Inappropriate exposure of body parts or public lewdness
8. Hazing, harassment or threatening behavior
9. Use or possession of a “Vaping Device” containing an illegal substance (IE marijuana concentrates)
10. Retaliation or targeting of any school employee through violence, vandalism, theft, criminal mischief, or social media content.

	Level One	Level Two	Level Three
Step One	Teacher/Staff Action: Parent notification documented in Skyward	Referral to Assistant Principal of Student Services: Counsel with student, parent notification & 1 day of ISS. **Students may attend practices but shall not participate in any extracurricular competition or event while serving ISS.**	Conference with Assistant Principal of Student Services, Principal, Student, & Parent/Guardian and Alternative placement (DAEP), suspension, or expulsion will be assigned. When needed, local authorities will be called to take legal action.
Step Two	Teacher/Staff Action: Teacher enforced repercussion such as Break Detention and/or Alternative Assignment documented in Skyward	Referral to Assistant Principal of Student Services: Parent notification & 2 days ISS	
Step Three	Referral to Assistant Principal of Student Services: Counsel with student, parent notification, Assign 1 day of Academic detention	Referral to Assistant Principal of Student Services: **Parent Conference** & 3 days ISS	
Step Four	Referral to Assistant Principal of Student Services: Assign 2 days of Academic detention	Referral to Assistant Principal of Student Services: 4 days ISS	
Step Five	Referral to Assistant Principal of Student Services: Assign 2 days of **before or after school detention**	Referral to Assistant Principal of Student Services: Parent notification & 5 days ISS	
Step Six	Referral to Assistant Principal of Student Services: Parent conference/Assign 3 days of **before or after school detention**	Conference with Assistant Principal of Student Services, Principal, Student, & Parent/Guardian and Alternative Placement (DAEP)	

Failure to complete assigned step, will result in moving to the next step.*	*After **Step Six**, additional Level One offenses will attach to current **Step 1-6** (as needed) under the **Level II** heading.	***If behavior banned by the student code of conduct continues in DAEP, the placement can be extended to address the continuing discipline infractions.**	

*In severe or frequent disciplinary infractions, administrators may circumvent the six-step disciplinary progression and assign consequences to address behavior.

Possession: Controlled substance, Alcohol, Vaping, and Tobacco Policy

Harleton High School has a **zero tolerance policy** concerning the possession of and / or use of any illegal drugs, alcohol, vape devices, or tobacco products on campus **(includes school activities on or off campus)**. If the student is found with any piece, part, or chemical used in a vaping device, the student will be deemed to be in possession of a prohibited item on campus. This will result in a referral or placement consistent with the following vape / tobacco policy.

VAPE / TOBACCO POLICY

STEP	PLACEMENT	DAYS
STEP 1	IN SCHOOL SUSPENSION	5
STEP 2	DAEP	15
STEP 3	DAEP	30
STEP 4	DAEP	45

**** This chart is for tobacco and vaping infractions only. ****

If any part of the vape contains a controlled substance (for example: THC) the student will be referred as being in possession of a controlled substance and will be subject to the DAEP placement procedures for that offense. A student found to be in possession of tobacco, vape devices (includes parts of vape devices), alcohol or controlled substances may receive a ticket and / or other consequences issued by our campus SRO or other law enforcement agencies.

Food and Drink Containers

Open food and drink containers are not allowed outside of the cafeteria or food court. Continued violations of this expectation will result in an office referral. YETI or other similar containers are not allowed on campus at any time.

Physical Altercations & Promotion of Altercations and/or Bullying

When physical altercations occur, all students involved will be suspended for the remainder of the day and serve three days of ISS unless otherwise determined by a campus administrator. If a student is involved in more than one physical altercation within a school year, an alternative placement will be considered. Any student or group of students that engage in promoting altercations, bullying, or any other negative actions that may result in major disruption of the

campus, may be deemed to be a participant in the activity and receive disciplinary consequences including ISS, OSS, and DAEP assignments.

Administrator Discretion & Student Removal from Class/Activities

Serious or classroom disruption infractions will result in the student being removed from class and sent directly to the office. Infractions of this nature will result in a discipline consequence. In the case of severe or frequent disciplinary infractions, an administrator to address specific offenses may circumvent the six-step disciplinary progression.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

Counseling

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction on how best to prepare for high school, college, and a career.

High School Grade Levels

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures.

Each year, high school students will be provided information on anticipated course offerings for the next school year, how to make the most of academic and career and technical education (CTE) opportunities, and the importance of postsecondary education.

The school counselor will also provide information each year a student is enrolled in high school regarding:

- The importance of postsecondary education;
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement;
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma;
- Financial aid eligibility and how to apply for financial aid;
- Automatic admission to state-funded Texas colleges and universities;
- Eligibility requirements for the TEXAS Grant;
- Availability of district programs that allow students to earn college credit;
- Availability of tuition and fee assistance for postsecondary education for students in foster care; and
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training.

Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

[See **Scholarships and Grants** on page for more information.]

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor or administrator should do so at their convenience. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See **Mental Health Support** on page , **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children** on page , and **Dating Violence** on page .]

Course Credit (Secondary Grade Levels Only)

A student at any grade level enrolled in a high school course will earn credit for the course only if the final grade is 70 or above. For a two-part (two-semester, 1-credit course), the student's

grades from both halves (semesters) will be averaged and credit will be awarded if the combined average is 70 or above. If the student's combined average is less than 70, the student will be awarded credit only for the half (semester) with the passing grade.

Credit by Examination—If a Student Has Taken the Course/Subject (Grades 6–12)

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

If a student is granted approval to take an examination for credit, the student must score at least 70 on the examination to receive credit for the course or subject.

[See the school counselor and policy EHDB(LOCAL) for more information.]

Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

The examinations offered by the district are approved by the district's board of trustees. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [See policy EHDC for more information.]

Students in Grades 6–12

A student in grade 6 or above is eligible to earn course credit with:

- A passing score of at least 80 on an examination approved by the board; or
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP); or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office or at https://pol.tasb.org/Home/Index/608. [See policy FFH for more information.]

Dating Violence

Dating violence will not be tolerated at school. To report dating violence, see **Reporting Procedures** on page .

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to:

- Physical or sexual assaults;
- Name-calling;
- Put-downs;
- Threats to hurt the student, the student's family members, or members of the student's household;
- Destroying property belonging to the student;
- Threats to commit suicide or homicide if the student ends the relationship;
- Threats to harm a student's past or current dating partner;
- Attempts to isolate the student from friends and family;
- Stalking; or
- Encouraging others to engage in these behaviors.

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

For more information on dating violence, see:

- Texas Attorney General's office recognizing and responding to dating violence flier (https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf)
- The CDC's Preventing Teen Dating Violence (https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html).

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page .]

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation;
- Threatening, intimidating, or humiliating conduct;
- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or
- Other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature;
- Sexual advances;
- Jokes or conversations of a sexual nature; and
- Other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Threatening or intimidating conduct; or
- Other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Bullying** on page]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of Report

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

To the extent possible, the district will respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume its investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

Discrimination

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page .]

Distance Learning (All Grade Levels)

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

The distance learning opportunities that the district makes available to district students are dual credit courses offered by our partner colleges.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

[See **Remote Instruction** on page .]

Texas Virtual School Network (TXVSN) (Secondary Grade Levels)

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [See **Extracurricular Activities, Clubs, and Organizations** on page .] In addition, a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required must still take the corresponding EOC assessment.

A parent may ask questions or request that their child be enrolled in a TXVSN course by contacting the school counselor. Unless an exception is made by the High School Principal, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy EHDE addressing distance learning will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the High School Assistant Principal of Student Services, Honey Ratcliff.

Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, and the like.

All school publications are under the supervision of a teacher, sponsor, and the principal.

Nonschool Materials

From Students

Students must obtain prior approval from the High School Campus Principal or Assistant Principal before selling, posting, circulating, or distributing more than 20 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The High School Principal is responsible for designating the location for approved nonschool materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See policy FNG(LOCAL) for student complaint procedures.]

From Others

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy GKDA.

To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the High School Principal for prior review of nonschool literature from community members. The High School Principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA or GF for more information.]

The High School Principal will designate the location for approved nonschool materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with policy FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Dress and Grooming (All Grade Levels)

The district's dress code teaches grooming and hygiene, prevents disruption, minimizes safety hazards, and maintains a positive learning climate. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Hair length will not be restricted for students. All students are required to wear their hair above their eyes, well-groomed, and clean at all times. Unnatural styles or colors that create a disruption will be considered in violation of this code (this includes blue, hot pink, green, purple, and other unnatural colors of hair).
- Beards, mustaches, and goatees are permitted but must be kept well-groomed. Sideburns that extend beyond the earlobes shall not be worn.
- ***High School Only:*** Hats are allowed (if worn correctly) in common areas (hallways, gym, cafeteria, etc). Each teacher will decide if hats are permissible in the classroom. Students must adhere to established guidelines or this privilege will be revoked.
- Bandanas are not permitted inside the building or on the campus for males or females.
- Sunglasses shall not be permitted unless a physician's prescription is provided to the high school office or a physician places the student under concussion accommodations.
- Earrings shall be permitted for all students. No other visible facial/body piercings shall be allowed. No bandages covering body piercings will be allowed.
- Shirts and pants/skirts must overlap. Students shall not wear shirts or tops that are strapless, backless, off-shoulder, halters, transparent tubes, or low-cut (neck or underarm). Midriffs must be fully covered when arms are extended above the student's head. Sleeveless shirts or dresses must be at least 2" wide at the shoulder. Racerback clothing is not appropriate for school.
- See-through or provocative clothing, leggings or excessively tight clothing, i.e. spandex tights, shorts, or pants and excessively tight dresses and skirts, shall not be allowed.
- Pants, jeans, dresses, skirts and shorts are appropriate. All styles of apparel (i.e., dresses, skirts, shorts, etc.) shall be no more than 4 inches above the back bend of the knee.
- Wearing workout pants/yoga pants, will only be allowed during band, PE, or athletics.
- Pajama pants as well as sagging, and/or low-waist pants are not considered appropriate attire and will not be allowed to be worn.

- Un-patched holes in clothing mid-thigh or higher are not permitted. Holes that have been patched, but are in inappropriate areas are not permitted. Administration can revoke this privilege if students do not comply with rules at any time.
- Articles of clothing shall be worn as they are designed to be worn, such as suspenders on the shoulders and waist bands on the waist.
- Articles of clothing or tattoos with tobacco, alcohol, or drug advertisement, obscene writing or painting, weapons, or any other emblems or writing that may be reasonably expected to substantially disrupt or cause interference with the regular school program shall not be permitted.
- Apparel designed as underwear may not be worn as outer garments.
- Students shall not wear clothes depicting a particular race or power, such as a glove, arm band, or any other insignia that might disrupt order and discipline.
- Apparel for PE, band, and athletic classes shall be at the discretion of the teacher, with principal approval.
- Students must wear school appropriate shoes at all times. House shoes are not allowed.
- On special days, the dress code will be at the discretion of the principal.
- Dress code compliance is a judgment of classroom teachers and/or administration. The final decision will be determined by the campus administration.

If the campus administration determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If the violation cannot immediately be corrected, the student may be assigned to in-school suspension for the remainder of the day, or until the problem is corrected (for example, a parent or designee brings an acceptable change of clothing to the school). Repeated offenses will result in more serious disciplinary action in accordance with the Student Code of Conduct.

The table below is provided to illustrate dress code violation consequences.

1st Offense	Parent notification + ISS until compliance with dress code is met
2nd Offense	1 day detention as assigned by administration + ISS until compliance with dress code is met.
3rd Offense	2 days of detention + ISS until compliance with dress code is met.
4th Offense	1 day of ISS + ISS until compliance with dress code is met.
5th Offense	2 days of ISS + ISS until compliance with dress code is met.

** If student continues to fail to comply with dress code, a parent conference will be held to discuss alternative disciplinary measures. **

Electronic Devices and Technology Resources (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [See **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials** on page for graphing calculator applications on computing devices.]

A student must have approval to possess other personal telecommunications devices on campus such as laptops, tablets, or other portable computers.

Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated in accordance with the Harleton High School Cell Phone Policy. This policy also states that after the third offense, the parent may pick up the confiscated telecommunications device from the principal's office for a fee of $10.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE for more information.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page and policy FNF for more information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

District-owned technology resources may be issued to individual students for instructional purposes. Use of the district's network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content—commonly referred to as "sexting"—will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the "Before You Text" Sexting Prevention Course (https://txssc.txstate.edu/tools/courses/before-you-text/), a state-developed program that addresses the consequences of sexting.

Any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequence may be expulsion.

End-of-Course (EOC) Assessments

[See **Graduation** on page and **Standardized Testing** on page .]

English Learners (All Grade Levels)

A student who is an English learner is entitled to receive specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of both district personnel and at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent to any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page , may be administered to an English learner up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation** on page .]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the UIL Parent Information Manual (https://www.uiltexas.org/athletics/manuals) online. A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See UIL Texas (https://www.uiltexas.org/) for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. Parents are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB) course, or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight-reading Evaluation, and the student receives a grade below 70 in any course at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance, but is ineligible for other extracurricular activities for at least three weeks.

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are

stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: Student Council.

Fees (All Grade Levels)

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, and the like.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page .]
- A maximum fee of $50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirements. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the High School Principal. [See policy FP for more information.]

Fundraising (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See policies FJ and GE for more information.]

Gang-Free Zones (All Grade Levels)

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Gender-Based Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page .]

Grade-Level Classification (Grades 9–12 Only)

After grade 9, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student's mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like);
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed; and
- Procedures for a student to follow after an absence.

[See **Report Cards/Progress Reports and Conferences** on page for additional information on grading guidelines.]

Graduation (Secondary Grade Levels Only)

Requirements for a Diploma

A student must meet the following requirements to receive a high school diploma from the district:

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law;
- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE); and
- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on EOC assessments in:

- English I,
- English II,
- Algebra I,
- Biology, and
- U.S. History.

A student who does not achieve a sufficient score will have opportunities to retake an assessment.

State law allows a student to meet EOC requirements by substituting satisfactory performance on approved national standardized assessments or on the state-developed assessment used for entrance into Texas public universities. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation in the applicable content area. This may require the student's participation outside normal school operating times.

In limited circumstances, a student who fails to demonstrate proficiency on up to two of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[See **Standardized Testing** on page .]

Foundation Graduation Program

Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM);
- Business and Industry;
- Public Service;
- Arts and Humanities; and
- Multidisciplinary Studies.

Endorsements earned by a student will be noted on the student's transcript.

A student can complete the foundation graduation program with a "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

A **Personal Graduation Plan** will be completed for each high school student, as described on page .

State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student's sophomore year, the student and student's parent may request that the student graduate without an endorsement. The district will advise the student and the student's parent of the specific benefits of graduating with an endorsement. The student and the student's parent must then submit written permission to the school counselor for the student to graduate without an endorsement. A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student's desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on his or her transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a license or certificate recognized at the state, national, or international level. The school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student's parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

Credits Required

The foundation graduation program requires completion of the following credits:

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4
Science	3	4
Social Studies	3	3
Physical Education	1	1
Languages other than English	2	2
Fine Arts	1	1
Locally required course	1	1
Electives	4	6
Total	**22 credits**	**26 credits**

Additional considerations apply in some course areas, including:

- **Mathematics.** To obtain the distinguished level of achievement under the foundation graduation program, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits. A student's completion of the distinguished level of achievement is a requirement to be considered for automatic admission to a Texas four-year college or university and will be included on a student's transcript.
- **Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Languages other than English.** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits.
    - A student may satisfy one of the 2 required credits by successfully completing in elementary school a dual language immersion program or a course in American Sign Language.
    - In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

Available Endorsements

A student must specify upon entering grade 9 which endorsement he or she wishes to pursue.

Financial Aid Application Requirement

Before graduating from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

The Assistant Principal of Student Services will partner with faculty and college partners to offer evenings or in-school opportunities to complete the FAFSA or TASFA with assistance.

A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a form provided by the district indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a form provided by the district indicating that the student opts out; or
- A school counselor authorizes the student to opt out for good cause.

Please contact the school counselor for more information.

To confirm that a student has completed and submitted a TASFA, the student must submit:

- A screenshot that includes the processed date field of the FAFSA ApplyTexas Counselor Suite;
- Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;
- A copy or screenshot of the FAFSA acknowledgment page;
- A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);
- An acknowledgment receipt from an institution of higher education (IHE); or
- A copy of a financial aid award letter from an IHE.

Personal Graduation Plans

A personal graduation plan will be developed for each high school student.

The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class.

The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that promotes college and workforce readiness, promotes career placement and advancement, and facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will outline an appropriate course sequence based on the student's choice of endorsement.

Please review TEA's Graduation Toolkit (https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures).

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

Available Course Options for All Graduation Programs

Each spring, the district will update students on the courses required or offered in each curriculum area so students can enroll for the upcoming school year.

Note: The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for a course in the required curriculum other than fine arts or career and technical education (CTE), the district will offer the course the following year either by teleconference or at the school from which the transfers were requested.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Admission, review, and dismissal (ARD) committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law.

Upon the recommendation of the ARD committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

A student who receives special education services and has completed four years of high school but has not met the requirements of his or her IEP may participate in graduation ceremonies and receive a certificate of attendance. The student may then remain enrolled to complete the IEP and earn his or her high school diploma but will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL) for more information.]

Graduation Activities

Graduation activities will include:

- Senior Breakfast

- Baccalaureate
- Graduation

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments or been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. Keep in mind that participating in the ceremonies is not the same as graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

Students who are eligible to graduate but are assigned to a disciplinary alternative education program at the end of the school year will not be allowed to participate in the graduation ceremony and related graduation activities.

The following students and student groups shall be recognized at graduation ceremonies:

- Students who have earned approved graduation honors and regalia will be recognized by allowing those students to wear the approved regalia during the graduation ceremony.

Graduation Speakers

Certain graduating students will be given an opportunity to speak at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[See the Student Code of Conduct and policy FNA(LOCAL) for more information.]

[See **Student Speakers** on page for student speakers at other school events.]

Graduation Expenses

Because students and parents will incur expenses to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Fees** on page .]

Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the foundation graduation program may be eligible under the TEXAS Grant Program and the Teach for Texas Grant Program for scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Certain students who graduate early may also be eligible for the Texas First Scholarship Program.

See **College and University Admissions and Financial Aid (All Grade Levels)** on page for more information.

Contact the school counselor for information about other scholarships and grants available to students.

Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page .]

Hazing (All Grade Levels)

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** on page and policies FFI and FNCC for more information.]

Health—Physical and Mental

Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

A parent should contact the school nurse if a student has been diagnosed with COVID-19.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

Immunization (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. You may access the DSHS exemption form (https://dshs.texas.gov/immunize/school/exemptions.aspx) online or by writing to this address:

Texas Department of State Health Services
Immunization Section, Mail Code 1946
P.O. Box 149347
Austin, Texas 78714-9347

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis
- Polio
- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)
- Meningococcal
- Hepatitis A

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

For information on immunization against bacterial meningitis and college enrollment and attendance, see **Bacterial Meningitis** on page .

[See the DSHS's Texas School & Child Care Facility Immunization Requirements (https://www.dshs.state.tx.us/immunize/school/default.shtm) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or a disease, it spreads easily through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

The district does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The district will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website Managing Head Lice in School Settings and at Home (https://www.dshs.state.tx.us/schoolhealth/lice.shtm).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student.

In accordance with policy FFAC, authorized employees may administer:

- Prescription medication in the original, properly labeled container, provided by the parent along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellant is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

At the elementary level, a student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. A student at this level may apply his or her own sunscreen if the student is able to do so.

At the secondary level, a student may possess and apply sunscreen when necessary. If the student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

Asthma and Severe Allergic Reactions

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

See also **Food Allergies** on page .

Steroids (Secondary Grade Levels Only)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Mental Health Support (All Grade Levels)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

Harleton High School participates in Red Ribbon Week, partners with ETCADA, utilizes Texas Child Health Access Through Telemedicine (TCHATT), and incorporates the ESTEEM programs.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student’s return to school. Please contact the district’s mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation** on page and **Consent to Provide a Mental Health Care Service** on page for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** on page for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** on page for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** on page for board-adopted policies and administrative procedures that promote student health.

Physical Activity Requirements

Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will not actively participate in skill demonstration but will remain in class to learn the concepts of the lessons.

Physical Fitness Assessment (Grades 3–12)

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of his or her child's physical fitness assessment conducted during the school year by contacting:

Crystal Brock

High School Principal

903-777-2711

Physical Health Screenings/Examinations

Athletics Participation (Secondary Grade Levels Only)

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program.
- District marching band.
- Any district extracurricular program identified by the superintendent.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

See the UIL's explanation of sudden cardiac arrest (https://www.uiltexas.org/health/info/sudden-cardiac-death) for more information.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

Other Examinations and Screenings (All Grade Levels)

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues or for abnormal spinal curvatures.

[See policy FFAA for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.HarletonISD.net for information regarding meningitis.

Note: Entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization** on page .]

Diabetes

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL) for more information.]

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by

breathing, eating, or touching the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) *Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis* found on the DSHS Allergies and Anaphylaxis website (https://www.dshs.texas.gov/schoolhealth/allergiesandanaphylaxis/)

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.HarletonISD.net.

[See **Celebrations** on page and policy FFAF for more information.]

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page and contact the school nurse for more information.]

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The district full-time nurse, Shannon Hearron, at HearronShannon@harletonisd.net.
- The High School Assistant Principal of Student Services, Honey Ratcliff, at RatcliffHoney@harletonisd.net.
- The local public health authority, Jennifer Hancock, RN, BSN, which may be contacted at 903-938-8338.
- The local mental health authority, Community Healthcore, which may be contacted at www.communityhealthcore.com or 903-758-2471.

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at https://pol.tasb.org/Home/Index/608.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.See DIP at www.HarletonISD.net.

The district has developed administrative procedures as necessary to implement the above policies and plans.

For further information regarding these procedures and access to the District Improvement Plan, please contact Shannon Hearron at HerronShannon@harletonisd.net.

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held meetings. Additional information regarding the district's SHAC is available from the District Nurse's office.

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the district website at www.HarletonISD.net.

[See **Consent to Human Sexuality Instruction** on page , **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page , and policies BDF and EHAA. for more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. For questions about the content or implementation of the district's wellness policy and plan, please contact Shannon Hearron at HearronShannon@harletonisd.net.

Homework (All Grade Levels)

Harleton High School utilizes both in class and out of class instruction to facilitate the delivery of instruction to our students. The assignment of homework is subject to the parameters of the Harleton High School grading policy and is at the discretion of the individual teachers.

Law Enforcement Agencies (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

- Verify and record the identity of the officer or other authority and ask for an explanation of the need to question the student at school.
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily be present for the questioning or interview, unless the interviewer raises what the principal considers to be a valid objection.

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation

officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of his or her ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

[See policy GRAA(LEGAL) for more information.]

Leaving Campus (All Grade Levels)

Remember that student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day.

State rules require parental consent before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school

may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

During Lunch

Harleton High School is a closed campus. Students are not allowed to leave campus during the lunch period. However, a student's school day may conclude before the start of the lunch period due to their schedule of courses (early release). If a student has no course scheduled after the lunch period, they are allowed to leave campus for the day. Once a student leaves campus for the day, they are not allowed to return to campus until the next school day, unless they are returning for a scheduled practice, detention, or other approved actions.

At Any Other Time during the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Lost and Found (All Grade Levels)

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence (All Grade Levels)

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade. [See **Attendance for Credit or Final Grade** on page .]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

DAEP Makeup Work

Grades 9–12

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), he or she will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL) for more information.]

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)

Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Honey Ratcliff, Assistant Principal of Student Services, 903-777-2711.

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator, Crystal Brock, or the ADA/Section 504 Coordinator, Honey Ratcliff, at 903-777-2711.
- For all other concerns regarding discrimination, see the superintendent, Jay Ratcliff, at RatcliffJay@harletonisd.net.

[See policies FB, FFH, and GKD for more information.]

Nontraditional Academic Programs (All Grade Levels)

Harleton High School is committed to offering students expanded access to a variety of educational, non-traditional school day educational opportunities that include but may not be limited to, face to face dual credit instruction. All non-traditional academic programs must be approved by the High School Principal, Crystal Brock.

Parent and Family Engagement (All Grade Levels)

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page .]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at 903-777-2711 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page .]

- Becoming a school volunteer. [See **Volunteers** on page and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include:W.I.N. Committee, All-Sports Backers, AG Booster Club, and Band Booster Club.
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact the High School Office at 903-777-2711.
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See **School Health Advisory Council (SHAC)** on page and policies BDF, EHAA, FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the second Tuesday of each month at 7:00 p.m. in the Board Room located on the High School Campus. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting on the district bulletin board located outside of the High School Main Entrance and online at www.HarletonISD.net. [See policies BE and BED for more information.]

Parking and Parking Permits (Secondary Grade Levels Only)

A student must present a valid driver's license and proof of insurance to be eligible for a parking permit.

Students must request a parking permit and pay a fee of $5 to park in a school parking lot. So long as space is available, parking permits may be issued throughout the year.

Students will not be permitted to:

- Speed.
- Double-park.
- Park across a white or yellow line.
- Park in a fire lane.
- Sit in parked cars during school hours.

Students may be subject to disciplinary action for violation of these rules. The district may tow cars that are parked in violation of these rules.

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page .]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

Prayer (All Grade Levels)

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt school activities. The school will not encourage, require, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the district will consider:

- Teacher recommendation,
- Grades,
- Scores on criterion-referenced or state-mandated assessments, and
- Any other necessary academic information as determined by the district.

High School Grade Levels

To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards.

A student in grades 9–12 will be advanced a grade level based on the number of course credits earned. [See **Grade-Level Classification** on page .]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation** on page and **Standardized Testing** on page .]

Release of Students from School

[See **Leaving Campus** on page .]

Remote Instruction

The district may offer remote instruction in accordance with TEA guidelines.

All district policies, procedures, guidelines, rules, and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's performance and absences in each class or subject are issued at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will receive a progress report if their child's performance in any course/subject area is near or below 70 or is below the expected level of performance. If a student receives a grade lower than 70 in any class or

subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See **Working Together** on page for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the the principal, superintendent, and school board pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See **Grading Guidelines** on page and policy EIA(LOCAL) for more information.]

Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70.

Report cards and unsatisfactory progress reports are not required to be signed by the parent and returned to the school. The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page .]

Safety (All Grade Levels)

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by completing the Crisis Go form at https://safe2speakup.com/onlinebully?workspace=HarletonISDTX.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Insurance for Career and Technical Education (CTE) Programs

The district may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the district's CTE programs.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training: CPR and Stop the Bleed

The district will annually offer instruction in CPR at least once to students enrolled in in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification.

The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see:

- Homeland Security's Stop the Bleed (https://www.dhs.gov/stopthebleed)
- Stop the Bleed Texas (https://stopthebleedtexas.org/)

Emergency Medical Treatment and Information

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, and the like).

The district may consent to medical treatment, which includes dental treatment, if necessary, for a student if:

- The district has received written authorization from a person having the right to consent;
- That person cannot be contacted; and
- That person has not given the district actual notice to the contrary.

The emergency care authorization form will be used by the district when a student's parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the district to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to

notify your child's school when a phone number changes. State law requires parents to update contact information within two weeks after the date the information changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

KYKX	Longview	105.7
KWKH	Shreveport	1130 AM
KFXK	Longview	Channel 51
KLTV	Tyler	Channel 7

[See **Automated Emergency Communications** on page .]

SAT, ACT, and Other Standardized Tests

[See **Standardized Testing** on page .]

Schedule Changes (Middle/Junior High and High School Grade Levels)

Students are allowed to request schedule changes by scheduling an appointment with the Assistant Principal of Student Services. Schedule change request may not be approved due to several reasons including but not limited to the timing of the request and conflicts with the student's schedule.

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator, Jay Ratcliff, at RatcliffJay@harletonisd.net or call 903-777-2372.

Food and Nutrition Services (All Grade Levels)

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

To apply for free or reduced-price meal services, contact the High School Office at 903-777-2711.

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase

meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals.

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the High School Office. [See policy FFA for more information.]

Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the district's IPM coordinator at 903-777-2372.

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Library (All Grade Levels)

The library is open for independent student use during the following times with a teacher permit:

- Before and after school (open and close times are dependent on the librarian's schedule)
- *During the school day (with permission of the student's scheduled teacher and librarian)*
- *The library is open during break and is closed during lunch*

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7 a.m.

- *The cafeteria*
- *The food court*
- *The food court restrooms (Parking Lot Student Entrance)*

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

School-Sponsored Field Trips (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. See **Fees (All Grade Levels)** on page for more information.

The district is not responsible for refunding fees paid directly to a third-party vendor.

Searches

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches.

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

District Property (All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

Metal Detectors (All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Telecommunications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See **Electronic Devices and Technology Resources** on page and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Drug Testing (Secondary Grade Levels Only)

Harleton ISD requires drug testing of any student in grades 7 – 12 who chooses to participate in any school-sponsored extracurricular activities.

A student participating in these activities shall be tested randomly throughout the school year for the presence of illegal drugs and alcohol.

The purpose of the drug-testing program is to deter student use of illegal and performance enhancing drugs or alcohol.

[See **Steroids** on page .]

Vehicles on Campus (Secondary Grade Levels Only)

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Sexual Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page .]

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the Assistant Principal of Student Services, Honey Ratcliff.

The Texas State Library and Archives Commission's Talking Book Program (https://www.tsl.texas.gov/tbp/index.html) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing

Secondary Grade Levels

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

Note: These assessments may qualify a student to receive a performance acknowledgment on the student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Science in grades 5 and 8
- Social Studies in grade 8

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

Failure to Perform Satisfactorily on STAAR Reading or Math

If a student in grades 3–8 does not perform satisfactorily on the state assessment, the district will provide accelerated instruction for the student. A student who does not attend accelerated instruction may violate school attendance requirements.

For a student who does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8, the district will establish an accelerated learning committee (ALC), which includes the student's parent, to develop an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the next school year. The district will document the educational plan in writing and provide a copy to the student's parent.

The parent of a student in grades 3, 5, or 8 who fails to perform satisfactorily on the math or reading assessment may:

- Request that the district consider assigning the student to a particular classroom teacher in the applicable subject area, if more than one classroom teacher is available.
- File a grievance or complaint regarding the content or implementation of the ALC's educational plan. See **Complaints and Concerns (All Grade Levels)** on page and FNG(LOCAL).

Standardized Testing for a Student Enrolled Above Grade Level

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grades 3–8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

Standardized Testing for a Student in Special Programs

Certain students—some with disabilities and some classified as English learners—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

Personal Graduation Plans - Middle or Junior High School Students

For a junior high-school student who does not perform satisfactorily on a state-mandated examination, a school official will prepare a personal graduation plan (PGP).

School officials will also develop a PGP for a junior high-school student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment. The plan will, among other items;

- Identify the student's educational goals,
- Address the parent's educational expectations for the student, and
- Outline an intensive instruction program for the student.

[See the principal and policy EIF(LEGAL) for more information.]

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[See **Personal Graduation Plans** on page for information related to the development of personal graduation plans for high school students.]

High School Courses End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments is required for graduation, unless waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP).

[See **Graduation** on page .]

Failure to Perform Satisfactorily on an EOC

If a student does not perform satisfactorily on an EOC, the district will provide accelerated instruction.

Failure of a student to attend accelerated instruction may result in violations of required school attendance.

Students in Foster Care (All Grade Levels)

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care).

If you have questions, please contact the district's foster care liaison, the High School Principal, at BrockCrystal@harletonisd.net or 903-777-2711.

[See **A Student in the Conservatorship of the State (Foster Care)** on page .]

Students Who are Homeless (All Grade Levels)

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

For more information on services for students who are homeless, contact the district's homeless education liaison, Jay Ratcliff, ratcliffjay@harletonisd.net or 903-777-2372.

[See **A Student Who is Homeless** on page .]

Student Speakers (All Grade Levels)

The district provides students the opportunity to introduce the following school events. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See **Graduation** on page for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Summer School (All Grade Levels)

For information concerning summer school, contact the Assistant Principal of Student Services or the High School Principal.

Tardies (All Grade Levels)

See Tardy policy

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

For information on library books and other resources students may access voluntarily, see **Library (All Grade Levels)** on page .

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

The superintendent is authorized to investigate and approve transfers between schools.

[See **Safety Transfers/Assignments** on page , **Bullying** on page , and **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page , for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for his or her child to ride with or be released after the event to the parent or another adult designated by the parent. [See **School-Sponsored Field Trips** on page .]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact, the Director of Transportation, Mike Harper, at 903-777-2372.

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Vandalism (All Grade Levels)

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras (All Grade Levels)

For safety purposes, the district uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, contact the principal or who the district has designated to coordinate the implementation of and compliance with this law.

[See policy EHBAF(LOCAL) for more information.]

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** on page for video and other recording by parents or visitors to virtual or in-person classrooms.]

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and comply with all applicable district policies and procedures. All visitors should be prepared to show identification.

Individuals may visit classrooms or observe virtual instruction during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** on page for video and other recording by parents or visitors to virtual or in-person classrooms.]

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

The district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Volunteers (All Grade Levels)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact the High School Office at 903-777-2711 for more information and to complete an application.

The district does not require state criminal history background checks for volunteers who are parents, guardians, or grandparents of a child enrolled in the district.

Subject to exceptions in accordance with state law and district procedures, other volunteers will be subject to a state criminal history background check, and the volunteer must pay all costs for the background check.

Voter Registration (Secondary Grade Levels Only)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Glossary

Accelerated instruction, also referred to as supplemental instruction, is an intensive supplemental program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment.

Accelerated learning committee (ALC) is a committee that must be established when a student does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8. The committee includes district personnel and the student's parent and develops an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the end of the next school year.

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

ED stands for the U.S. Department of Education.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments is required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act.

FERPA refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines

conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten–grade 12.

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Appendix: Freedom from Bullying Policy

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit https://pol.tasb.org/Home/Index/608. Below is the text of Harleton ISD's policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on October 16, 2017.

STUDENT WELFARE: FREEDOM FROM BULLYING FFI(LOCAL)

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, **serves as** a witness, or participates in an investigation.

EXAMPLES
Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM
A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING

REPORT This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. This conduct is considered bullying if it:

2. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and

2. In Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

PROCEDURES

STUDENT REPORT
Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct. To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

EMPLOYEE REPORT
REPORT FORMAT

PROHIBITED CONDUCT
A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct. The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

INVESTIGATION OF REPORT
CONCLUDING THE IN*V*ESTIGATION

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee. If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

NOTICE TO PARENTS

DISTRICT ACTION

BULLYING
If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

DISCIPLINE
A student who is a victim of bullying and who used reasonable self defense in response to the bullying shall not be subject to disciplinary action.

CORRECTIVE ACTION
The discipline of a student with a disability is subject to applicable **stat**e and federal law in addition to the Student Code of Conduct.

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

TRANSFERS
The principal or designee shall refer to FDB for transfer provisions.

COUNSELING
The principal or designee shall notify the victim, the student who **engaged** in bullying, and any students who witnessed the bullying of available counseling options.

IMPROPER CONDUCT

CONFIDENTIALITY

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation. A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate **level**. Retention of records shall be in accordance with CPC(LOCAL).
APPEAL

RECORDS RETENTION

ACCESS TO POLICY AND PROCEDURES
This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Harrison County Shared Services Arrangement
Interlocal Agreement

The ELYSIAN FIELDS INDEPENDENT SCHOOL DISTRICT, HARLETON INDEPENDENT SCHOOL DISTRICT, KARNACK INDEPENDENT SCHOOL DISTRICT, and WASKOM INDEPENDENT SCHOOL DISTRICT ("Member Districts"), hereby agree to cooperatively operate their special programs under the authority of Interlocal Cooperation Act, TEX. GOVT CODE ANN §791.001 *et seq.*, as the HARRISON COUNTY SHARED SERVICES ARRANGEMENT (hereinafter "the SSA"). Member Districts agree to the following:

1. General Covenants and Provisions

1.1 The purpose of this Agreement is to create a cooperative arrangement whereby the Member Districts may provide for the efficient delivery of legally required special education and related services to eligible students with disabilities.

1.2 The Member Districts do not intend by entering this Agreement, or otherwise, to create a separate or additional legal entity.

1.3 The SSA's administrative offices will be located in Waskom, Texas.

1.4 The special education program will be operated in compliance with federal and state law, including the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1401 *et seq*.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701 *et seq*.; the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 *et. seq*.; Chapter 29 of the Texas Education Code, implementing regulations for all applicable statutes; section 1.3 of the Financial Accounting and Reporting Module of the Financial Accountability System Resource Guide (FASRG) and the SSA's Operating Guidelines, if any, approved by the Management Board.

1.5 Any SSA Operating Guidelines or policies inconsistent with the provisions continued herein shall be deemed null and void.

1.6 Each Member District retains the responsibility for providing services and programs pursuant to Section 504 of the Rehabilitation Act. Notwithstanding, the SSA will comply with the Section 504 of the Rehabilitation Act as indicated in Section 1.4.

1.7 Each Member District retains financial responsibility for students who are enrolled in the Region Day School Program for the Deaf (RDSPD), which is not part of this SSA. Notwithstanding, the SSA provides services for (AI) and (VI) students 0-3. It is agreed and understood that each Member District retains responsibility for

transportation to and from the RDSPD sites or Texas School for the Deaf, if required by a student's Individual Education Plan (IEP) as determined by an Admission, Review, and Dismissal Committee of the Member District. The Director of the SSA may attend RDSPD meetings on behalf of the SSA.

2. Management

2.1 The SSA will be governed by a Management Board (the "SSA Management Board") composed of the superintendents of the Member Districts as the representatives of the Boards of Trustees of the Member Districts. Each superintendent or the superintendent's designee shall attend the regularly scheduled SSA Management Board meetings. Superintendents shall keep their respective Member District boards advised of SSA Management Board actions as appropriate.

2.2 The Management Board shall elect a Chairperson from among its members and may also designate a secretary, who may or may not be a member of the SSA Management Board.

2.3 Except as provided herein, actions shall require the approval of a majority of the SSA Management Board. No proxies are permitted.

2.4 The SSA Management Board shall annually designate its regular meeting dates for conducting and reviewing the administration and operation of the interlocal agreement, which meetings shall be held at least quarterly. The Director has discretion to call additional meetings. Any Member District may request a meeting of the Management Board.

2.5 The Director, through the Fiscal Agent, on behalf of the SSA, may purchase goods and services necessary to administer and operate the SSA.

2.6 Additional powers and duties of the SSA Management Board shall be determined by the adoption of the operating guidelines and procedures for the SSA's operation.

2.7 The SSA Management Board may, by a majority vote of its membership, revoke the membership of a Member District for intentional non-compliance with the terms of the Agreement or for intentional non-compliance with the policies and procedures of the SSA. The Member District subject to revocation is responsible for ensuring that any TEA requirement for effectuating a withdrawal from the SSA is met. That district's removal from the SSA shall be effective on the following June 30th, at the end of the SSA's fiscal year. The Member District subject to

revocation shall return to the SSA any supplies, equipment, or fixtures in its possession that were purchased with SSA funds prior to or by the effective June

30th final day of the member's participation in the SSA. The Member Districts further agree that any fund balance, including all roll-forward monies remaining in the SSA's operating fund as of the June 30th date set forth above, shall remain with the SSA. A District whose membership is revoked is not entitled to any distribution of funds or property.

The Board of Trustees of the Member District being recommended for revocation shall have no vote in such proceedings. Revocation will be subject to the approval of a majority of Member Districts with the exception of the Member District being recommended for revocation.

2.8 Any Member District that does not agree to the terms of this SSA Agreement and does not properly execute this Agreement will not be considered a party to this Agreement and will be deemed to have been withdrawn from the SSA without the necessity of further action by the remaining Member Districts, any person, entity, or agency. Disposition of property shall be governed by Section 5.6.

3. Personnel

3.1 The Chief Administrator of the SSA will be the Special Education Director of the Fiscal Agent ("Director" or "SSA Director"), who will be recommended for employment to the Board of Trustees of the Fiscal Agent district by the SSA Management Board. The Director shall serve under a contract with the Fiscal Agent district and be subject to the personnel policies of the Fiscal Agent district. Administrative decisions regarding daily operations of the instructional program and the purchasing of approved budgeted expenditures consistent with SSA policy are within the authority of the Director. SSA Operating Guidelines may limit or expand the administrative authority and contractual power of the Director beyond the provisions set forth herein. Other SSA Director responsibilities include: (a) recommendation of operating guidelines for the SSA; (b) recruitment, interviewing, and recommendation of employment of SSA personnel to the Management Board, who then make a recommendation to the Fiscal Agent Board, as needed to ensure that the SSA is staffed with qualified personnel; (c) purchasing of materials, approval of bills, overseeing disbursements and keeping records of all transactions, application for special funding; (d) supervising, evaluating, and recommending employment status of other SSA personnel; (e) and other duties as assigned by the Fiscal Agent, taking into consideration the recommendations of the SSA Management Board.

3.2 For records in possession of the SSA, the Director shall serve as a deputy officer for the Fiscal Agent for purposes of the Texas Public Information Act and the Local

Government Records Act and will send to each Member District any records requests submitted to the SSA and the corresponding responsive records. Each Member District retains responsibility for records requests made pursuant to the Texas Public Information Act, the Family Educational Rights and Privacy Act (FERPA), and the Individuals with Disabilities Education Act (IDEA) that are submitted directly to the Member District.

3.3 SSA personnel are employed by the Fiscal Agent and are subject to the personnel policies of the Fiscal Agent, including but not limited to all policies governing contracts, at-will employment, standards of conduct, leave and other benefits. All personnel of the Member Districts who may provide special education services are subject to SSA Operating Guidelines. The Fiscal Agent may consider recommendations from the SSA Management Board when employing SSA personnel but retains final hiring and termination authority regarding employment of SSA personnel.

3.4 Employees set forth in 3.1 and 3.3 shall be subject to the salary schedule approved by the SSA Management Board, subject to final approval by the Fiscal Agent Board of Trustees each school year. As necessary, the Fiscal Agent District must act to ratify Board decisions on employment matters involving SSA personnel.

3.5 Any hearing on an employee grievance, termination, or non-renewal is the responsibility of, and will be held in accordance with, the policies of the District with whom the employee has a contract or employment relationship. With respect to employee grievances or hearings involving SSA personnel, the policies of the Fiscal Agent District shall apply, except that wherever the terms “Board of Trustees” or “Board” appear in such policies, those terms shall refer to the Board as defined in this Agreement (Management Board).

3.6 Except as otherwise provided herein, SSA personnel who provide special education services to Member Districts and SSA office personnel, shall be evaluated by the Director or other appropriate supervisor, pursuant to the evaluation policies and procedures of the Fiscal Agent or the SSA Operating Guidelines as determined by the Director. The Fiscal Agent may consider recommendations from the SSA Management Board when employing or evaluating SSA personnel but retains final hiring and termination authority regarding employment of SSA personnel.

4. Fiscal Agent

4.1 WASKOM INDEPENDENT SCHOOL DISTRICT will serve as the Fiscal Agent for the Cooperative. WASKOM INDEPENDENT SCHOOL DISTRICT acknowledges that it is

an accredited Texas school district.

4.2 Except as otherwise provided herein, the Fiscal Agent will account for salaries and expenses of SSA personnel and IDEA Part B funds. The Director, on behalf of the Fiscal Agent accounts for SSA operating expenses including state and local (437) funds. The Fiscal Agent will maintain personnel records and payroll systems for SSA personnel.

4.3 Except as otherwise provided herein, the Fiscal Agent is responsible for applying for, receiving, collecting, expending, and distributing all funds, regardless of source, in accordance with the budget adopted by the SSA Management Board. The Fiscal Agent shall provide accounting services, reports, SSA records, if any. Notwithstanding 4.10, it is agreed and understood that the Fiscal Agent assumes no responsibility for a Member District's failure to maintain its maintenance of effort. The Fiscal Agent will utilize an acceptable cost allocation method consistent with the *Financial Accountability Systems Resource Guide* (FASRG) Section 1.3, 1.4, (Basis of Allocations of Costs of the Fiscal Agent).

4.4 The Fiscal Agent must notify other Member Districts of any intention to withdraw as Fiscal Agent of the SSA on or before December 1st preceding the end of the last fiscal year it intends to serve as Fiscal Agent. After a satisfactory independent audit of the SSA's accounts, the transfer of Fiscal Agent status will become effective July 1st.

4.5 The Director, through the Fiscal Agent, on behalf of the SSA may negotiate contracts with outside service providers for special education and related services for students with disabilities. The Director, through the Fiscal Agent, on behalf of the SSA shall request compliance with the ADA and FERPA by each service provider.

4.6 Except as otherwise provided herein, the Fiscal Agent will prepare and submit, on behalf of the SSA, any reports or applications required by federal or state law or SSA Operating Guidelines.

4.7 Should the Fiscal Agent cease for any reason to serve, the SSA Management Board will by majority vote appoint another Member District as Fiscal Agent, subject to approval of the Board of Trustees of the Member District appointed to serve.

Notwithstanding, a Member District may serve as Fiscal Agent only upon receipt of specific approval by all Member District Boards of Trustees and subject to an amendment of this Agreement.

4.8 The Fiscal Agent, as a Member District, is subject to SSA Operating Guidelines and

procedures. The Fiscal Agent will be responsible for reporting to internal and external entities, including fiscal reporting through the PEIMS 032 or 033 records, whichever may be applicable with TEA guidelines. Each District reports 033 based upon information provided by the SSA.

4.9 Each Member District is responsible for tracking and submitting all necessary paperwork to apply for Medicaid reimbursement for eligible services for each Member District's enrolled students. All Medicaid reimbursements remain with each Member District.

4.10 The Fiscal Agent is responsible for ensuring that all funds are used in accordance with required provisions. If the Fiscal Agent fails to comply with grant provisions or other federal requirements are not met, the Fiscal Agent is responsible to the TEA for the consequences of instances of noncompliance.

5. Member Districts' General Obligations

5.1 Each Member District acknowledges that federal funds received from the State for special education programs and services flow directly to the Fiscal Agent. Member Districts agree that any other funds assessed under SSA Operating Guidelines or other legal requirements will be remitted to the Fiscal Agent within forty-five (45) calendar days from the date the invoice is received from the Fiscal Agent.

5.2 Each Member District may set aside 25% of its IDEA Part-B formula funds ("set aside" funds) to be applied to costs associated with the residential placement of any student residing within that Member District.

Except as otherwise provided herein or otherwise determined by the United States Department of Education (USDOE), the Director will comply with the procedures of 19 Tex. Admin. Code §89.61 when contracting for residential educational placements for a student served by a Member District.

Additionally, the Member District of residence of a residentially placed student shall provide an amount no less than its local tax share per average daily attendance for payment of residential costs of such student, as per 19 Tex. Admin. Code §89.61. This provision shall not be construed as an agreement of the parties to pool the 25% set-aside to be applied toward the residential placement of a

student, absent a mandate from a government agency with regulatory authority to require the pooling of those funds. The 25% set aside for a Member District in the SSA that is residentially placing a student will be calculated on that Member

District's tentative entitlement consistent with the TEA 2020-2021 Special Education Consolidated Grant Application Program Guidelines.

Each Member District agrees that any Member District for which IDEA Part B funds have been applied toward a residential placement will not be required to repay the SSA for such funding.

5.3 Each Member District agrees to cooperate with the Fiscal Agent in maintaining the proper fiscal, personnel, and student records for SSA operations.

5.4 Repayments to TEA due to a violation of Federal rules on Maintenance of Effort ("MOE") by any school district shall be the responsibility of the Member District that violated the MOE requirement. The Member District agrees to submit payment to the Fiscal Agent in the amount equal to the repayment due TEA. Upon receipt of the payment, the Fiscal Agent will submit to TEA the amount of repayment due from IDEA-Part B funds. Should TEA find that a Member District is in violation of the MOE requirements, then the Member District will submit any amount assessed by the Agency to the Fiscal Agent or TEA within 10 business days in an effort to avoid any withholding of e-grant funds.

5 .5 Unless otherwise provided herein, title to and ownership of all personal property of whatever type or nature, acquired, purchased, encumbered, or committed to by the SSA with SSA funds, whether through purchase, lease, time payment, or any other acquisition agreement, regardless of whether the source of such SSA funds was from local, state, federal, or private sources, are the property of the collective SSA and not that of individual Member Districts. All personal property of whatever nature individually purchased with Member District funds or otherwise acquired by individual Member Districts from local resources shall remain that Member District's property, regardless of its use by the SSA for SSA educational services. Agreements pertaining to purchase of real property or any deeds pertaining to real property are not governed by this Agreement.

5.6 A Member District may withdraw from the SSA by providing the other Member Districts with written notice of its intent to withdraw. Such notice shall be submitted by December 1st before the end of the fiscal year during which the Member District intends to withdraw. The withdrawing Member District is responsible for ensuring that any TEA requirements for effectuating a withdrawal are met, including providing any requisite notice of intent to withdraw. The

Member's withdrawal from the SSA shall be effective on the following June 30th, at the end of the SSA's fiscal year. The withdrawing Member District shall return

to the SSA any supplies, equipment, or fixtures in its possession that were purchased with SSA funds, prior to or by the effective June 30th final day of the withdrawing member's participation in the SSA. The Member Districts further agree that any uncommitted surplus funds, after charges and liabilities, remaining in the SSA's operating fund as of the June 30th date set forth above, shall be calculated, and the withdrawing member shall receive a proportionate share, as calculated pursuant to the formula set forth in Section 6.2 herein, of such remaining balance, in full and complete payment for, and settlement of, any legal and equitable rights and interests, if any, such withdrawing member may have in the SSA's property or assets.

6. Fiscal Practices

6.1 The SSA will operate on a budget prepared by the Director and approved by the SSA Management Board and Member District Boards of Trustees as part of the respective Member Districts' overall budget approval process. Any Member District exceeding budget allocations without the proper budget amendments will be solely responsible for these expenditures.

6.2 Administrative and uncontrollable costs will be shared proportionately among Member Districts based on a ratio that compares each Member District's special education enrollment to the total number of special education students enrolled in all Member Districts. Enrollment figures used to determine district contributions will be based upon a three-year average of the percentage of Special Education students enrolled in each District as compared to the percentage of students enrolled in the SSA as of the PEIMS snapshot date. Member Districts may be assessed additional charges for high-cost needs of individual students or services for students in low-incidence populations (e.g., evaluation or services of visually impaired or deaf and hard of hearing students). Member Districts will be invoiced semi-annually for any additional charges and agree to submit funds to the fiscal agent on behalf of the HCSSA for same.

6.3 The SSA's accounts will be audited annually by the independent auditor for the Fiscal Agent at SSA's expense.

6.5 The SSA will fund extended school year programs that are based upon appropriate ARD Committee recommendations.

6.6 Uncontrollable costs that impact that Fiscal Agent as a direct result of its role as the

Fiscal Agent shall be shared proportionately among Member Districts based on the ratio described in 6.2.

7. Dissolution

7.1 Dissolution of this Agreement shall require the affirmative vote of a majority of the Member Districts' Boards of Trustees. The Fiscal Agent will provide timely notice to TEA of the intent to dissolve. Upon dissolution, the SSA's funds and any other remaining assets, after any charges and liabilities, will be divided among the Member Districts, prorated in the same manner as administrative costs as provided by Section 6.2 based upon the most recent snapshot data at the time of the dissolution. The dissolution will take effect on July 1st after the first January 1st following the dissolution vote.

7.2 Should the SSA dissolve, an inventory of SSA property will be conducted at the direction of the Director. Instructional materials and equipment purchased for use in each district will remain in the respective districts and become the property of that district. The Director will divide any other remaining assets among the Member Districts on the same prorated basis as administrative costs are assigned as provided by Section 6.2 based upon the most recent snapshot data at the time of the dissolution.

7.3 Agreements pertaining to purchase of real property shall supersede any provisions herein; this Agreement does not govern the purchase or selling of real property.

8. Risk of Loss

8.1 Except as otherwise provided herein, each Member District bears its own risk of loss. "Loss" includes but is not limited to damage to or loss of personal or real property, costs of administrative hearings, litigation expenses, awards of actual damages, court costs, attorneys' fees, and settlement costs.

8.2 Each Member District will insure its owned or leased vehicles used in the transportation of students with disabilities for the statutory maximum limits of school district liability for motor vehicle accidents.

9. Transportation

Each Member District bears responsibility for providing or contracting for the transportation of each of its transportation-eligible students to each facility at which services are provided.

10. Legal Responsibilities

10.1 The Member District wherein a student resides shall be solely responsible for the provision of a Free Appropriate Public Education (FAPE).

10.2 The Member District wherein a student resides is responsible for legal costs, court costs, and attorney's fees resulting from litigation directly involving that student.

10.3 If the SSA or the Fiscal Agent, in its role as Fiscal Agent, is a named party (e.g., in addition to the Member District wherein the student resides) in a Due Process Hearing or legal proceeding in state or federal court (e.g., brought pursuant to the IDEA, Section 504, or ADA) involving a special education student receiving services from a Member District, each Member District will be responsible for a prorated amount of legal fees/costs based on the formula set forth in Section 6.2 herein. These costs are solely related to legal fees incurred by the SSA or Fiscal Agent required for the legal defense of the SSA or Fiscal Agent. The Fiscal Agent, as a Member District, is subject to 10.1 and 10.2 regarding litigation involving students who reside in the Fiscal Agent's district.

10.4 Except as otherwise provided herein, if the SSA or the Fiscal Agent is a named party in a lawsuit filed against the SSA or the Fiscal Agent in state or federal court, and such lawsuit is based on a state or federal law other than the IDEA/Section 504/ADA or such lawsuit is filed by an SSA employee, then each Member District will be responsible for a prorated amount based on the formula set forth in Section 6.2 herein. This provision contemplates lawsuits that arise from the Fiscal Duties as set forth herein. This provision contemplates that the Fiscal Agent is acting in compliance with applicable state and federal law.

10.5 With the exception of SSA personnel, each Member District shall be responsible for legal fees incurred due to complaints, grievances, terminations, non-renewals litigation arising from an employee with whom the district has a contract or with whom the district has an employment relationship. Member Districts agree to share legal costs associated with any complaint, grievance, termination, non renewal or litigation by SSA Personnel based on the formula set forth in Section 6.2.

10.6 The legal responsibilities stated herein shall survive the expiration of this Agreement should litigation arise from events that occurred during the term of the Agreement.

10.7 The Member Districts of this SSA Agreement agree to negotiate in good faith in an effort to resolve any dispute related to this Agreement. If the dispute cannot be resolved by negotiations, the dispute shall be submitted to mediation before proceeding to litigation. If the need for mediation arises, a mutually acceptable mediator shall be chosen by the parties to the dispute. The parties shall share the cost of mediation services based upon the prorated amount set forth in Section 6.2 herein. Mediation is a voluntary dispute resolution process in which the parties to the dispute meet with an impartial person, called a mediator, who will help to resolve the dispute informally and confidentially. Mediators facilitate the resolution of disputes but cannot impose binding decisions. The parties to the dispute must agree before any settlement is binding.

10.8 The SSA will conduct necessary educational and psychological evaluations of students, for whom parents have consented to a full and individual initial evaluation (FIE) or re-evaluation. The SSA will fund Independent Educational Evaluation (IEEs) consistent with SSA IEE criteria. Should it be necessary to request a due process hearing to override the lack of parental consent or to defend the District's own IEE, such shall be the responsibility of the Member District wherein the student resides.

11. The Agreement

11.1 This Agreement will be considered automatically renewed by each Member District annually on July 1st unless notice of withdrawal or dissolution is given under the terms of this Agreement or this agreement is amended in writing and approved by a majority of the Member Districts' respective Boards of Trustees. In the event this Agreement is amended, and a Member District refuses to execute the amendment or new Agreement, then that Member District will be deemed to have withdrawn from the SSA without the necessity of further action as of the end of the fiscal year. In the event there is a dispute among the Member Districts regarding revisions or modifications to this Agreement, the Member District(s) electing not to agree to execute the modifications to the Agreement will not be a member of the SSA. Section 5.6 (member withdraws) shall control.

11.2 This Agreement will supersede all previous agreements among the parties in relation to the operation of the SSA and responsibilities under any prior SSA agreement.

11.3 This Agreement will apply to and bind the representatives and successors in interest of the parties to this Agreement.

11.4 This Agreement is governed by the laws of the State of Texas.

11.5 If any provision of this Agreement becomes or is held violative of any law or unenforceable, then the invalidity of that provision will not invalidate the remaining provisions. The Member Districts agree that all remaining provisions of this Agreement will remain in effect.

11.6 Citations of and references to any specific federal or state statute or administrative regulation in this Agreement include any amendment to or successor of that statute or regulation.

11.7 It is understood and agreed that this Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

11.8 It is agreed and understood that the terms of this Agreement shall not be modified absent written agreement of all parties.

11.9 To the extent that a Member District is no longer accredited by the Texas Education Agency ("TEA"), that Member District is deemed not to be a party to this Agreement.

Executed this _____ day of _____, 2022

ELYSIAN FIELDS INDEPENDENT SCHOOL DISTRICT

BY:_____ Date:_____ Board President

HARLETON INDEPENDENT SCHOOL DISTRICT

BY:_____ Date:_____ Board President

KARNACK INDEPENDENT SCHOOL DISTRICT

BY:_____ Date:_____ Board President

WASKOM INDEPENDENT SCHOOL DISTRICT

BY:_____ Date:_____ Board President

2022-2023 Proposal

For

Harleton Independent School District

Harleton
Independent School District

Agent Information:
Producer: Ann Arnn
Gans & Smith Insurance Agency, Inc.
P O Box 2869
Longview, TX 75606
Phone: 903-757-4601
Fax: 903-753-2936

Quality Since 1983

TEXAS POLITICAL SUBDIVISIONS

JOINT SELF INSURANCE FUND

"Complete Workers' Comp and Property/Casualty Solutions"
P.O. Box 803356 • Dallas, Texas 75380-3356
800-588-0013 • 972-361-6300 • www.tpspool.org

To: Ann Arnn

Agency: Gans & Smith Insurance Agency, Inc.

Date: July 13, 2022

Reference: Harleton ISD

Property/Casualty Proposal
09-01-2022 to 09-01-2023
(Proposal is valid until: 12:01AM on September 01, 2022)

Dear Ann Arnn:

Based upon the information received, we are pleased to offer the attached proposal. Please review and advise if you have any questions.

The contract has Crisis Management (Workplace Violence) Coverage. This is a coverage we provide to our Members at no additional cost. In addition, Cyber Liability Coverage has been included. However, due to the increased cost of Cyber Liability Coverage, there will be a charge added to the General Liability Contribution. Please refer to the Crisis Management & Cyber Liability attachments for coverage details.

The revised School Board Legal Liability Coverage Document will be included effective 9/1/21. You will note right away we have moved the Definitions to the front of the document and added a few terms that weren't previously defined. In addition, all our mandatory addenda are now incorporated into the document. We have also modified and expanded the Exclusions. We will include a copy of the Coverage Document along with a letter highlighting the changes

To bind coverage we will need you to complete our New/Renewal Binder, prior to inception date.

We appreciate the time you have invested in answering our questions and providing information necessary for preparation of this proposal. Thank you for giving us the opportunity to serve you. We look forward to working with you on this account.

Sincerely,

Chrystal Bradford

Chrystal Bradford
Senior Underwriter
Office: 972-360-6311
chrystal.bradford@tpspool.org

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

SUMMARY OF PROPOSAL

Harleton ISD

09-01-2022 to 09-01-2023

COVERAGE	DEDUCTIBLE	TOTAL CONTRIBUTION
General Liability	Various See Proposal Page	$2,951
School Board Legal Liability	$5,000 Per Claim	$3,764
Auto Liability	Various See Proposal Page	$8,496
Physical Damage	Various See Proposal Page	$9,126
Property	Refer to Property Proposal	$80,322
Electronic Data, Media and Hardware	$1,000 Per Occurrence	Included
Contractor's Equipment	$1,000 Per Occurrence	Included
Musical/Band Instruments & Uniforms	$1,000 Per Occurrence	Included
Fine Arts	$1,000 Per Occurrence	Included
Equipment Breakdown	$10,000 Per Accident	Included
Crime	Refer to Crime Proposal	$431
Cyber Liability	Refer to Highlights	$1,000
Crisis Management	No Deductible Applies	Included at no charge
Foreign & Domestic Terrorism	$10,000 Per Occurrence	Applies to Property coverage only
	Total Contribution	**$106,090**

SPECIAL CONDITIONS:

Please note revised General Liability Coverage Document for Schools and Colleges and revised Automobile Coverage Document will be added effective 9/1/2022. The forms have been amended to incorporate the mandatory addenda. A copy of both forms will be provided with the proposal.Cyber quote may be subject to receipt of additional supplemental questions prior to binding.Crisis coverage is contingent upon receipt of updated SOV prior to binding. (Only locations listed in SOV are covered except as it relates to an off-site event.) Newly acquired/constructed locations should be reported to TPS as soon as possible.

A completed and signed renewal Cyber application will be required upon binding.

Pricing contemplates TPS writing all lines of coverage quoted.

This proposal shall automatically expire as of the effective date.

Coverage must be bound prior to the inception date and all contributions are due according to the terms of our billing invoice.

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

GENERAL LIABILITY

Harleton ISD

09-01-2022 to 09-01-2023

Proposal

	LIMITS / DEDUCTIBLES
General Aggregate	$2,000,000
Products & Completed Operations Aggregate	$2,000,000
Each Occurrence	$1,000,000
Personal & Advertising Injury	$1,000,000
No Deductible Applies to the Above	
Fire Damage to Rented Premises	$100,000
Medical Payments	$5,000
Employee Benefits (Not Claims-Made)	Included in General Liability Each Occurrence Limit of Self-Insurance
Employee Benefits Aggregate	Included in General Liability General Aggregate Limit (Subject to a Maximum Annual Aggregate of $1,000,000)
Employee Benefits Deductible Limit	$1,000
General Liability	$2,951
Cyber Liability	$1,000
Total Contribution	**$3,951**

INCLUDED COVERAGES	EXCLUDED COVERAGES
Occurrence Form	Employee-Related Claims
Bodily Injury	Polution
Property Damage	Asbestos
Personal Injury	Coverage for:
Advertising Injury	All Hospital Operations
Additional Coverage for:	Contractors
Elected and Appointed Officials	Law Enforcement Professional Liability (including security guard operations)
Members of Boards or Commissions	School Board Legal Liability
Employees & Volunteers	
	Terrorism
Incidental Medical Malpractice	Mold
Employee Benefits Liability	
Corporal Punishment	

Applicable Addenda:

The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.

SPECIAL CONDITIONS:

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

SCHOOL BOARD LEGAL LIABILITY

Harleton ISD

09-01-2022 to 09-01-2023

Proposal

Limits of Self-Insurance		
	Annual Aggregate	$1,000,000
	Per Claim	$1,000,000
	Per Claim Deductible	$5,000
	Retro Date	7/1/2017
	Total Contribution	**$3,764**

HIGHLIGHTS	**EXCLUDED COVERAGES**	**CONDITIONS of PROPOSAL**
Claims-Made Coverage Defense costs in additions to limits Pays on Behalf of Duty to Defend 60 Day Notice of Cancellation Sexual Misconduct Limited Non-Percuniary Defense	Punitive or Exemplary Damages Student-Student Sexual Abuse	Coverage must be written in conjunction with General Liability coverage.

Applicable Addenda:

The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.

SPECIAL CONDITIONS:

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

AUTOMOBILE

Harleton ISD

09-01-2022 to 09-01-2023

COVERAGE	LIMITS	DEDUCTIBLE
Liability:		Combined BI & PD
BI - Each Person	$ 100,000	$ 2,500
BI - Each Accident	$ 300,000	Each Accident
PD - Each Accident	$ 100,000	
Uninsured/Underinsured Motorists		$ 250
BI - Each Person	$ 30,000	
BI - Each Accident	$ 60,000	
PD - Each Accident	$ 25,000	
Medical Payments	$ 5,000	
Collision	Actual Cash Value	$2,500
Comprehensive	Actual Cash Value	$2,500
HIRED Collision	$50,000	$2,500
HIRED Comprehensive	$50,000	$2,500

	Contributions:
Liability	$7,138
Uninsured/Underinsured Motorists	$1,056
Medical Payments	$302
Physical Damage	$8,116
Hired Car Physical Damage	$1,010
Total Contribution:	**$17,622**

HIGHLIGHTS	EXCLUDED COVERAGES	CONDITION of PROPOSAL
60 day notice of cancellation Broad definition of Covered Party Hired PhysDam on a EXCESS Basis All owned, hired and non-owned vehicles for liability, including vehicles under long-term lease. Automatic coverage on vehicles acquired during policy term subject to annual self-audit.	Refer to coverage document for details. Personal Injury Protection Terrorism Mold	This proposal contemplates **28 vehicles** based on the schedule provided. Annual Payment ONLY Contribution adjusted at anniversary to reflect unit changes

Applicable Addenda:
216a, 219, 220

The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.

SPECIAL CONDITIONS:

Deletion of any coverage is subject to Underwriter approval prior to binding.
Automobile coverage may be written on a monoline basis subject to Underwriter approval

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

PROPERTY

Harleton ISD

09-01-2022 to 09-01-2023

Limit of Self-Insurance		
Property		$33,218,400
Equipment Breakdown		$33,218,400
Causes of Loss		All Risk of Direct Physical Loss or Damage
Basis of Coverage		**Blanket**
Valuation		Replacement Cost except ACV on Contractor's Equipment & Other IM Coverages
Deductibles:		
	AOP	$25,000 Per Occurrence
	Wind	$150,000 Per Occurrence
	Hail	$150,000 Per Occurrence
	Earth Movement	$150,000 Per Occurrence
	Flood	$150,000 Per Occurrence
	Equipment Breakdown	$10,000 Per Accident
Basic Contribution		$79,219
	Electronic Data, Media and Hardware	$282
	Contractor's Equipment	$257
	Musical/Band Instruments & Uniforms	$282
	Fine Arts	$282
Total Contribution:		**$80,322**

OTHER COVERAGES	BASIC LIMITS
Newly Acquired Property	$10,000,000
Extra Expense	$5,000,000
Valuable Papers and Records	$5,000,000
Property In Transit	$1,000,000
Accounts Receivable	$5,000,000
Demolition Cost & ICC (Coverage A, B & C)	Included
Flood & Earth Movement	$10,000,000
Spoilage	$250,000
Outdoor Property (max per item may apply)	$1,000,000
Miscellaneous Unnamed Locations	$5,000,000
Unscheduled Tracks & Fields	$2,500,000

Applicable Addenda:
351, 351a, 360, 380, 389, 389a, 391, 393, 394, 394a, 395, 397, 398, 399

The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.

SPECIAL CONDITIONS:

Please see new addendum 389a: An Exclusion for Virus, Bacteria or Microorganisms that induce physical distress, illness or disease will be added to Property Coverage effective 9/1/20 and after.

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

SPECIAL EQUIPMENT

Harleton ISD

09-01-2022 to 09-01-2023

Proposal

COVERAGE	Values:	Causes of Loss	Valuation:	Deductible: Per Occurence	Contribution
Electronic Data, Media and Hardware	$1,000,000	All risk of Direct Physical Loss or Damage	RCV	$1,000	$282
Contractor's Equipment	$273,500	All risk of Direct Physical Loss or Damage	ACV	$1,000	$257
Musical/Band Instruments & Uniforms	$1,000,000	All risk of Direct Physical Loss or Damage	ACV	$1,000	$282
Fine Arts	$1,000,000	All risk of Direct Physical Loss or Damage	ACV	$1,000	$282
Total Contribution:	Included in Property Proposal				

SPECIAL CONDITIONS:

Coverage will not be written without Property Coverage.

Please refer to the Coverage Document for complete coverages and exclusions.

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

CRIME

Harleton ISD

09-01-2022 to 09-01-2023

Proposal

Crime Coverages:	Limit of Self-Insurance	Deductible Amount
Coverage O - Employee Dishonesty	$100,000	$1,000
Coverage B - Forgery or Alteration	$50,000	$1,000
Coverage C - Theft Disappearance & Destruction	$50,000	$1,000
Coverage F - Computer Fraud	$50,000	$5,000
	Total Contribution	**$431**

Applicable Addenda & Coverage Forms:
606, 608, 609, 612

Please refer to the Coverage Document, Coverage Forms & Addenda for complete coverages and exclusions.

SPECIAL CONDITIONS:

TEXAS POLITICAL SUBDIVISIONS JSIF CYBER LIABILITY HIGHLIGHTS

GENERAL TERMS

Carrier	Chubb
A.M. Best Rating	A++ (Superior)
Consultants	Chubb Vendors & Partners: TPS utilizes an approved Chubb list for members Cyber Breach Coach, Forensics & Investigations, Notification & Monitoring and Public Relations to provide cyber management services.
Policy Number	EON G29012052 005
Territory	Territory is Worldwide unless amended with Excluded Countries
Deductibles	$25,000 for members with revenues below $50,000,000, $50,000 for members with revenues between $50,000,000-$250,000,000 & $100,000 for members with revenues greater than $250,000,000 ***social engineering deductible is $100,000 per member*** ***Member deductibles do not erode Chubbs limit. After a member deductible is satisfied the member has access to full limits***
Annual Aggregate	$1,000,000 / $100,000 for Social Engineering Fraud & Payment Card
Ransomware Encounter Endorsement	If the proximate cause of a ransom loss was directly related to the member not having MFA implemented, the members deductible will be $100,000. Endorsement only applies if a member does not have MFA implemented for access to Email, or Network. Additionally, the endorsement does not apply to any other type of losses, only ransom losses.
Neglected Software Exploit Endorsement	If a member knew (first known date) a patch, fix or mitigation technique was available, but did not implement it, and had a loss directly related to not implementing the patch, fix or mitigation technique 46 days after the first known date, the members limit for that loss would be reduced, and a coinsurance percentage would apply per this Period of Neglect chart. Period of Neglect - % of Coinsurance - Limit: 46-90 days - 5%/95% - $500k, 91-180 days - 10%/90% - $250k, 181-365 days - 25%/75% - $150k or 365+ days - 50%/50% - $100k. Coinsurance defined: If a loss of this type occurred the normal member deductible would apply, then the member shares in the coinsurance limit split (member/Chubb) up to the limit for that period of neglect.
Protective Safeguards Exclusion Endorsement (Specified Security Safeguards)	The purpose of this endorsement is to exclude losses (cyber incidents) that specifically arise from a direct result of the members failure to implement MFA for remote access to email or network (endorsement includes exclusion for Log4Shell vulnerability). For example, if a hacker is able to steal the ID's and passwords of individuals accessing a member network or email remotely, and the act of the hacker was due to the member not having MFA in place, coverage would not be extended. Coverage is still provided for losses (cyber incidents) that are not a direct result of not having MFA in place (i.e. just because there was a hack into a system, or a members employee falls for a phishing email scheme, or losing a laptop, or sending information to the wrong email recipients, or any other losses (cyber incidents) that was not the direct result of the member not having MFA implemented, or a Log4Shell vulnerability.

COVERAGE	LIMIT/WAITING PERIOD		COVERAGE DESCRIPTION
			First Party Coverage
CYBER INCIDENT RESPONSE FUND			
Notification	Limit	$1,000,000	Provides coverage for drafting notification letters, and to report and communicate as required with any regulatory, administrative or supervisory authority. Retaining call center and other related services for notification as required by law. Notifying a natural person whose PI has been wrongfully disclosed or otherwise compromised, including retaining a notification service.
Credit Monitoring	Limit		Provides credit monitoring, credit freezing, credit thawing, healthcare record monitoring (where available), social media monitoring, password management service, or fraud alert services.
Public Relations	Limit		Provides expenses related to retaining the services of a public relations or crisis communications firm for the purpose of protecting or restoring the reputation of, or mitigating financial harm to insured.
Forensics Investigation	Limit		Provides expenses for retaining the services of a third party computer forensics firm to determine the cause and scope of a cyber incident.
Criminal Reward	Limit		Provides any reasonable amount to an informant or information not otherwise available which leads to the arrest and conviction of a natural person or an entity responsible.
Limits for Non-Panel Providers $250,000/$250,000			
BUSINESS INTERRUPTION LOSS & EXTRA EXPENSES			
Business Interruption Loss & Extra Expenses	Limit	$1,000,000	Provides coverage for continuing normal operating and payroll expense (net profit before tax) that would have been earned had no interruption in service of a insured's computer system occurred.
	Waiting Period	< $250M Revenues = 12 Hours & > $250M Revenues = 18 Hours	
CONTINGENT BUSINESS INTERUPTION LOSS & EXTRA EXPENSES			
Contingent Business Interruption Loss & Extra Expenses	Limit	$1,000,000	Provides coverage for continuing normal operating and payroll expense (net profit before tax) that would have been earned had no interruption in service of a shared computer system occurred.
	Waiting Period	< $50M Revenues = 12 Hours, > $50M- < $250M Revenues = 18 Hours & > $250MM Revenues = 24 Hours	
DIGITAL DATA RECOVERY			
Data Recovery	Limit	$1,000,000	Provides reasonable & necessary costs incurred by an insured to replace, restore, recreate, re-collect or recover digital data from written records or form partially or fully matching electronic records. Includes loss from fraudulent infiltration & manipulation of Telephone System.
NETWORK EXTORTION THREAT			
Network Extortion	Limit	$1,000,000	Provides reasonable & necessary expenses incurred including money, cryptocurrencies (including Bitcoin), or other consideration surrendered as payment.
CYBER CRIME			
Social Engineering Fraud	Limit	$100,000	Covers payment for loss of money or securities sustained directly from Social Engineering Fraud committed by a person purporting to be a vendor, client or an employee.
			Third Party Liability Coverage
CYBER, PRIVACY & NETWORK SECURITY LIABILITY			
Liability	Limit	$1,000,000	Covers any error, misstatement, misleading statement, act, omission, neglect, breach of duty or other offense actually or allegedly committed or attempted by any insured.
PAYMENT CARD LOSS			
Payment Card Loss	Limit	$100,000	Covers monetary assessments, fines, penalties, chargebacks, reimbursements, and fraud recoveries as a result of actual or alleged failure of payment card loss.
REGULATORY PROCEEDINGS			
Regulatory Proceedings	Limit	$1,000,000	Covers regulatory fines of any civil monetary fine or penalty imposed by a federal, state, local or foreign governmental entity in such entity's regulatory or official capacity.
ELECTRONIC, SOCIAL & PRINT MEDIA LIABILITY			
Electronic, Social & Print Media	Limit	$1,000,000	Covers damages and claim expenses related to any error, misstatement, misleading statement, act, omission, neglect of breach of duty actually or allegedly committed or attempted by an insured. Or posted on insureds website, printed material or posted on any social media site or anywhere on the internet.

CLAIMS PROCESSING PROCEDURE

Immediately report all claims directly to TPS at claims@tpspool.org, 800-588-0013 or directly to the Director of Claims at 972-835-5221

This is a summary of coverage, please refer to the policy form & endorsements for specific policy details and exclusions. Full policy & endorsement details are available on the TPS website at www.tpspool.org

Revised on April 29, 2022

TPS TEXAS POLITICAL SUBDIVISIONS JSIF CRISIS MANAGEMENT (Workplace Violence) HIGHLIGHTS

GENERAL TERMS

Carrier	Beazley Group (Lloyd's Syndicate 2623/0623)
Insured	TPS Property and Liability Members (Insured person means a human third party individual, who is in or on the location(s), except when specifically excluded under any Section of this Policy. Insured person does not include the assailant of any deadly weapon event.)
A.M. Best Rating	A+ (Superior)
Consultants	CrisisRisk Strategies LLC: Crisis Response (Event Responder) Firm approved to provide crisis management services (www.crisisrisk.com).
Policy Number	B0595E01708702022
Deductible	$0 for Crisis Management Services, Event Responder, and AD&D. $10,000 for each Deadly Weapons Event.
Type	Occurrence and in the Aggregate
Limits	$2,250,000 each occurrence w/$2,250,000 Aggregate (see below for sub-limits)
Purpose	Provided as a value added service to assist TPS member's in the event of a workplace violence or similar crisis event. Submission of member's most recent property Statement-of-Values (SOV) is required upon renewal.
Triggering Event	Deadly weapon event means any event involving an assailant where a weapon has been used or brandished on any member location(s) that was provided to TPS in the member's SOV.

COVERAGE	LIMIT/INDEMNITY/WAITING PERIOD		COVERAGE DESCRIPTION
PROPERTY DAMAGE			
Property Damage	Limits	$2,250,000 w/$2,250,000 AGG	Indemnifies against physical loss or physical damage to insured property caused by a deadly weapon event. In the event that fire or sprinkler leakage ensues from a deadly weapon event, then physical loss or physical damage to insured property directly caused by that ensuing fire or sprinkler leakage is included. Additionally: A. The costs incurred to put up temporary plates or board up openings if repair or replacement of damaged glass is delayed; B. The costs incurred in the removal of debris, including biological cleaning and sanitizing; C. The costs incurred in re-filling, recharging or replacing any fire extinguishers, local or fixed fire suppression or gas flooding systems, sprinkler installations and sprinkler heads, and in having any fire or intruder alarms, or closed circuit television equipment re-set; D. The costs incurred in replacing locks to external doors if security at the location(s) is compromised in consequence.
ACCIDENTAL DEATH & DISMEMBERMENT			
AD&D	Per Person Limit	$50,000	Benefit for loss of limb, mutilation, loss of sight, loss of speech, loss of hearing, permanent total disability or death.
	Aggregate Limit	$2,250,000	
MEDICAL EXPENSES			
Medical Expenses	Limits	$25,000 w/$2,250,000 AGG	Reimburses for payments made to an eligible person, regardless of fault, in respect of medical expenses necessarily incurred solely and directly by the eligible person as a result of identifiable physical injury due to an accident directly caused by a deadly weapon event occurring at any of the location(s).
	Indemnity Period	356 Days	
CRISIS MANAGEMENT SERVICES			
Crisis Management Services	Limits	$2,250,000 w/$2,250,000 AGG	Provides for the reasonable & necessary expense, in connection with a deadly weapon event, incurred in the provision of crisis management services directly after such deadly weapon event. Includes, but not limited to, emergency travel & accommodation for eligible person(s) & their immediate family member(s), child care for the immediate family member(s) of eligible person(s), brand rehabilitation, public relations, media management, legal, crisis counselling, site security, remediation, recovery & restoration.
		$250,000 w/$1,000,000 AGG	Additionally at underwriters sole and entire discretion, they will consider other expense costs not listed above which are directly incurred.
	Indemnity Period	90 Days & 1st Anniversary	
CIRCUMSTANCE - EVENT RESPONDER			
Event Responder	Limit	Unlimited (outside limit)	Provides for event responder fees associated with the provision of Prevention Services and Crisis Response by the event responder following any specific circumstance.
COUNSELLING SERVICES			
Counselling Services	Limits	$350,000 Each Event	Provides for reasonable and necessary expense incurred in the provision of counselling services to any eligible person and their immediate family member(s) in connection with a deadly weapon event that occurs during the period of insurance at any of the location(s).
		$15,000 Each Person	
		$1,000,000 AGG	
FUNERAL EXPENSES			
Funeral Expenses	Limits	$350,000 Each Event	Provides for reasonable and necessary funeral expenses incurred in connection with a deadly weapon event that occurs during the period of insurance at any of the location(s).
		$15,000 Each Person	
		$1,000,000 AGG	
EXTRA EXPENSE EXTENSION FOR THREAT			
Extra Expense Extension for Treat	Limits	$350,000 Each Event	Additionally insures for the reasonable and necessary extra expense incurred following a threat.
		$1,000,000 AGG	
EXTRA EXPENSE EXTENSION			
Extra Expense Extension	Limits	$350,000 Each Event	Provides for the reasonable and necessary extra expense incurred in order to continue as nearly as practicable the normal conduct of business services following a deadly weapon event.
		$1,000,000 AGG	
	Indemnity Period	356 (all other) or 30 (prevention of access)	
LOSS OF TUITION FEES EXTENSION			
Loss of Tuition Fees	Limits	$250,000 Each Loss	In the event of a deadly weapon event that occurs during the period of insurance, provides for the actual loss sustained resulting directly from the reduction in tuition fees during the period of indemnity.
		$2,250,000 AGG	
	Indemnity Period	356 Days	
DEMOLITION, CLEARANCE & MEMORIALIZATION COSTS EXTENTION			
Demolition, Clearance & Memorialization Costs	Limits	$250,000 Each Event	Provides for reasonable and necessary costs, for demolition, removal, memorial, incurred as a direct result of a deadly weapon event.
		$10,000 Each Loss for Memorial Plaque	
		$1,000,000 AGG	
OFF-SITE COVERAGE EXTENSION			
Off-Site Coverage	Limits	$250,000 Each Event	Off-site incident means a deadly weapon event which occurs during the period of insurance at a location in the United States other than the insured location, to an employee or insured person who was participating in a sporting event sanctioned or acting within the scope of his or her employment at the time of the off-site incident If a deadly weapon event occurs at an off-site location that has not previously been agreed prior to the event and where such event / activity was being conducted under your care, custody and control then only liable to pay the event responder fees.
		$1,000,000 AGG	
CHILD ABDUCTION EXTENSION			
Child Abduction	Limits	$250,000 Each Event	In the event of an Abduction of a Covered Child that occurs during the Period of Insurance, the Underwriters shall be liable for the loss sustained by the Named Insured directly attributable to, either, the Abduction or to the Named Insured's efforts to counter or mitigate the effects of the Abduction, and which will comprise.
		$1,000,000 AGG	
	Indemnity Period	Varies	

CLAIMS PROCESSING PROCEDURE

Immediately report all claims directly to TPS at claims@tpspool.org, 800-588-0013 or directly to the Director of Claims at 972-835-5221

Should you require immediate assistance with an incident or possible incident, contact the CrisisRisk Strategies LLC Event Responder 24-hour/7-day @ 860-677-3790 or DWP@crisisrisk.com

This is a summary of coverage, please refer to the policy form for specific policy details and exclusions. Full policy & endorsement details are available on the TPS website at www.tpspool.org

Revised on April 25, 2022

TEXAS POLITICAL SUBDIVISIONS JSIF TERRORISM HIGHLIGHTS

GENERAL TERMS			
Carrier	Ironshore Insurance Service LLC (A Liberty Mutual Company)		
Insured	TPS Property Members		
A.M. Best Rating	A (Excellent)		
Policy Number	3642600		
Territory	United States		
Deductibles	$10,000 (24 hour Ingress/Egress/Service Interruption)		
Limit	$100,000,000 Per Occurrence & In The Aggregate		
Type	Foreign & Domestic Terrorism/Sabotage (real property)		
Purpose	Provided to assist TPS members in the event of a Property Terrorism Event		
COVERAGE	**LIMIT/INDEMNITY PERIOD/MILES**		**COVERAGE DESCRIPTION**
		Underlying Sublimits	
ACCOUNTS RECEIVABLE			
Accounts	Limit	$250,000	As per property coverage document.
BUSINESS INTERRUPTION			
Business	Limit	$1,000,000	Available if applied for.
CIVIL OR MILITARY AUTHORITY			
Civil or Military Authority	Limit	$1,000,000	Actual loss sustained during the period of time when access to real or personal property is prohibited by an order of civil or military authority.
	Indemnity Period	30 days	
	Miles	1	
DEBRIS REMOVAL EXPENSES			
Debris Removal Expenses	Limit	$1,000,000	Covers the necessary and reasonable expense of removal from locations of debris.
DECONTAMINATION COSTS EXCLUDING NCBR			
Decontamination Costs	Limit	$250,000	Covers decontamination costs excluding nuclear, chemical, biological and radiological.
DEMOLITION & ICC			
Demolition & ICC	Limit	$1,000,000	Covers enforcement of any law, ordinance, governmental directive or standard in effect at the time of loss or damage regulating the construction, repair or use and occupancy of the property.
ELECTRONIC DATA PROCESSING EQUIPMENT MEDIA (Physical Damage Only)			
Electronic Data Processing	Limit	$1,000,000	As per property coverage document.
ERROR & OMISSIONS			
Error & Omissions	Limit	$1,000,000	Covers direct physical loss or damage due to any error or unintentional omission.
FINE ARTS			
Fine Arts	Limit	$250,000	Covers breakage of art, glass, windows, statuary, sculptures, marble, glassware, porcelain, bric-a-brac, antique furniture: antique jewelry or similar fragile articles, unless such breakage.
FIRE PROTECTIVE SYSTEMS			
Fire Protective	Limit	$10,000	As per property coverage document.
INGRESS/EGRESS			
Ingress/Egress	Limit	$1,000,000	Provides coverage for actual loss sustained during the period of time when ingress to or egress from the real or personal property is prohibited.
	Indemnity Period	30 days	
	Miles	1	
KEY & LOCK EXPENSE			
Key & Lock	Limit	$250,000	Covers necessary key & lock expenses.
LANDSCAPING			
Landscaping	Limit	$10,000	Covers minimal landscape expense.
LEASEHOLD INTEREST			
Leasehold Interest	Limit	$1,000,000	Available if applied for.
MISSCELLANEOUS UNNAMED LOCATIONS			
Miscellaneous Unnamed	Limit	$1,000,000	As per property coverage document.
	Indemnity Period	30 days	
NEWLY ACQUIRED LOCATIONS			
Newly Acquired Locations	Limit	$10,000,000	As per property coverage document.
	Indemnity Period	90 days	
PRESERVATION OF PROPERTY			
Preservation of Property	Limit	$250,000	Reimburses expenses incurred in taking reasonable and necessary actions for the temporary protection and preservation of property.
PROFESSIONAL FEES			
Professional Fees	Limit	$250,000	Covers reasonable and necessary expenses incurred to accountants, architects, auditors, engineers, or other professionals or employees to prepare and certify particulars or details of claims.
RELOCATION EXPENSE			
Relocation	Limit	$1,000,000	Covers necessary relocation expense.
RENTAL INCOME			
Rental Income	Limit	$1,000,000	Available if applied for.

SERVICE INTERRUPTION			
Service Interruption	Limit	$1,000,000	Covers physical loss or damage to property and/or time element coverage arising form physical loss or damage.
	Indemnity Period	30 days	
	Miles	1	
SOFT COSTS			
Soft Costs	Limit	$250,000	Covers necessary soft costs.
TRANSIT			
Transit	Limit	$250,000	Covers loss resulting from loss or damage to property in transit.
VALUABLE PAPERS			
Valuable Papers	Limit	$250,000	As per property coverage document.
CLAIMS PROCESSING PROCEDURE			
Immediately report all claims directly to TPS at claims@tpspool.org, 800-588-0013 or directly to the Director of Claims at 972-835-5221			
This is a summary of coverage, please refer to the policy form for specific policy details and exclusions.			

Revised on October 31 2018

Name of Entity: Harleton ISD

Contract #: F0691 **Effective/Expiration Date:** 9/1/2021 - 9/1/2022

Revised 04/2016

		TIV:	$ 1,446,969	* Only indicate original cost new on units requiring auto physical damage			
Unit #	**Year**	**Make**	**Model** (incl. seating capacity on buses)	**VIN**	**County**	**Class Code**	***Original Cost New**
1	2002	International	Amtran Bus	1HVBRAANZ2B918323	Harrison	6184	$ 50,930
2	2007	International	Bus	4DRBUAAN07B483609	Harrison	6184	$ 63,920
3	2007	International	Bus	4DRBUAAN77B483610	Harrison	6184	$ 63,920
4	2008	Ford	Van	1FBNE31L88DA80187	Harrison	1499	$ 14,778
5	2010	IHC	Bus	4DRBUAAN3AB231537	Harrison	6184	$ 76,200
6	2008	Chevy	Pickup Truck	1GBHC24K38E106009	Harrison	1499	$ 20,380
7	2011	International	Bus	4DRBUAAN3CB376614	Harrison	6184	$ 86,200
8	2004	International	Bus	4DBRAAN84A970611	Harrison	6184	$ 55,000
9	2005	International	Bus	4DRBUAAN75B989323	Harrison	6184	$ 62,100
10	2008	Chevy	3500	1GCJC33658F149171	Harrison	1499	$ 30,445
11	2009	IHC	Bus	4DRBUAAN69B668492	Harrison	6184	$ 77,894
12	2000	Blue Bird	Bus	1HVBBAAN6YH298340	Harrison	6184	$ 50,350
13	1996	Falcon	Trailer	432161629T1004541	Harrison	68499	$ 4,275
14	2002	Barrett Circle B	trailer	1B9P2420521014235	Harrison	68499	$ 11,988
15	2012	International	Bus	4DRBUAAN1CB397493	Harrison	6184	$ 79,600
16	2013	International	Bus	4DRBUAAN6DB324024	Harrison	6184	$ 79,600
17	2014	Ford	Taurus	1FAHT2D83E6108806	Harrison	3	$ 23,021
18	2013	Ford	Econoline E350	1FBNE3BL7DDB25547	Harrison	1499	$ 28,741
19	2015	International	Bus	4DRBUAANXFD691396	Harrison	6184	$ 84,000
20	2014	Ford	E350	1FBNE3BL8EDA97971	Harrison	1499	$ 25,000
21	2017	International	Bus	4DRBUC8N6HB283384	Harrison	6184	$ 82,557
22	2017	Ford	Escape	1FMCUOF74HUB21393	Harrison	1499	$ 21,400
23	2018	International	Bus	4DRBUC8N9JB437642	Harrison	6184	$ 84,415
24	2019	International	Bus 77 Passentger	4DRBUC8N7KB366734	Harrison	6184	$ 91,000
25	2019	Salvation Trailers	Enclosed	7GG1E2421KW007290	Harrison	68499	$ 8,500
26	2018	Ford	T350 Transit Van	1FBZX2ZMXJKB20256	Harrison	1499	$ 39,000
27	2019	Ford	T350 Transit Van	1FBZX2YM1KKA38161	Harrison	1499	$ 39,000
28	2022	International	CES Bus 78 passenger	4DRBUC8N7NB844106	Harrison	6184	$ 92,755
						TIV:	$ 1,446,969

Statement of Values

TPS

Name of Entity: Harleton ISD

Contract #: F0691 **Term:** 9/1/2021

Revised 05/09/18

Item #	Building Name	Address	City	County	ZIP Code	Occupancy Description	*Construction Type	Protection Class	Square Feet	Core Logic Sq Ft per $100	Sq Ft per $100	# of Stories	Year Built	Age of Roof	Year of Roof	Type of Roof	% Insured to Value Based on Corelogic	Core Logic Replacement Cost	Prior Year Insurable Value	Building Value	Content Value	Total Insurable Value
1	HS - Main Bldg/Admin	17000 Hwy 154	Harleton	Harrison	75651	HS - Main Bldg/Admin	Joisted Masonry	5	73,313	$ 174	$ 150	1	1998				86%	$12,767,035		$11,000,000	$275,000	$ 11,275,000
2	HS - Weight Room	17000 Hwy 154	Harleton	Harrison	75651	HS - Weight Room	Non-Combustible	5	3,100		$ 113	1	2000							$351,000	$100,000	$ 451,000
3	HS - lighted HS Sign	17000 Hwy 154	Harleton	Harrison	75651	HS - lighted HS Sign	Non-Combustible	5			$ -		2000							$10,000	$0	$ 10,000
4	HS - 10 light standards	17000 Hwy 154	Harleton	Harrison	75651	HS - 10 light standards	Non-Combustible	5			$ -		2000							$20,000	$0	$ 20,000
5	HS - Fencing	17000 Hwy 154	Harleton	Harrison	75651	HS - Fencing	Non-Combustible	5			$ -		2000							$100,000	$0	$ 100,000
6	HS - Well House	17000 Hwy 154	Harleton	Harrison	75651	HS - Well House	Non-Combustible	5	144		$ 125	1	1975							$18,000	$10,000	$ 28,000
7	HS - Bus Maintenance	17000 Hwy 154	Harleton	Harrison	75651	HS - Bus Maintenance	Non-Combustible	5	3,098		$ 116	1	1981							$360,000	$100,000	$ 460,000
8	HS - Maint Storage Bldg	17000 Hwy 154	Harleton	Harrison	75651	HS - Maint Storage Bldg	Frame	5	128		$ 39	1	2000							$5,000	$5,000	$ 10,000
9	HS - EMS Bldg Tenant Occ	17000 Hwy 154	Harleton	Harrison	75651	HS - EMS Bldg Tenant Occ	Non-Combustible	5	5,000		$ 100	1	1999							$500,000	$119,000	$ 619,000
10	HS - SB Batting Cage Shelter	17000 Hwy 154	Harleton	Harrison	75651	HS - SB Batting Cage Shelter	Non-Combustible	5			$ -		2011							$33,000	$0	$ 33,000
11	HS - SB Home Dugout	17000 Hwy 154	Harleton	Harrison	75651	HS - SB Home Dugout	Non-Combustible	5	350		$ 40	1	2011							$14,000	$0	$ 14,000
12	HS - SB Visitor Dugout	17000 Hwy 154	Harleton	Harrison	75651	HS - SB Visitor Dugout	Non-Combustible	5	350		$ 34	1	2011							$12,000	$0	$ 12,000
13	HS - BB Batting Cage Shelter	17000 Hwy 154	Harleton	Harrison	75651	HS - BB Batting Cage Shelter	Non-Combustible	5	133		$ 248	1	2011							$33,000	$0	$ 33,000
14	HS - BB Pressbox	17000 Hwy 154	Harleton	Harrison	75651	HS - BB Pressbox	Masonry Non-Combustible	5	180		$ 78	1	2011							$14,000	$2,000	$ 16,000
15	HS - BB Home Dugout	17000 Hwy 154	Harleton	Harrison	75651	HS - BB Home Dugout	Joisted Masonry	5	2,011		$ 7	1	2011							$14,000	$0	$ 14,000
16	HS - BB Visitor Dugout	17000 Hwy 154	Harleton	Harrison	75651	HS - BB Visitor Dugout	Joisted Masonry	5	350		$ 34	1	2011							$12,000	$0	$ 12,000
17	HS - BB/SB Ticket Booth	17000 Hwy 154	Harleton	Harrison	75651	HS - BB/SB Ticket Booth	Frame	5	50		$ 20	1	2011							$1,000	$0	$ 1,000
18	HS BB Scoreboard	17000 Hwy 154	Harleton	Harrison	75651	HS BB Scoreboard	Non-Combustible	5			$ -		2000							$15,000	$0	$ 15,000
19	HS BB Concession/Comfort	17000 Hwy 154	Harleton	Harrison	75651	HS BB Concession/Comfort	Non-Combustible	5	1,456		$ 120	1	2000							$175,000	$15,000	$ 190,000
20	HS SB Lighting	17000 Hwy 154	Harleton	Harrison	75651	HS SB Lighting	Non-Combustible	5			$ -		2011							$80,000	$0	$ 80,000
21	HS BB Lighting	17000 Hwy 154	Harleton	Harrison	75651	HS BB Lighting	Non-Combustible	5			$ -		2011							$120,000	$0	$ 120,000
22	HS BB Bleachers 3@8,000	17000 Hwy 154	Harleton	Harrison	75651	HS BB Bleachers 3@8,000	Non-Combustible	5			$ -		2011							$24,000	$0	$ 24,000
23	HS BB Fencing/Backstops	17000 Hwy 154	Harleton	Harrison	75651	HS BB Fencing/Backstops	Non-Combustible	5			$ -		2000							$40,000	$0	$ 40,000
24	HS 4 Youth SB Fields/fence	17000 Hwy 154	Harleton	Harrison	75651	HS 4 Youth SB Fields/fence	Non-Combustible	5			$ -		2000							$80,000	$0	$ 80,000
25	HS 2 Dugouts	17000 Hwy 154	Harleton	Harrison	75651	HS 2 Dugouts	Non-Combustible	5			$ -		2000							$32,000	$0	$ 32,000
26	HS SB Storage Bldg	17000 Hwy 154	Harleton	Harrison	75651	HS SB Storage Bldg	Frame	5			$ -									$5,000	$4,000	$ 9,000
27	Elementary Main Bldg	17240 Hwy 154	Harleton	Harrison	75651	Elementary Main Bldg	Masonry Non-Combustible	5	25,978	$177	$ 150	1	1951				85%	$4,598,847		$3,909,000	$940,000	$ 4,849,000
28	Elementary Custodial Shed	17240 Hwy 154	Harleton	Harrison	75651	Elementary Custodial Shed	Frame	5	384		$ 52	1	1993							$20,000	$7,000	$ 27,000
29	Elementary Portable Bldg	17240 Hwy 154	Harleton	Harrison	75651	Elementary Portable Bldg	Non-Combustible	5	720		$ 42	1	1993							$30,000	$14,000	$ 44,000
30	Elementary Primary Bldg	17240 Hwy 154	Harleton	Harrison	75651	Elementary Primary Bldg	Modified Fire Resistive	5	9,768	$191	$ 162	1	1965				85%	$1,863,371		$1,584,000	$342,000	$ 1,926,000
31	Elementary Portable Bldg	17240 Hwy 154	Harleton	Harrison	75651	Elementary Portable Bldg	Modified Fire Resistive	5	720		$ 83	1	1993							$60,000	$14,000	$ 74,000
32	Elementary Portable Bldg	17240 Hwy 154	Harleton	Harrison	75651	Elementary Portable Bldg	Modified Fire Resistive	5	720		$ 83	1	1993							$60,000	$14,000	$ 74,000
33	Elementary Lighted Sign	17240 Hwy 154	Harleton	Harrison	75651	Elementary Lighted Sign	Non-Combustible	5	20,476		$ 0		2000							$10,000	$0	$ 10,000
34	Middle/Jr HS Bldg	17240 Hwy 154	Harleton	Harrison	75651	Middle/Jr HS Bldg	Modified Fire Resistive	5	19,828	$202	$ 172	1	1965				85%	$4,010,971		$3,409,000	$694,000	$ 4,103,000
35	Jr High Gym	17240 Hwy 154	Harleton	Harrison	75651	Jr High Gym	Non-Combustible	5	11,110	$181	$ 154	1	1965				85%	$2,014,195		$1,712,000	$275,000	$ 1,987,000
36	Middle School PE/Band	17240 Hwy 154	Harleton	Harrison	75651	Middle School PE/Band	Non-Combustible	5	5,000		$ 133	1	1975							$800,000	$200,000	$ 1,000,000
37	Primary School Storage	17240 Hwy 154	Harleton	Harrison	75651	Primary School Storage	Masonry Non-Combustible	5	80		$ 25	1	2000							$2,000	$1,000	$ 3,000
38	Elem/Primary/JrHS Fencing	17240 Hwy 154	Harleton	Harrison	75651	Elem/Primary/JrHS Fencing	Non-Combustible	5			$ -		2007							$60,000	$0	$ 60,000
39	FB Concession/Comfort/Ticket	17240 Hwy 154	Harleton	Harrison	75651	FB Concession/Comfort/Ticket	Joisted Masonry	5	588		$ 316	1	1984							$186,000	$18,000	$ 204,000
40	FB East Bleachers	17240 Hwy 154	Harleton	Harrison	75651	FB East Bleachers	Non-Combustible	5			$ -		1999							$125,000	$0	$ 125,000
41	FB Bleachers/Press Box	17240 Hwy 154	Harleton	Harrison	75651	FB Bleachers/Press Box	Non-Combustible	5	384		$ 521	1	1999							$200,000	$8,000	$ 208,000
42	FB Stadium Lights	17240 Hwy 154	Harleton	Harrison	75651	FB Stadium Lights	Non-Combustible	5			$ -		1999							$150,000	$0	$ 150,000
43	FB Scoreboard/speakers	17240 Hwy 154	Harleton	Harrison	75651	FB Scoreboard/speakers	Non-Combustible	5	4,100		$ 10	1	2007							$40,000	$0	$ 40,000
44	Old BB Bleachers	17240 Hwy 154	Harleton	Harrison	75651	Old BB Bleachers	Non-Combustible	5	400		$ 15	1	1990							$6,000	$0	$ 6,000
45	Old BB Scoreboard	17240 Hwy 154	Harleton	Harrison	75651	Old BB Scoreboard	Non-Combustible	5			$ -		1990							$7,000	$0	$ 7,000
46	Old BB Fencing/Backstop	17240 Hwy 154	Harleton	Harrison	75651	Old BB Fencing/Backstop	Non-Combustible	5	5,000		$ 6	1	1990							$30,000	$0	$ 30,000
47	BB Wellhouse	17240 Hwy 154	Harleton	Harrison	75651	BB Wellhouse	Modified Fire Resistive	5	160		$ 75	1	2007							$12,000	$9,000	$ 21,000
48	Athletic Field House	17240 Hwy 154	Harleton	Harrison	75651	Athletic Field House	Non-Combustible	5	4,180		$ 128	1	1994							$535,000	$150,000	$ 685,000
49	SB Concession	17240 Hwy 154	Harleton	Harrison	75651	SB Concession	Non-Combustible	5	400		$ 130	1	1999							$52,000	$8,000	$ 60,000
50	SB Storage/Comfort	17240 Hwy 154	Harleton	Harrison	75651	SB Storage/Comfort	Non-Combustible	5	480		$ 135	1	1999							$65,000	$10,000	$ 75,000
51	SB Scoreboard	17240 Hwy 154	Harleton	Harrison	75651	SB Scoreboard	Non-Combustible	5			$ -		2011							$15,000	$0	$ 15,000
52	SB Fencing/Backstop	17240 Hwy 154	Harleton	Harrison	75651	SB Fencing/Backstop	Non-Combustible	5			$ -		2011							$30,000	$0	$ 30,000
53	SB Bleachers 2 @ 7,000 each	17240 Hwy 154	Harleton	Harrison	75651	SB Bleachers 2 @ 7,000 each	Non-Combustible	5			$ -		2011							$14,000	$0	$ 14,000
54	Tennis Court Lights/fence/nets	17240 Hwy 154	Harleton	Harrison	75651	Tennis Court Lights/fence/nets	Non-Combustible	5			$ -		1999							$55,000	$0	$ 55,000
55	38 Acrea vacant land	16235 Hwy 154	Harleton	Harrison	75651	38 Acrea vacant land		5			$ -									$ -		$ -
56	Sports Equip	Misc Locations		Harrison	75651	Sports Equip	Non-Combustible	5			$ -									$ -	$100,000	$ 100,000
57	Playground Equipment	Misc Locations		Harrison	75651	Playground Equipment	Non-Combustible	5			$ -									$ -	$100,000	$ 100,000
58	Softball Fieldhouse	17240 Hwy 154	Harleton	Harrison	75651	Softball Fieldhouse	Non-Combustible	5	1,200			1	2021	New	2021	Metal				$ 150,000		$ 150,000
59	Railcar -- Storage	17240 Hwy 154	Harleton	Harrison	75651	Railcar -- Storage	Non-Combustible	5	360				2021							$ 4,900		$ 4,900
60	Tennis Storage Building	17240HWY 154	Harlton	Harrison	75661	Tennis Court Buidling	Frame	5	120			1	2022	New	2022	Metal				$ 5,000	$5,000	$ 10,000
									202,819		$ 3,619								$ 28,689,900	$ 26,400,900	$ 3,539,000	$ 29,934,900
																	SOV/Core	86%	25,244,419	21,614,000		
																			Values Analyzed	82%		

Indicates bldg value is in line
Indicates bldg is under

Goff & Herrington, P.C.
Certified Public Accountants

A.J. Goff, CPA
Ronnie Herrington, CPA
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July 31, 2022

To the Members of the Board of Trustees and Management
Harleton Independent School District
17000 State Highway 154
Harleton, Texas 75651

We are pleased to confirm our understanding of the services we are to provide Harleton Independent School District (District) for the year ended August 31, 2022. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the District as of and for the year ended August 31, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.
2) Budgetary Comparison Schedule
3) Schedule of the District's Proportionate Share of the Net Pension Liability (TRS)
4) Schedule of District Contributions to TRS Pension Plan
5) Schedule of the District's Proportionate Share of the Net OPEB Liability (TRS)
6) Schedule of District Contributions to the TRS OPEB Plan

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1) Schedule of Expenditures of Federal Awards
2) Combining Schedules
3) Required TEA Schedules

We will also provide the following services:

1) Submit the Annual Financial and Compliance Report to TEA in an electronic format prescribed by TEA.

2) Upload the GASB audit data feed to the TEA via the internet.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Trustees of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the school district. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not

expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the school district and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that school district programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the school district from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare any schedules we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Goff & Herrington, P.C. (G&H) and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Texas Education Agency (TEA) or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of G&H personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by TEA. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Daniel Raney is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed $26,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Goff & Herrington, P.C.

GOFF & HERRINGTON, P.C.
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of Harleton Independent School District.

By: _____

Title: _____

Summer Student Workers
$8.50-$9.25

Step	Hourly Rate
0	$ 8.50
1	$ 8.75
2	$ 9.00
3	$ 9.25

Pay Grade One
Custodians, Cafeteria, Security Guard, Maintenance Helper
$10.88-$14.38

Step	Hourly Rate
0	$ 10.88
1	$ 11.02
2	$ 11.16
3	$ 11.30
4	$ 11.44
5	$ 11.58
6	$ 11.72
7	$ 11.86
8	$ 12.00
9	$ 12.14
10	$ 12.28
11	$ 12.42
12	$ 12.26
13	$ 12.70
14	$ 12.84
15	$ 12.98
16	$ 13.12
17	$ 13.26
18	$ 13.40
19	$ 13.54
20	$ 13.68
21	$ 13.82
22	$ 13.96
23	$ 14.10
24	$ 14.24
25	$ 14.38

Pay Grade Two
Instructional Aides, Maintenance, Food Service, Asst. Dir.
$11.74-15.99

Step	Hourly Rate
0	$ 11.74
1	$ 11.91
2	$ 12.08
3	$ 12.25
4	$ 12.42
5	$ 12.59
6	$ 12.76
7	$ 12.93
8	$ 13.10
9	$ 13.27
10	$ 13.44
11	$ 13.61
12	$ 13.78
13	$ 13.95
14	$ 14.12
15	$ 14.29
16	$ 14.46
17	$ 14.63
18	$ 14.80
19	$ 14.97
20	$ 15.14
21	$ 15.31
22	$ 15.48
23	$ 15.65
24	$ 15.82
25	$ 15.99

Pay Grade Three

Accts. Payable, Instructional Aide, Campus Secretary, Child Nutrition Specialist, Data Entry, Maintenance Technician, Food Service Supervisor, Custodial Supervisor

$12.76-17.62

Step	Hourly Rate
0	$ 12.76
1	$ 12.96
2	$ 12.16
3	$ 12.36
4	$ 13.56
5	$ 13.76
6	$ 13.96
7	$ 14.16
8	$ 14.36
9	$ 14.56
10	$ 14.76
11	$ 14.96
12	$ 15.16
13	$ 15.36
14	$ 15.51
15	$ 15.62
16	$ 15.82
17	$ 16.02
18	$ 16.22
19	$ 16.42
20	$ 16.62
21	$ 16.82
22	$ 17.02
23	$ 17.22
24	$ 17.42
25	$ 17.62

Pay Grade Four
Bus Drivers
$20.00

Step	Hourly Rate
Steps are not applicable for bus driver positions	$ 20.00
Bus driver waiting time for field trips	$ 10.00

Pay Grade Five
Computer Tech., A/C Tech
$13.94-19.59

Step	Hourly Rate
0	$ 13.94
1	$ 14.17
2	$ 14.40
3	$ 14.63
4	$ 14.86
5	$ 15.09
6	$ 15.32
7	$ 15.55
8	$ 15.78
9	$ 16.01
10	$ 16.24
11	$ 16.47
12	$ 16.70
13	$ 16.93
14	$ 17.16
15	$ 17.29
16	$ 17.52
17	$ 17.75
18	$ 17.98
19	$ 18.21
20	$ 18.44
21	$ 18.67
22	$ 18.90
23	$ 19.13
24	$ 19.36
25	$ 19.59

Pay Grade Six
LVN Nurse, Supt. Secretary
$16.86-23.36

Step	Hourly Rate
0	$ 16.86
1	$ 17.12
2	$ 17.38
3	$ 17.64
4	$ 17.90
5	$ 18.16
6	$ 18.42
7	$ 18.68
8	$ 18.94
9	$ 19.20
10	$ 19.46
11	$ 19.72
12	$ 19.98
13	$ 20.24
14	$ 20.51
15	$ 20.76
16	$ 21.02
17	$ 21.28
18	$ 21.54
19	$ 21.80
20	$ 22.06
21	$ 22.32
22	$ 22.58
23	$ 22.84
24	$ 23.10
25	$ 23.36

Pay Grade Seven

Computer Specialist, Transportation Maintenance Director, Exempt Employees

$30,282 - $57,636

Step	Yearly Salary
0	$30,282
1	$31,108
2	$31,934
3	$32,760
4	$33,587
5	$34,413
6	$35,239
7	$36,065
8	$36,891
9	$37,717
10	$38,544
11	$39,370
12	$40,196
13	$42,768
14	$43,594
15	$44,420
16	$45,246
17	$46,072
18	$46,898
19	$48,550
20	$49,360
21	$50,202
22	$51,028
23	$51,854
24	$52,680
25	$53,506
26	$54,332
27	$55,158
28	$55,984
29	$56,810
30	$57,636

Harleton ISD
2022-2023
Stipend Pay Scale

Position			Amount
Athletics			
	Full-time, Certified Coaches		
	Coordinators		
		Offensive	$ 3,500.00
		Defensive	$ 3,500.00
		Special Teams	$ 1,000.00
		Varsity Football	$ 2,000.00
		Field Maintence	$ 1,000.00
		Weight Room	$ 2,500.00
	Head Coach		
		Basketball	$ 4,000.00
		Baseball	$ 4,000.00
		Softball	$ 4,000.00
		Girl's Track	$ 3,000.00
		Boy's Track	$ 3,000.00
		Tennis	$ 2,500.00
		Cross Country	$ 2,500.00
		Power Lifting	$ 2,500.00
		Golf	$ 2,500.00
	Assistant/Jr. High Coach		$ 2,000.00

Coaches (10 month contract)who work cross country or football will receive 7 extra days per yr
Coaches who oversee the summer program may receive extra duty pay at $25 per hour.
Part-time or Non-certified Coaches:
Stipends will be negotiated individually, but not exceed those in the above schedule

Athletic stipends will be reduced if employees does not have a CDL.

Non-athletics			
	Band Director	$	5,500.00
	Asst. Band Director	$	2,500.00
	Auditorium Sight/Sound Mgr.	$	2,000.00
	HS AG	$	3,000.00
	HS One Act Play	$	2,000.00
	JH One Act Play	$	1,500.00
	HS Cheerleading	$	3,000.00
	JH Cheerleading	$	2,000.00
	HS Yearbook	$	1,500.00
	JH Yearbook	$	600.00
	EL Yearbook	$	900.00
	HS Majorette	$	2,000.00
	JH Majorette	$	1,500.00
	National Honor Society Sponsor	$	500.00

Harleton ISD
2022-2023
Stipend Pay Scale

HS Student Council Sponsor	$	500.00
JH Student Council Sponsor	$	500.00
HS Rocketry Sponsor	$	1,000.00
HS Robotics Sponsor	$	1,000.00
JH Robotics Sponsor	$	500.00
Texas Assoc Future Educators Sponsor	$	500.00
Future Business Leaders Assoc Sponsor	$	500.00
Prom Sponsors	$	200.00
UIL Academic Sponsors	$	200.00
Campus Coordinator	$	500.00
UIL Academic Sponsors team advance to Regionals		$200
UIL Academic Sponsors team advance to State		$300
Invitational Meet- (limit 2)		$100

After School Tutoring

Teachers	$25/hr
Aides	$12.50/hr
Bus Drivers	Regular hourly rate

Board Clerk $100 per meeting

Substitute Teacher

Non-certified	$75 per day
Certified	$80 per day

Ticket Booth Attendants $50 for up to 3 hrs

Insurance Stipend:

Harleton ISD employees will receive up to $1,000 if monies are available.

Teaching and Non-teaching Professional Employees:

Classroom teachers will receive state base plus a local supplement of $1,000
Additonal $500 for every year over step 20 not exceed step 25.

Longevity Stipend:

Teachers on step 21+, Auxillary personnel that would be placed on
Paygrade 3 with 30 yrs or more for 2021-2022
Longevity Stipend in the amount of $1,000 for the 2021-2022 school year.

Harleton ISD
2022-2023
Stipend Pay Scale

Librarian and Counselors
Will receive state base plus a local supplement of $4500 ($1000 teacher stipend/$3500 stipend above teacher pay).
Teachers who work past their 187 days will be paid their daily rate for each day worked.

Business Manager (degreed)
Will receive state base plus a local supplement of $10000 ($1000 teacher stipend/$9000 stipend above teacher pay).

Administrators
Superintendent, Principals, Athletic Director
Assistant Principal of Student Services
Administrative salaries will be determined by the Harleton ISD board.

Harleton Elementary Student Code of Conduct

2022–23 School Year



If you have difficulty accessing the information in this document because of disability, please contact (903)777-4092.

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Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact Kerri Darby at (903)777-4092 or darbykerri@harletonisd.net .

Purpose

The Student Code of Conduct ("Code"), as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Harleton ISD board of trustees and developed with the advice of the district-level planning and decision-making committee. It provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the campus principal's office. Additionally, the Code shall be available at the campus behavior coordinator's office www.harletonisd.net . Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy. In the event of a conflict between the Code and the Student Handbook, the Code shall prevail.

Please note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the district's authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day;
2. While the student is traveling on district transportation;
3. During lunch periods in which a student is allowed to leave campus;
4. At any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
7. When a student engages in cyberbullying, as defined by Education Code 37.0832;
8. When criminal mischief is committed on or off school property or at a school-related event;
9. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
10. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
11. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
12. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as campus behavior coordinator. Contact information may be found at www.harletonisd.net.

Threat Assessment and Safe and Supportive School Team

The campus behavior coordinator or other appropriate administrator will work closely with the campus threat assessment safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code.

Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Reporting Crimes

The principal and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

Security Personnel

To ensure the security and protection of students, staff, and property, the board employs school resource officers (SROs). In accordance with law, the board has coordinated with the campus behavior coordinator and other district employees to ensure appropriate law enforcement duties are assigned to security staff. The law enforcement duties of district peace officers are listed in policy CKE(LOCAL).

The law enforcement duties of school resource officers are: To implement the District's comprehensive safety programs, the District has entered into an agreement with a local law enforcement agency for school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

A school resource officer shall perform duties as described in the agreement and as included in the district improvement plan and the Student Code of Conduct. A school resource officer shall not be assigned routine classroom discipline or administrative tasks.

"Parent" Defined

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

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district's grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 calendar days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page 20 for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner.
- Exercise self-discipline.
- Attend all classes regularly and on time.
- Bring appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 14, **DAEP Placement** on page 15, **Placement and/or Expulsion for Certain Offenses** on page 23**,** and **Expulsion** on page 26, those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed on page 13.

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel.
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline or consequence assigned by a teacher or principal.

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 23.)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 23.)
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 23.)
- Enter, without authorization, district facilities that are not open for operations.

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm silencer or suppressor;
- *A location-restricted knife;
- *A club;
- *A firearm;
- A stun gun;
- Knuckles;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer, unless it is for an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 23. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cell phone, or other electronic device in violation of district and campus rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 15 and **Expulsion** on page 26 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for "paraphernalia.")
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student's own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person's prescription drug on school property or at a school-related event. (See **glossary** for "abuse.")
- Abuse over-the-counter drugs. (See **glossary** for "abuse.")
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. (See **glossary** for "under the influence.")
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Engage in academic dishonesty, which includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Discipline Management Techniques

Discipline shall be designed to improve conduct and encourage students to be responsible members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.

- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 14.
- Placement in a DAEP, as specified in **DAEP** on page 15.
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 23.
- Expulsion, as specified in **Expulsion** on page 26.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.

- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The campus behavior coordinator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 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.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the campus behavior coordinator's office, or the central administration office from the principal's office or central administration office.

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. See policies FFH(LEGAL) and (LOCAL).

Removal from the School Bus

A bus driver may refer a student to the principal's office to maintain effective discipline on the bus. The principal must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office as a discipline management technique. The campus behavior coordinator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code to maintain effective discipline in the classroom.

Formal Removal

A teacher may initiate a formal removal from class if:

1. A student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the class or with other students' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the campus behavior coordinator or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

A student who has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's consent.

A student who has been formally removed by a teacher for any other conduct may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

Out-of-School Suspension

Misconduct

Students may be suspended for behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the campus behavior coordinator or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The campus behavior coordinator shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.0.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity before the beginning of the next school year to complete each course the student was enrolled in at the time of removal. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in

Title 5 (see **glossary**) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The campus behavior coordinator **may** place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
    - Engages in conduct punishable as a felony.
    - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
    - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (School-related felony drug offenses are addressed in **Expulsion** on page 26.) (See **glossary** for "under the influence" "controlled substance," and "dangerous drug.")
    - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in **Expulsion** on page 26.)
    - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
    - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
    - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 26.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

1. The student receives deferred prosecution (see **glossary**),
2. A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or

3. The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

Removals to a DAEP shall be made by the campus behavior coordinator.

Conference

When a student is removed from class for a DAEP offense, the campus behavior coordinator or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the campus behavior coordinator or appropriate administrator shall provide the student:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal; and
- An opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Placement Order

After the conference, if the student is placed in a DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in a DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The campus behavior coordinator shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the campus behavior coordinator or the board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or

2. The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, or the central administration office.

Appeals shall begin at Level One with the school principal.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's individualized education program (IEP) or Section 504 plan.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the campus behavior coordinator or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication (see **glossary**), or deferred prosecution will be initiated; or

2. The court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the campus behavior coordinator may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the campus behavior coordinator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Students

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or campus behavior coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must:

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the campus behavior coordinator or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 15.)

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
    - Aggravated assault.
    - Sexual assault.
    - Aggravated sexual assault.
    - Murder.
    - Capital murder.
    - Criminal attempt to commit murder or capital murder.
    - Aggravated robbery.
- Breach of computer security. (See **glossary**.)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for "under the influence.")
- Selling, giving, or delivering another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Manslaughter.
- Criminally negligent homicide.
- Aggravated robbery.
- Continuous sexual abuse of a young child or disabled individual.
- Felony drug- or alcohol-related offense.
- Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the

student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Penal Code 1.07; or
4. Conduct that constitutes the offense of:
    a. Public lewdness under Penal Code 21.07;
    b. Indecent exposure under Penal Code 21.08;
    c. Criminal mischief under Penal Code 28.03;
    d. Hazing under Education Code 37.152; or
    e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Under Federal Law

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

Note*:* Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
    - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.) *Note*: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
    - A location-restricted knife, as defined by state law. (See **glossary**.)

- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See **glossary**.)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.
  - Continuous sexual abuse of a young child or disabled individual.
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol, or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Process

If a student is believed to have committed an expellable offense, the campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,

2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the principal the authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the principal shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the campus behavior coordinator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
    a. 65 years of age or older, or
    b. A disabled person.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as a crime that involves:

1. Starting a fire or causing an explosion with intent to destroy or damage:
    a. Any vegetation, fence, or structure on open-space land; or
    b. Any building, habitation, or vehicle:
        (1) Knowing that it is within the limits of an incorporated city or town,
        (2) Knowing that it is insured against damage or destruction,
        (3) Knowing that it is subject to a mortgage or other security interest,
        (4) Knowing that it is located on property belonging to another,
        (5) Knowing that it has located within it property belonging to another, or
        (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
3. Intentionally starting a fire or causing an explosion and in so doing:
    a. Recklessly damaging or destroying a building belonging to another, or
    b. Recklessly causing another person to suffer bodily injury or death.

Assault is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes

school district property or information or commits a breach of any other computer, computer network, or computer system.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Education Code 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable firearm; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
    a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
    b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
    c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
    d. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another; and
    e. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law.

Hazing is defined by Education Code 37.151 as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated. **Hit list** is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Possession means to have an item on one's person or in one's personal property, including, but not limited to:

1. Clothing, purse, or backpack;
2. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;

3. Telecommunications or electronic devices; or
4. Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

1. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice: An explosive weapon;
    a. A machine gun;
    b. A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device; or
6. An improvised explosive device.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information, including the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

Self-defense is the use of force against another to the degree a person reasonably believes is immediately necessary to protect himself or herself.

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
    a. Public lewdness under Penal Code 21.07;
    b. Indecent exposure under Penal Code 21.08;
    c. Criminal mischief under Penal Code 28.03;
    d. Hazing under Education Code 37.152; or

e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete schoolwork as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;

- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the in-fluence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is defined by Penal Code 46.01 as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

HARLETON ISD DISCIPLINE MANAGEMENT PLAN

Continued failure to adhere to this policy can result in the rapid escalation of any offense

Examples of Level I offenses include, but are not limited to the following:

1. Sleeping in class
2. Not participating in class
3. Failure to attend teacher assigned detention
4. Hall or cafeteria disturbance
5. Public display of affection
6. Tardies

Examples of Level II offenses include, but are not limited to the following:

1. Destruction of property
2. Blatant disrespect
3. Skipping class
4. Leaving campus without permission
5. Possession of prohibited items.
6. Computer/Internet violations
7. Theft (Under $50.00)
8. Videoing Physical Altercations
9. Bullying or intimidation

Examples of Level III offenses include, but are not limited to the following:

1. Assault
2. Conduct relating to false alarm or report (including bomb threat) or a terroristic threat involving a public school
3. Possession, selling, giving, or delivering alcohol or a controlled substance
4. Possession of a weapon
5. Engaging in verbal or written exchange that threatens the safety of a school employee or any other member of the school community
6. Vandalism or criminal mischief
7. Inappropriate exposure of body parts or public lewdness
8. Hazing, harassment or threatening behavior
9. Use or possession of a “Vaping Device” containing an illegal substance (IE marijuana concentrates)
10. Retaliation or targeting of any school employee through violence, vandalism, theft, criminal mischief, or social media content.

	Level One	Level Two	Level Three
Step One	Teacher/Staff Action: Parent notification documented in Skyward	Referral to Assistant Principal of Student Services: Counsel with student, parent notification & 1 day of ISS. **Students may attend practices but shall not participate in any extracurricular competition or event while serving ISS.**	Conference with Assistant Principal of Student Services, Principal, Student, & Parent/Guardian and Alternative placement (DAEP), suspension, or expulsion will be assigned. When needed, local authorities will be called to take legal action.
Step Two	Teacher/Staff Action: Teacher enforced repercussion such as Break Detention and/or Alternative Assignment documented in Skyward	Referral to Assistant Principal of Student Services: Parent notification & 2 days ISS	
Step Three	Referral to Assistant Principal of Student Services: Counsel with student, parent notification, Assign 1 day of Academic detention	Referral to Assistant Principal of Student Services: **Parent Conference** & 3 days ISS	
Step Four	Referral to Assistant Principal of Student Services: Assign 2 days of Academic detention	Referral to Assistant Principal of Student Services: 4 days ISS	
Step Five	Referral to Assistant Principal of Student Services: Assign 2 days of **before or after school detention**	Referral to Assistant Principal of Student Services: Parent notification & 5 days ISS	
Step Six	Referral to Assistant Principal of Student Services: Parent conference/Assign 3 days of **before or after school detention**	Conference with Assistant Principal of Student Services, Principal, Student, & Parent/Guardian and Alternative Placement (DAEP)	
Failure to complete assigned step, will result in moving to the next step.*	*After **Step Six**, additional Level One offenses will attach to current **Step 1-6** (as needed) under the **Level II** heading.	***If behavior banned by the student code of conduct continues in DAEP, the placement can be extended to address the continuing discipline infractions.**	

*In severe or frequent disciplinary infractions, administrators may circumvent the six-step disciplinary progression and assign consequences to address behavior.

Possession: Controlled substance, Alcohol, Vaping, and Tobacco Policy

Harleton High School has a **zero tolerance policy** concerning the possession of and / or use of any illegal drugs, alcohol, vape devices, or tobacco products on campus **(includes school activities on or off campus)**. If the student is found with any piece, part, or chemical used in a vaping device, the student will be deemed to be in possession of a prohibited item on campus. This will result in a referral or placement consistent with the following vape / tobacco policy.

VAPE / TOBACCO POLICY

STEP	PLACEMENT	DAYS
STEP 1	IN SCHOOL SUSPENSION	5
STEP 2	DAEP	15
STEP 3	DAEP	30
STEP 4	DAEP	45

**** This chart is for tobacco and vaping infractions only. ****

If any part of the vape contains a controlled substance (for example: THC) the student will be referred as being in possession of a controlled substance and will be subject to the DAEP placement procedures for that offense. A student found to be in possession of tobacco, vape devices (includes parts of vape devices), alcohol or controlled substances may receive a ticket and / or other consequences issued by our campus SRO or other law enforcement agencies.

Food and Drink Containers

Open food and drink containers, are not allowed outside of the cafeteria or food court. Continued violations of this expectation will result in an office referral. YETI or other similar containers are not allowed on campus at any time.

Physical Altercations & Promotion of Altercations and/or Bullying

When physical altercations occur, all students involved will be suspended for the remainder of the day and serve three days of ISS unless otherwise determined by a campus administrator. If a student is involved in more than one physical altercation within a school year, an alternative placement will be considered. Any student or group of students that engage in promoting altercations, bullying, or any other negative actions that may result in major disruption of the campus, may be deemed to be a participant in the activity and receive disciplinary consequences including ISS, OSS, and DAEP assignments.

Administrator Discretion & Student Removal from Class/Activities

Serious or classroom disruption infractions will result in the student being removed from class and sent directly to the office. Infractions of this nature will result in a discipline consequence. In the case of severe or frequent disciplinary infractions, an administrator to address specific offenses may circumvent the six-step disciplinary progression.

This plan is provided as a guide to promote the consistent application of the discipline policy. HISD administration has the discretion to amend this policy as appropriate.

HARLETON JUNIOR HIGH
STUDENT CODE OF CONDUCT
2022-2023



If you have difficulty accessing the information in this document because of disability, please contact sellersjulie@harletonisd.net or 903 777-3010.

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Harleton Junior High Student Code of Conduct

Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact sellersjulie@harletonisd.net or 903-777-3010.

Purpose

The Student Code of Conduct ("Code"), as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Harleton ISD board of trustees and developed with the advice of the district-level planning and decision-making committee. It provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the campus principal's office. Additionally, the Code shall be available at the campus behavior coordinator's office and www.harletonisd.net Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy. In the event of a conflict between the Code and the Student Handbook, the Code shall prevail.

Please note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the district's authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day;
2. While the student is traveling on district transportation;
3. During lunch periods in which a student is allowed to leave campus;
4. At any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
7. When a student engages in cyberbullying, as defined by Education Code 37.0832;
8. When criminal mischief is committed on or off school property or at a school-related event;
9. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
10. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
11. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
12. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as campus behavior coordinator. Contact information may be found at www.harletonisd.net.

Threat Assessment and Safe and Supportive School Team

The campus behavior coordinator or other appropriate administrator will work closely with the campus threat assessment safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code.

Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Reporting Crimes

The principal and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

Security Personnel

To ensure the security and protection of students, staff, and property, the board employs police officers, ***and/or*** security personnel. In accordance with law, the board has coordinated with the campus behavior coordinator and other district employees to ensure appropriate law enforcement duties are assigned to security staff. The law enforcement duties of district peace officers are listed in policy CKE(LOCAL).

The law enforcement duties of school resource officers are: To implement the District's comprehensive safety programs, the District has entered into an agreement with a local law enforcement agency for school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

A school resource officer shall perform duties as described in the agreement and as included in the District improvement plan and the Student Code of Conduct. A school resource officer shall not be assigned routine classroom discipline or administrative tasks.

"Parent" Defined

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

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district's grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 calendar days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page 21 for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner.
- Exercise self-discipline.
- Attend all classes regularly and on time.
- Bring appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 15, **DAEP Placement** on page 16, **Placement and/or Expulsion for Certain Offenses** on page 24**,** and **Expulsion** on page 27, those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed on page 14.

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel.
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline or consequence assigned by a teacher or principal.

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 24.)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 24.)
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 24.)
- Enter, without authorization, district facilities that are not open for operations.

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm silencer or suppressor;
- *A location-restricted knife;
- *A club;
- *A firearm;
- A stun gun;
- Knuckles;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer, unless it is for an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 24. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cell phone, or other electronic device in violation of district and campus rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 16 and **Expulsion** on page 27 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for "paraphernalia.")
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student's own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person's prescription drug on school property or at a school-related event. (See **glossary** for "abuse.")
- Abuse over-the-counter drugs. (See **glossary** for "abuse.")
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. (See **glossary** for "under the influence.")
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Engage in academic dishonesty, which includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Discipline Management Techniques

Discipline shall be designed to improve conduct and encourage students to be responsible members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.

- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 15.
- Placement in a DAEP, as specified in **DAEP** on page 16.
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 24.
- Expulsion, as specified in **Expulsion** on page 27.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.

- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The campus behavior coordinator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 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.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the campus behavior coordinator's office, or the central administration office.

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. See policies FFH(LEGAL) and (LOCAL).

Removal from the School Bus

A bus driver may refer a student to the principal's office to maintain effective discipline on the bus. The principal must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office as a discipline management technique. The campus behavior coordinator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code to maintain effective discipline in the classroom.

Formal Removal

A teacher may initiate a formal removal from class if:

1. A student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the class or with other students' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the campus behavior coordinator or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

A student who has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's consent.

A student who has been formally removed by a teacher for any other conduct may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

Out-of-School Suspension

Misconduct

Students may be suspended for behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the campus behavior coordinator or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The campus behavior coordinator shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.0.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity before the beginning of the next school year to complete each course the student was enrolled in at the time of removal. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Criminal mischief, not punishable as a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in

Title 5 (see **glossary**) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The campus behavior coordinator **may** place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
    - Engages in conduct punishable as a felony.
    - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
    - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (School-related felony drug offenses are addressed in **Expulsion** on page 27.) (See **glossary** for "under the influence" "controlled substance," and "dangerous drug.")
    - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in **Expulsion** on page 27.)
    - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
    - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
    - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 27.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

1. The student receives deferred prosecution (see **glossary**),
2. A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or

3. The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

Removals to a DAEP shall be made by the campus behavior coordinator.

Conference

When a student is removed from class for a DAEP offense, the campus behavior coordinator or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the campus behavior coordinator or appropriate administrator shall provide the student:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal; and
- An opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Placement Order

After the conference, if the student is placed in a DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in a DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The campus behavior coordinator shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the campus behavior coordinator or the board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or

2. The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, the central administration office, or through Policy On Line at the following address: www.harletonisd.net

Appeals shall begin at Level 2 with the superintendent.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's individualized education program (IEP) or Section 504 plan.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the campus behavior coordinator or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication (see **glossary**), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the campus behavior coordinator may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the campus behavior coordinator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the

student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Students

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or campus behavior coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must:

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the campus behavior coordinator or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 16.)

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
    - Aggravated assault.
    - Sexual assault.
    - Aggravated sexual assault.
    - Murder.
    - Capital murder.
    - Criminal attempt to commit murder or capital murder.
    - Aggravated robbery.
- Breach of computer security. (See **glossary**.)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for "under the influence.")
- Selling, giving, or delivering another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Manslaughter.
- Criminally negligent homicide.
- Aggravated robbery.
- Continuous sexual abuse of a young child or disabled individual.
- Felony drug- or alcohol-related offense.
- Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the

student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Penal Code 1.07; or
4. Conduct that constitutes the offense of:
    a. Public lewdness under Penal Code 21.07;
    b. Indecent exposure under Penal Code 21.08;
    c. Criminal mischief under Penal Code 28.03;
    d. Hazing under Education Code 37.152; or
    e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Under Federal Law

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

Note*:* Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
    - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.) *Note*: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
    - A location-restricted knife, as defined by state law. (See **glossary**.)

- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See **glossary**.)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.
  - Continuous sexual abuse of a young child or disabled individual.
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol, or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Process

If a student is believed to have committed an expellable offense, the campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,

2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to principal authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the principal shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the campus behavior coordinator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
    a. 65 years of age or older, or
    b. A disabled person.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as a crime that involves:

1. Starting a fire or causing an explosion with intent to destroy or damage:
    a. Any vegetation, fence, or structure on open-space land; or
    b. Any building, habitation, or vehicle:
        (1) Knowing that it is within the limits of an incorporated city or town,
        (2) Knowing that it is insured against damage or destruction,
        (3) Knowing that it is subject to a mortgage or other security interest,
        (4) Knowing that it is located on property belonging to another,
        (5) Knowing that it has located within it property belonging to another, or
        (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
3. Intentionally starting a fire or causing an explosion and in so doing:
    a. Recklessly damaging or destroying a building belonging to another, or
    b. Recklessly causing another person to suffer bodily injury or death.

Assault is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes

school district property or information or commits a breach of any other computer, computer network, or computer system.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Education Code 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable firearm; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
    a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
    b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
    c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
    d. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another; and
    e. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law.

Hazing is defined by Education Code 37.151 as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated. **Hit list** is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Possession means to have an item on one's person or in one's personal property, including, but not limited to:

1. Clothing, purse, or backpack;
2. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;

3. Telecommunications or electronic devices; or
4. Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

1. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice: An explosive weapon;
    a. A machine gun;
    b. A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device; or
6. An improvised explosive device.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information, including the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

Self-defense is the use of force against another to the degree a person reasonably believes is immediately necessary to protect himself or herself.

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
    a. Public lewdness under Penal Code 21.07;
    b. Indecent exposure under Penal Code 21.08;
    c. Criminal mischief under Penal Code 28.03;
    d. Hazing under Education Code 37.152; or

e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete schoolwork as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;

- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the in-fluence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is defined by Penal Code 46.01 as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

Harleton High School
Student Code of Conduct

Be the Light

2022 – 2023

If you have difficulty accessing the information in this document because of disability, please contact the Harleton High School Assistant Principal of Student Services, Honey Ratcliff, by email at RatcliffHoney@harletonisd.net or by phone at 903-777-2711.

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Student Code of Conduct

Accessibility

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Purpose

The Student Code of Conduct ("Code"), as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Harleton ISD board of trustees and developed with the advice of the district-level planning and decision-making committee. It provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the campus principal's office. Additionally, the Code shall be available at the campus behavior coordinator's office and posted on the district's website, www.HarletonISD.net. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy. In the event of a conflict between the Code and the Student Handbook, the Code shall prevail.

Please note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the district's authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day;
2. While the student is traveling on district transportation;
3. During lunch periods in which a student is allowed to leave campus;
4. At any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
7. When a student engages in cyberbullying, as defined by Education Code 37.0832;
8. When criminal mischief is committed on or off school property or at a school-related event;
9. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
10. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
11. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
12. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as campus behavior coordinator. Contact information may be found at www.HarletonISD.net.

Threat Assessment and Safe and Supportive School Team

The campus behavior coordinator or other appropriate administrator will work closely with the campus threat assessment safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code.

Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Reporting Crimes

The principal *or* campus behavior coordinator and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

Security Personnel

To ensure the security and protection of students, staff, and property, the board employs police officers, school resource officers (SROs), ***and/or*** security personnel. In accordance with law, the board has coordinated with the campus behavior coordinator and other district employees to ensure appropriate law enforcement duties are assigned to security staff. The law enforcement duties of district peace officers are listed in policy CKE(LOCAL).

"Parent" Defined

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

Participating in Graduation Activities

The district has the right to limit a student's participation in graduation activities for violating the district's Code.

Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered eligible, a student shall not have engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

13. The person poses a substantial risk of harm to any person; or
14. The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district's grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 calendar days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner.
- Exercise self-discipline.
- Attend all classes regularly and on time.
- Bring appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page , **DAEP Placement** on page , **Placement and/or Expulsion for Certain Offenses** on page **,** and **Expulsion** on page , those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed on page .

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel.
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline or consequence assigned by a teacher or principal.

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page .)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page .)
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page .)
- Enter, without authorization, district facilities that are not open for operations.

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm silencer or suppressor;
- *A location-restricted knife;
- *A club;
- *A firearm;
- A stun gun;
- Knuckles;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer, unless it is for an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page . In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cell phone, or other electronic device in violation of district and campus rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page and **Expulsion** on page for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Engage in academic dishonesty, which includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Discipline Management Techniques

Discipline shall be designed to improve conduct and encourage students to be responsible members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.

- Sending the student to the office, another assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page .
- Placement in a DAEP, as specified in **DAEP** on page .
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page .
- Expulsion, as specified in **Expulsion** on page .
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.

- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The campus behavior coordinator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 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.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the campus behavior coordinator's office, or the central administration office or through Policy On Line at the following address: *https://pol.tasb.org/Home/Index/608*

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. See policies FFH(LEGAL) and (LOCAL).

Removal from the School Bus

A bus driver may refer a student to the principal's office or the campus behavior coordinator's office to maintain effective discipline on the bus. The principal or campus behavior coordinator must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the campus behavior coordinator may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office as a discipline management technique. The campus behavior coordinator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code to maintain effective discipline in the classroom.

Formal Removal

A teacher may initiate a formal removal from class if:

15. A student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the class or with other students' ability to learn; or
16. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the campus behavior coordinator or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

A student who has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's consent.

A student who has been formally removed by a teacher for any other conduct may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

Out-of-School Suspension

Misconduct

Students may be suspended for behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the campus behavior coordinator or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The campus behavior coordinator shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration:

17. Self-defense (see **glossary**),
18. Intent or lack of intent at the time the student engaged in the conduct,
19. The student's disciplinary history,
20. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
21. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
22. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity before the beginning of the next school year to complete each course the student was enrolled in at the time of removal. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

23. Self-defense (see **glossary**),
24. Intent or lack of intent at the time the student engaged in the conduct,
25. The student's disciplinary history,
26. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
27. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
28. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in

Title 5 (see **glossary**) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The campus behavior coordinator **may** place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
    - Engages in conduct punishable as a felony.
    - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
    - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (School-related felony drug offenses are addressed in **Expulsion** on page .) (See **glossary** for "under the influence" "controlled substance," and "dangerous drug.")
    - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in **Expulsion** on page .)
    - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
    - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
    - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page .)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

29. The student receives deferred prosecution (see **glossary**),

30. A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
31. The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

Removals to a DAEP shall be made by the campus behavior coordinator.

Conference

When a student is removed from class for a DAEP offense, the campus behavior coordinator or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the campus behavior coordinator or appropriate administrator shall provide the student:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal; and
- An opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

32. Self-defense (see **glossary**),
33. Intent or lack of intent at the time the student engaged in the conduct,
34. The student's disciplinary history,
35. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
36. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
37. A student's status as homeless.

Placement Order

After the conference, if the student is placed in a DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in a DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The campus behavior coordinator shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the campus behavior coordinator or the board's designee must determine that:

38. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or

39. The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, the central administration office, or through Policy On Line at the following address: *https://pol.tasb.org/Home/Index/608*

Appeals shall begin at Level One with the Campus Principal.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's individualized education program (IEP) or Section 504 plan.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the campus behavior coordinator or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

40. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication (see **glossary**), or deferred prosecution will be initiated; or

41. The court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the campus behavior coordinator may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the campus behavior coordinator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

42. Threatens the safety of other students or teachers,
43. Will be detrimental to the educational process, or
44. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Students

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or campus behavior coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must:

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

45. The date on which the student's conduct occurred,
46. The location at which the conduct occurred,
47. Whether the conduct occurred while the student was enrolled in the district, or
48. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

49. Threatens the safety of other students or teachers,
50. Will be detrimental to the educational process, or
51. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

52. The student graduates from high school,
53. The charges are dismissed or reduced to a misdemeanor offense, or
54. The student completes the term of the placement or is assigned to another program.

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the campus behavior coordinator or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

55. Self-defense (see **glossary**),
56. Intent or lack of intent at the time the student engaged in the conduct,
57. The student's disciplinary history,
58. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
59. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
60. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page .)

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
    - Aggravated assault.
    - Sexual assault.
    - Aggravated sexual assault.
    - Murder.
    - Capital murder.
    - Criminal attempt to commit murder or capital murder.
    - Aggravated robbery.
- Breach of computer security. (See **glossary**.)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for "under the influence.")
- Selling, giving, or delivering another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Manslaughter.
- Criminally negligent homicide.
- Aggravated robbery.
- Continuous sexual abuse of a young child or disabled individual.
- Felony drug- or alcohol-related offense.
- Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the

student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

61. Deliberate violent behavior that poses a direct threat to the health or safety of others;
62. Extortion, meaning the gaining of money or other property by force or threat;
63. Conduct that constitutes coercion, as defined by Penal Code 1.07; or
64. Conduct that constitutes the offense of:
    a. Public lewdness under Penal Code 21.07;
    b. Indecent exposure under Penal Code 21.08;
    c. Criminal mischief under Penal Code 28.03;
    d. Hazing under Education Code 37.152; or
    e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Under Federal Law

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

Note*:* Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
    - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.) *Note*: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
    - A location-restricted knife, as defined by state law. (See **glossary**.)

- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
    - Aggravated assault, sexual assault, or aggravated sexual assault.
    - Arson. (See **glossary**.)
    - Murder, capital murder, or criminal attempt to commit murder or capital murder.
    - Indecency with a child.
    - Aggravated kidnapping.
    - Aggravated robbery.
    - Manslaughter.
    - Criminally negligent homicide.
    - Continuous sexual abuse of a young child or disabled individual.
    - Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol, or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Process

If a student is believed to have committed an expellable offense, the campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

65. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,

66. An opportunity to testify and to present evidence and witnesses in the student's defense, and
67. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the campus administrators authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or campus behavior coordinator shall take into consideration:

68. Self-defense (see **glossary**),
69. Intent or lack of intent at the time the student engaged in the conduct,
70. The student's disciplinary history,
71. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
72. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
73. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the campus administrator shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

74. The student is a threat to the safety of other students or to district employees, or
75. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the campus behavior coordinator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

76. The out-of-state district provides the district with a copy of the expulsion order, and
77. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

78. The student is a threat to the safety of other students or district employees, or
79. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

80. Causes serious bodily injury to another;
81. Uses or exhibits a deadly weapon; or
82. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
    a. 65 years of age or older, or
    b. A disabled person.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as a crime that involves:

83. Starting a fire or causing an explosion with intent to destroy or damage:
    a. Any vegetation, fence, or structure on open-space land; or
    b. Any building, habitation, or vehicle:
        (1) Knowing that it is within the limits of an incorporated city or town,
        (2) Knowing that it is insured against damage or destruction,
        (3) Knowing that it is subject to a mortgage or other security interest,
        (4) Knowing that it is located on property belonging to another,
        (5) Knowing that it has located within it property belonging to another, or
        (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
84. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
85. Intentionally starting a fire or causing an explosion and in so doing:
    a. Recklessly damaging or destroying a building belonging to another, or
    b. Recklessly causing another person to suffer bodily injury or death.

Assault is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes

school district property or information or commits a breach of any other computer, computer network, or computer system.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

86. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property;
87. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
88. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
89. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

90. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
91. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
92. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Education Code 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

93. Cause action by an official or volunteer agency organized to deal with emergencies;
94. Place a person in fear of imminent serious bodily injury; or
95. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

96. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;

97. The frame or receiver of any such weapon;

98. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable firearm; or

99. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

100. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);

101. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or

102. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:

    a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;

    b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;

    c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;

    d. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another; and

    e. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law.

Hazing is defined by Education Code 37.151 as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

103. Any type of physical brutality;

104. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;

105. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or

Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated. **Hit list** is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Possession means to have an item on one's person or in one's personal property, including, but not limited to:

107. Clothing, purse, or backpack;

108. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;

109. Telecommunications or electronic devices; or

110. Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

111. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice: An explosive weapon;

    a. A machine gun;

    b. A short-barrel firearm;

112. Armor-piercing ammunition;

113. A chemical dispensing device;

114. A zip gun;

115. A tire deflation device; or

116. An improvised explosive device.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information, including the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

Self-defense is the use of force against another to the degree a person reasonably believes is immediately necessary to protect himself or herself.

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;

2. Extortion, meaning the gaining of money or other property by force or threat;

3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or

4. Conduct that constitutes the offense of:

    a. Public lewdness under Penal Code 21.07;

    b. Indecent exposure under Penal Code 21.08;

    c. Criminal mischief under Penal Code 28.03;

    d. Hazing under Education Code 37.152; or

e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete schoolwork as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

5. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
6. Place any person in fear of imminent serious bodily injury;
7. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
8. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
9. Place the public or a substantial group of the public in fear of serious bodily injury; or
10. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- Assault under Section 22.01;

- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the in-fluence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is defined by Penal Code 46.01 as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

HARLETON INDEPENDENT SCHOOL DISTRICT
T-TESS APPRAISAL CALENDAR
2022-2023

1. T-TESS Teacher Refresher – Beginning of school Staff Development, August 8-12, 2022.
- New/Late Hires – Orientation must occur at least 3 weeks prior to the first observation.

2. Teacher Goal-Setting and Professional Development Template (GSPD) – Due to principal before September 23, 2022.
- Review of teacher and student data to self-assess, establish and develop a professional development plan with campus administrator.

3. First day for Pre-Conferences: September 6, 2022. Observation: September 19, 2022.
- Written summary of observations must be provided within 10 working days.
- Follow procedures checklist to make sure electronic signatures are completed.
- HISD observations are announced, and all announced observations require a pre-conference.
- Post-Conference must be conducted within 10 working days after the completion of an observation.

4. Instructional days on which no observations are allowed:
- August 15, 2022 through September 16, 2022.
- May 4, 2023 through May 24, 2023.

5. Instructional days on which no observations are allowed due to day before and day after a holiday:

November 3, 2022	November 28, 2022
December 16, 2022	January 4, 2023
January 13, 2023	January 17, 2023
February 9, 2023	February 20, 2023
March 31 2023	April 10, 2023

6. No observations are allowed on days a teacher is scheduled for STAAR testing:
Please be sure you obtain and follow the most current STAAR testing schedule from the District office.

7. Walkthroughs may be conducted and cumulative data may be obtained on any day and at any time throughout the school year.

8. Other Important Dates:
 February 8, 2023 Last day to conduct a formal observation.
 February 24, 2023 Last day to conduct a formal observation (late hires / FMLA issues.
 March 2, 2023 Last day for teachers to request a second T-TESS Appraisal (must be requested within 10 working days after post-conference).
 April 10, 2023 Begin End-of Year conferences to discuss summative appraisal.
 May 4, 2023 All written summative annual appraisals and summative conferences shall be completed and in DMAC.

FORM D

TASB ENDORSEMENT FORM

DATE: _____

Our school board endorses the candidacy of the following individual nominated to fill a position on the TASB Board of Directors.

CANDIDATE INFORMATION

NAME: _____

SCHOOL DISTRICT: _____

This endorsement was approved by our school district's board of trustees at a duly called meeting on

_____.
(Date)

Best regards,

_____
(Signature of board president or officer)

PRINTED NAME: _____

SCHOOL DISTRICT: _____

MAILING ADDRESS: _____

CITY: _____ ZIP: _____

This form is to be used to endorse a nominated individual from a board of trustees within your TASB Region who is a timely candidate for a position on the TASB Board of Directors.

Must be received by TASB on or before AUGUST 29, 2022.

RETURN TO: **E-mail: boardcommunications@tasb.org**
FAX: 512.467.3554

TASB Director Candidates

*Indicates Large District Director Positions
(I) Incumbents that have indicated they will be seeking re-election

REGION/POSITION	DIRECTOR	DISTRICT	TERM
Region 1, Position B	Janie Lopez	San Benito CISD	2022–2025
	Sylvia Sánchez Garza (I)	South Texas ISD	
Region 2	Moises Alfaro (I)	Mathis ISD	2022–2025
Region 4, Position D*	Myrna Guidry (I)	Houston ISD	2022–2023
Region 4, Position E*	Rebecca Fox	Katy ISD	2022–2025
Region 4, Position F*	Julie Hinaman (I)	Cypress-Fairbanks ISD	2022–2024
Region 4, Position G*	Kristen Davison Malone	Fort Bend ISD	2022–2023
Region 6, Position A	William Foster	Caldwell ISD	2022–2025
	Kenneth Holland	Huntsville ISD	
	Beth Prykryl	New Caney ISD	
Region 6, Position B*	Scott Moore (I)	Conroe ISD	2022–2025
Region 7	Tony Raymond (I)	Sabine ISD	2022–2025
Region 9	Les Healton	Burkburnett ISD	2022–2025
	Mark Lukert (I)	Wichita Falls ISD	
Region 10, Position B	Nichole Bentley	Coppell ISD	2022–2025
	DeAndrea Fleming	DeSoto ISD	
	LaSonja Flowers-Ivory	Duncanville ISD	
	Linda Gooch (I)	Sunnyvale ISD	
	Carolyn Ann Morris	Lancaster ISD	
	Jeff Striplin	Bland ISD	
Region 10, Position C*	Dan Micciche (I)	Dallas ISD	2022–2025
Region 11, Position A	Julie Cole	Hurst-Euless-Bedford ISD	2022–2025
	Tammy Nakamura	Grapevine-Colleyville ISD	
	Patsy Sosa-Sánchez	Denton ISD	
Region 11, Position B*	Quinton Phillips	Fort Worth ISD	2022–2023

Updated: 7/01/22

TASB Director Candidates

*Indicates Large District Director Positions
(I) Incumbents that have indicated they will be seeking re-election

REGION/POSITION	DIRECTOR	DISTRICT	TERM
Region 11, Position D	Mac Belmontes	Lake Worth ISD	2022–2024
	Steven Newcom	Eagle Mountain-Saginaw ISD	
Region 13, Position A*	Lynn Boswell	Austin ISD	2022–2025
Region 16	Eddie Fuentes	Bushland ISD	2022–2025
	Cindy Spanel (I)	Highland Park ISD-Potter County	
Region 20, Position D	Robert Westbrook (I)	Schertz-Cibolo-Universal City ISD	2022–2025

Updated: 7/01/22

Explanatory Notes
TASB Localized Policy Manual Update 119

Harleton ISD

ATTN(NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

Please note: Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 87th Legislature Regular and Special Sessions.

AIB(LEGAL) ACCOUNTABILITY: PERFORMANCE REPORTING

Quality of learning indicators for remote instruction performance reporting have been added from SB 15 (Second Called Session). (See page 6.)

BBB(LEGAL) BOARD MEMBERS: ELECTIONS

Provisions have been added to this legally referenced policy on elections for a more complete presentation of applicable legal content.

BBBA(LEGAL) ELECTIONS: CONDUCTING ELECTIONS

Upon the board's receipt of certification that a candidate is unopposed in an election, SB 1 (Second Called Session) requires the board to cancel the election and declare each unopposed candidate elected to office.

SB 1 also changed the definition for *eligible county polling place*. Other revisions are to better match legal sources.

BBE(LEGAL) BOARD MEMBERS: AUTHORITY

Provisions on board authority that are addressed at other codes have been removed to eliminate duplication.

BBG(LEGAL) BOARD MEMBERS: COMPENSATION AND EXPENSES

A revision clarifies that an officer *or employee* may participate in the comptroller's contract for travel services when traveling for official business. The comptroller can no longer charge fees for these services.

BBI(LEGAL) BOARD MEMBERS: TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

Revisions are to update citations and better reflect legal sources.

BDAA(LEGAL) OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS

Revisions are to better reflect legal sources.

BDB(LEGAL) BOARD INTERNAL ORGANIZATION: INTERNAL COMMITTEES

Provisions on board committees have been revised based on current legal authority.

BE(LEGAL) BOARD MEETINGS

This legally referenced policy on board meetings has been revised to reorder and add some existing legal provisions, delete nonessential provisions, and better reflect legal sources.

BQ(LEGAL) PLANNING AND DECISION-MAKING PROCESS

Revised Administrative Code rules resulted in changes to shared services arrangements for DAEP services.

Explanatory Notes

TASB Localized Policy Manual Update 119

Harleton ISD

CCGA(LEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

As provided by SB 611 (Regular Session) and Senate Joint Resolution 35 and approved by voters in November 2021, the surviving spouse of a member of the U.S. armed forces who is fatally injured in the line of duty is entitled to the residence homestead property tax exemption as long as the surviving spouse remains unmarried. (See page 5.)

CDB(LEGAL) OTHER REVENUES: SALE, LEASE, OR EXCHANGE OF SCHOOL-OWNED PROPERTY

Revisions are to better reflect statutory sources.

CDC(LEGAL) OTHER REVENUES: GIFTS AND SOLICITATIONS

SB 3 (Second Called Session) revised the provisions on prohibited use of private funding for certain curriculum and professional development purposes.

CH(LEGAL) PURCHASING AND ACQUISITION

We have added a reference on page 12 to amended rules from the Texas Department of Information Resources on purchasing information technology commodity items.

CI(LEGAL) SCHOOL PROPERTIES DISPOSAL

Revisions are to better reflect statutory sources.

CPC(LEGAL) OFFICE MANAGEMENT: RECORDS MANAGEMENT

Revisions to this legally referenced policy are based on revised Administrative Code rules from the Texas State Library and Archives Commission (TSLAC) published in Bulletin B: Electronic Records Standards and Procedures. An overview of Bulletin B is available on the TSLAC website.

CPC(LOCAL) OFFICE MANAGEMENT: RECORDS MANAGEMENT

Recent updates by the Texas State Library and Archives Commission (TSLAC) to Bulletin B: Electronic Records Standards and Procedures prompted recommended revisions to this local policy on records management. The new rules add local policy requirements for district management of electronic records.

To meet these requirements, new policy provisions delegate to the records management officer the responsibility to develop procedures for the management of electronic records that comply with the district's records control schedules and meet minimum components required by law.

The *Regulations Resource Manual* includes updated sample procedures on this topic, and the *Legal Issues in Update 119* memo describes common legal concerns and best practices specific to this policy topic.

CQA(LEGAL) TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

Based on HB 1525 (Regular Session) and SB 9 (Second Called Session), we have added the requirement to post curriculum materials on human sexuality instruction and instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking to the extent the materials are in the public domain. (See item 42.)

Harleton ISD

CRD(LEGAL) INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

Revisions to TRS-ActiveCare provisions are based on amended Administrative Code rules. New text addresses prohibitions on offering alternative group health coverage (see page 2) and highlights the information that must be submitted with written elections to participate in TRS-ActiveCare (see page 3).

CS(LEGAL) FACILITY STANDARDS

Changes throughout this legally referenced policy on facility standards are from new Administrative Code rules that add extensive standards for capital improvement projects on or after November 1, 2021, and revised Administrative Code rules on the standards applicable to these projects before November 1, 2021.

CV(LEGAL) FACILITIES CONSTRUCTION

Changes to this legally referenced policy on facilities construction are from new Administrative Code rules that add extensive facility standards for construction of capital improvement projects on or after November 1, 2021.

An existing provision has been added on page 3 regarding the board's notice of delegation.

DC(LEGAL) EMPLOYMENT PRACTICES

We have added on page 4 new Administrative Code rules addressing the monthly certified statement of employment the district must submit to TRS for retirees employed by the district.

DEAA(LEGAL) COMPENSATION PLAN: INCENTIVES AND STIPENDS

Changes reflect revised Administrative Code rules on the local optional teacher designation system and mentor teacher programs.

DECB(LEGAL) LEAVES AND ABSENCES: MILITARY LEAVE

This legally referenced policy on military leave has been updated based on revisions to the Uniformed Services Employment and Reemployment Rights Act (USERRA).

DFE(LEGAL) TERMINATION OF EMPLOYMENT: RESIGNATION

Provisions on contract abandonment are revised based on amended rules from the State Board for Educator Certification. The reasons an educator may abandon a contract for good cause now include the educator's reasonable belief that the educator had written permission from the district to resign. Several new mitigating factors have also been added.

DG(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES

SB 3 (Second Called Session) broadened a provision from HB 3979 (Regular Session) so that a teacher may not be compelled to discuss a widely debated and controversial issue of public policy or social affairs for any course or subject. The provision is no longer limited to social studies courses in the required curriculum. (See page 5.)

DHC(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO TEXAS EDUCATION AGENCY

Amended Administrative Code rules revise terminology from *solicitation of sexual conduct* to *solicitation of sexual contact* to better align with statute.

Harleton ISD

DMA(LEGAL) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

Revisions are to update citations and better reflect statutory wording.

DMA(LOCAL) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

SB 1267 (Regular Session) requires the board to annually review the State Board for Educator Certification (SBEC) clearinghouse regarding best practices and industry recommendations for professional development and adopt a professional development policy based on the training recommendations in the clearinghouse.

To meet the policy requirements, the recommended local policy text reflects that the board shall annually approve the district's professional development plan, which must be guided by the clearinghouse; note any differences from the clearinghouse recommendations; and include a schedule of required professional development. Because this requirement applies to open enrollment charter schools, it is not eligible for exemption under an innovation plan. To the extent a district has lawfully exempted itself from training requirements in its DOI plan (i.e., training requirements that are not applicable to open enrollment charter schools), such exemptions should be noted in the district's professional development plan as a difference between the plan and the clearinghouse recommendation.

We recommend deletion of the previous text allowing time off for attending staff development activities on nonduty time. Such practices may be more appropriately addressed in the employee handbook and administrative regulations.

Please note: SB 1267 requires SBEC to publish the clearinghouse by June 1, 2022, and districts to adopt a professional development policy by August 1, 2022. TASB Policy and Legal Services recommend that the board adopt DMA(LOCAL) and approve the district professional development plan by August 1, or as soon as possible thereafter, to ensure compliance with the bill.

DP(LEGAL) PERSONNEL POSITIONS

Provisions on school psychological services have been updated based on revised Administrative Code rules.

E(LEGAL) INSTRUCTION

The E section table of contents has been updated to add the new code EHDF, which includes provisions on local remote learning programs, and to update the subtitle for EFB, Library Materials.

EF(LEGAL) INSTRUCTIONAL RESOURCES

SB 3 (Second Called Session) requires a district to provide login credentials to parents to access learning management or online learning portals used for student instructional materials.

EHAA(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

Effective with the 2022–23 school year, SB 9 (Second Called Session) provides that the SHAC must recommend the appropriate grade levels and curriculum for instruction on child abuse, family violence, dating violence, and sex trafficking.

The bill also imposes several requirements regarding curriculum materials on those topics, including:

- Revised parental notification and new parental consent provisions;
- Posting of proposed and adopted curriculum materials and options for a parent to purchase copyrighted materials from the publisher; and

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- New board policy on adopting curriculum materials [see EHAA(LOCAL), below].

The *Regulations Resource Manual* includes a sample board resolution for convening the SHAC and a sample parental consent form.

EHAA(LOCAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

New provisions are recommended based on SB 9 (Second Called Session), which imposes several requirements for instruction on the prevention of child abuse, family violence, dating violence, and sex trafficking, including a board policy on adopting curriculum materials. The policy follows the steps required by law, including board adoption of a resolution to convene the school health advisory council (SHAC) to hold meetings and make recommendations to the board at a public meeting, as well as board confirmation that the recommendations meet the requirements in law before taking action by a record vote.

The *Regulations Resource Manual* includes a sample board resolution for convening the SHAC and a sample parental consent form.

EHB(LOCAL) CURRICULUM DESIGN: SPECIAL PROGRAMS

This policy requiring the district to provide regular training opportunities for teachers of students with dyslexia is recommended to meet TEA policy requirements for the ongoing TEA special education cyclical monitoring reviews.

Please note: This policy will need to be adopted by the board and linked to the Legal Framework by the August 31, 2022, deadline. See TEA's FAQ on Special Education Operating Procedures.

EHBAA(LEGAL) SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

Amended Administrative Code rules now refer to a student with an *auditory impairment as* a student who is *deaf or hard of hearing* to match statute. (See page 5.)

EHBAA(LOCAL) SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

This policy requiring the district to ensure that a student who is transitioning from early childhood intervention (ECI) has an individualized education program (IEP) developed and implemented by the child's third birthday is recommended to meet TEA policy requirements for the ongoing TEA special education cyclical monitoring reviews.

Please note: This policy will need to be adopted by the board and linked to the Legal Framework by the August 31, 2022, deadline. See TEA's FAQ on Special Education Operating Procedures.

EHBAB(LEGAL) SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

Amended Administrative Code rules revise the list of individuals who must be included in ARD committee meetings for students with deaf-blindness and revise terminology addressing students who are deaf or hard of hearing. Participating special education teachers or providers must be appropriately certified or licensed as required by federal law. The rules also address, as reflected on page 5, IEP implementation for students who enroll in a new district during the summer.

A new Administrative Code rule prohibits consideration of eligibility for supplemental special education services when developing or revising a student's IEP, determining the appropriate educational setting, or in the provision of a free appropriate public education. (See page 8.)

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EHBAC(LEGAL) SPECIAL EDUCATION: STUDENTS IN NONDISTRICT PLACEMENT

We have removed a repealed Administrative Code provision on out-of-state placement.

EHBB(LOCAL) SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS

HB 1525 (Regular Session) removed the statutory requirement for a district to annually certify to the commissioner of education that the district's gifted and talented program is consistent with the Texas State Plan for the Education of Gifted/Talented Students. We recommend deletion of the corresponding local policy provision.

EHBC(LEGAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

Reporting provisions on expenditure of the state compensatory education allotment have been added from the Administrative Code.

EHDE(LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: DISTANCE LEARNING

A new provision from SB 15 (Second Called Session) explains how off-campus electronic courses or programs are counted for purposes of average daily attendance. (See page 12.)

EHDF(LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: LOCAL REMOTE LEARNING PROGRAM

Provisions on local remote learning programs from SB 15 (Second Called Session) are reflected in this new legally referenced policy. All provisions in the bill expire on September 1, 2023.

EIF(LEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

Revised Administrative Code rules provide additional detail on the requirement for a student to complete a financial aid application to meet graduation requirements. The rules, beginning on page 3 of this policy, require the board to adopt the TEA-provided form a student may submit to opt out of the financial aid application requirement and require adoption of a board policy to address the methods by which a student can confirm submission of a financial aid application. See EIF(LOCAL), below.

EIF(LOCAL) ACADEMIC ACHIEVEMENT: GRADUATION

Revised Administrative Code rules require a board policy to address the methods by which a student can confirm completion and submission of a financial aid application to meet graduation requirements. The recommended text aligns with TEA guidance and addresses methods for both the free application for federal financial aid (FAFSA) and the Texas application for state financial aid (TASFA). Please contact your policy consultant if you have questions or need additional edits to this policy.

Additional TEA guidance on this topic is available.

The *Regulations Resource Manual* includes sample procedures on this topic, and the *Legal Issues in Update 119* memo describes common legal concerns and best practices specific to this policy topic.

EKB(LEGAL) TESTING PROGRAMS: STATE ASSESSMENT

HB 3261 (Regular Session) allows a district to administer a state assessment instrument on the first instructional day of the week upon authorization by the commissioner of education.

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EMB(LEGAL) MISCELLANEOUS INSTRUCTIONAL POLICIES: TEACHING ABOUT CONTROVERSIAL ISSUES

SB 3 (Second Called Session) revised provisions on instructional requirements and prohibitions, including prohibited concepts and activities.

FEC(LEGAL) ATTENDANCE: ATTENDANCE FOR CREDIT

From SB 15 (Second Called Session) we have added a provision permitting a district to exempt students from the 90 percent attendance requirement for courses that are offered under a local remote learning program.

FFBA(LOCAL) CRISIS INTERVENTION: TRAUMA-INFORMED CARE

SB 1267 (Regular Session) requires training in trauma-informed care to be provided in accordance with the board's professional development policy. Therefore, at Training, a reference has been added to the district's professional development plan. See DMA(LOCAL), above, for more information.

SB 1267 also repealed the requirement for a district to annually report to TEA the number of employees who participated in trauma-informed care training. We recommend deleting the local policy provision.

FFG(LEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

Revisions are to update citations and better reflect legal sources.

FFH(LEGAL) STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

From SB 9 (Second Called Session) we have added the following on page 2:

- New policy requirements on dating violence, including parental notification upon a report of dating violence [see FFH(LOCAL), below]; and
- A provision requiring districts to make available to students age-appropriate materials on the dangers of dating violence and resources for students seeking help.

Other revisions are to better reflect legal sources.

FFH(LOCAL) STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

To meet new board policy requirements from SB 9 (Second Called Session), we recommend text at Notice to Parents, which requires the district, upon receipt of a report of dating violence, to immediately notify the parent of the student identified as the alleged victim or perpetrator.

District policy must also include reporting procedures and guidelines for students who are victims of dating violence and include a clear statement that dating violence is not tolerated at school. No changes to your district's policy are recommended regarding these elements based on the district's existing policy provisions, which include reporting procedures and a statement of nondiscrimination that specifically prohibits dating violence.

Additional revisions are recommended to clarify the definition of prohibited conduct and the district’s response to such conduct.

FM(LEGAL) STUDENT ACTIVITIES

Provisions from HB 25 (Third Called Session) address transgender students in athletic activities sponsored or authorized by a district and prohibit a student from participating in an athletic competition that is

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designated for a biological sex that differs from the biological sex stated on the student's official birth certificate. (See page 8.)

FNA(LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION

We have added the recent U.S. Supreme Court case on student speech, *Mahanoy Area School District v B.L.* The case holds that public schools may have a special interest in regulating some off-campus student speech where the district's interest is sufficient to overcome the student's interest in free expression, such as in situations of serious or severe bullying or harassment, threats, or breaches of school security devices.

FOC(LEGAL) STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

Revisions are to better reflect legal sources.

FOCA(LEGAL) PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING: DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM OPERATIONS

Amended Administrative Code rules resulted in revisions to shared services arrangements for DAEP services and to provisions regarding transitions for students in DAEP.

FOF(LEGAL) STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

From HB 785 (Regular Session) we have added a provision requiring the commissioner of education to adopt rules regarding the use of restraint and time-out with a student who is receiving special education services. (See page 8.)

GKA(LEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

An existing statutory provision has been added to clarify the effect of failing to post signs at each entrance to the premises or other property indicating that firearms and other weapons are prohibited. (See page 8.)

GKD(LEGAL) COMMUNITY RELATIONS: NONSCHOOL USE OF SCHOOL FACILITIES

We have added existing statutory provisions regarding the use of district facilities by places of worship.

GKG(LEGAL) COMMUNITY RELATIONS: SCHOOL VOLUNTEER PROGRAM

We have updated for clarification the provisions on obtaining criminal history record information.

(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the 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; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

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.

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.

Contact:

School Districts and Education Service Centers	**Community Colleges**
policy.service@tasb.org	colleges@tasb.org
800.580.7529 512.467.0222	800.580.1488 512.467.3689

The Superintendent shall oversee the performance of records management functions prescribed by state and federal law:

- Records administrator~~Administrator~~, as prescribed by Local Government Code 176.001 and 176.0065.~~007~~ [See BBFA ~~and CHE~~]
- Officer for public information~~Public Information~~, as prescribed by Government Code 552.201–.205. [See GBAA]
- Public information coordinator~~Information Coordinator~~, as prescribed by Government Code 552.012. [See BBD]

Local Government Records Act

"Local Government Record"

The term "local government record" shall pertain to all items identified as such by the Local Government Records Act.

Records Management Officer

The Superintendent~~Superintendent~~ shall serve as and perform the duties of the District's records management officer as prescribed by Local Government Code 203.023~~,~~ and shall administer the District's records management program pertaining to local government records in compliance with the Local Government Records Act.

Notification

The records management officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Electronic Records

The records management officer shall develop procedures for the management of electronic records that comply with the District's records control schedules and meet the minimum components required by law.

The procedures shall:

1. Specify the objectives of the electronic records management program;
2. Identify the responsibilities of employees who create, receive, or maintain electronic records;
3. Ensure the maintenance of electronic records until the expiration of the applicable retention period and final disposition; and
4. Ensure that electronic records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.

Records Control Schedules

The records management officer shall file with the TSLAC a written declaration that the District has adopted records control schedules

that comply with records retention schedules issued by the TSLAC as provided by law.

Website Postings

The District's records management program shall address the length of time records will be posted on the District's website when the law does not specify a posting period.

Records Destruction Practices

All local government records shall be considered District property and any unauthorized destruction or removal shall be prohibited. The District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

Training

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable District staff are trained on the District's records management program, including this policy and corresponding procedures.

Note: This local policy has been revised in accordance with the District's innovation plan.[1]

Staff Development

In accordance with the District's innovation plan, the District shall be exempt from the state laws requiring staff development.

During the first year of employment with the District, each employee shall complete formal training on the following subjects:

- Sexual harassment;
- Bullying prevention;
- Child abuse, sexual abuse, and other maltreatment of children;
- FERPA (privacy of student records);
- Suicide prevention;
- Anaphylaxis and auto-injectors;
- Bloodborne pathogens;
- Diabetes overview;
- Illegal steroid use; and
- Concussions.

Three-Year~~year~~ Cycle

Following initial training, each employee shall participate every three years in formal training on each of these subjects.

Exception

Employees in certain positions shall be required to have annual training regarding concussions, in accordance with UIL rules.

Staff Development Plan~~Equivalency~~

The Superintendent shall recommend the District's professional development plan for all District employees. The Board shall annually review the professional development clearinghouse published by the State Board for Educator Certification (SBEC) and annually approve the District's professional development plan. The District's professional development plan must:

1. Be guided by the SBEC clearinghouse training recommendations;
2. Note any differences in the District's plan from the clearinghouse recommendations; and

Include a schedule of the required professional development for all District employees.~~With the principal's prior approval, professional~~

~~and paraprofessional personnel may attend conventions, conferences, workshops, and seminars on weekends, holidays, summer vacation, or other noninstructional time and be excused from designated staff development activities.~~

[1] Innovation Plan: https://harletonisd.net/220977_2

Human Sexuality Instruction

The following process shall apply regarding the adoption of curriculum materials for the District's~~district's~~ human sexuality instruction:

1. The Board shall adopt a resolution convening the District's school health advisory council (SHAC) to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking

The following process shall apply regarding the adoption of curriculum materials for the District's instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking:

1. The Board shall adopt a resolution convening the District's SHAC to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

In accordance with administrative procedures, the District shall provide regular training opportunities for teachers of students with dyslexia that include new research and practices for educating students with dyslexia.

When a student transitions from early childhood intervention (ECI) to early childhood special education (ECSE) services, the District shall develop and implement an individualized education program (IEP) by the child's third birthday.

Referral

Students may be referred for the gifted and talented program at any time by teachers, school counselors, parents, or other interested persons.

Screening and Identification Process

The District shall provide assessment opportunities to complete the screening and identification process for referred students at least once per school year.

The District shall schedule a gifted and talented program awareness session for parents that provides an overview of the assessment procedures and services for the program prior to beginning the screening and identification process.

Parental Consent

The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.

Identification Criteria

The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.

Assessments

Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.

Selection

A selection committee shall evaluate each referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law.

Notification

The District shall provide written notification to parents of students who qualify for services through the District's gifted and talented program. Participation in any program or services provided for gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted and talented program.

Reassessment

If the District reassesses students in the gifted and talented program, the reassessment shall be based on a student's performance in response to services and shall occur no more than once in elementary grades, once in middle school grades, and once in high school grades.

Transfer Students

When a student identified as gifted by a previous school district enrolls in the District, the selection committee shall review the student's records and conduct assessment procedures when necessary to determine if placement in the District's program for gifted and talented students is appropriate.

[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]

Furloughs

The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.

In accordance with the Board-approved program, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted and talented program, be placed on another furlough, or be exited from the program.

Exit Provisions

The District shall monitor student performance in response to gifted and talented program services. If at any time the selection committee or a parent determines it is in the best interest of the student to exit the program, the committee shall meet with the parent and student before finalizing an exit decision.

Appeals

A parent, student, or educator may appeal any final decision of the selection committee regarding selection for or exit from the gifted and talented program. Appeals shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.

Program Evaluation

The District shall annually evaluate the effectiveness of the District's gifted and talented program, and the results of the evaluation shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, school counselors, students in the gifted and talented program, and the community.

Funding

The District's gifted and talented program shall address effective use of funds for programs and services consistent with the standards in the state plan for gifted and talented students.

~~The District shall annually report to the Texas Education Agency (TEA) regarding funding used to implement the District's gifted and talented program. The District shall annually certify to TEA:~~

~~1. The establishment of a gifted and talented program by the District; and~~

~~2. That the District's program is consistent with the state plan for gifted and talented students.~~

Community Awareness

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

Course Requirements

To graduate, a student must complete the courses required by the District in addition to those mandated by the state.

Foundation Program

The courses that satisfy District requirements under the foundation program, including courses for the distinguished level of achievement and courses for endorsements offered by the District, shall be listed in appropriate District publications.

Without an Endorsement

The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program without an endorsement. Graduation under the foundation program without an endorsement shall be permitted only as authorized under state law and rules.

With an Endorsement

The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with an endorsement.

Distinguished Level of Achievement

The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with the distinguished level of achievement.

Fine Arts Substitutions

To the extent permitted by state rules, the District shall award state graduation credit in fine arts for participation in an approved community-based fine arts program.

Physical Education Substitutions

To the extent permitted by state rules, the District shall award state graduation credit in physical education for participation in approved activities and elective courses.

Activities and Courses

Private or Commercial Programs

The District shall award state graduation credit in physical education for appropriate private or commercially sponsored physical activity programs conducted either on or off campus, upon approval by the commissioner of education. [See also EHAC]

Financial Aid Application Confirmation

As confirmation of a student's completion and submission of a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA), the District shall accept the following:

1. A screenshot that includes the processed date field in ApplyTexas Counselor Suite FAFSA data;
2. Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;
3. A copy or screenshot of the FAFSA acknowledgment page;

4. A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);

5. An acknowledgment receipt from an institution of higher education (IHE); or

6. A copy of a financial aid award letter from an IHE.

[For students who choose not to complete and submit a FAFSA or a TASFA, see EIF(LEGAL).]

The District shall maintain individual student documentation of the financial aid application requirement as an education record. [See FL]

Trauma-Informed Care Program

The District's trauma-informed care program, as included in the District improvement plan, shall provide for the integration of trauma-informed care practices in the school environment, including increasing staff and parent awareness of trauma-informed care, implementation of trauma-informed practices and care by District and campus staff, and providing information about available counseling options for students affected by trauma or grief.

Training

The District shall provide training in trauma-informed care to District educators as required by law and the Board-approved District professional development plan. ~~.~~ The District improvement plan shall specify required training for any other District employees as applicable.

~~Annual Report~~

~~The District shall provide an annual report to the Texas Education Agency on the number of employees who have participated in trauma-informed care training.~~

Note: This policy addresses discrimination, including harassment, and retaliation against District students. For provisions regarding discrimination, including harassment, and retaliation against District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

~~**Statement of Nondiscrimination**~~

~~The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.~~

~~**Discrimination**~~

~~Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the student.~~

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

~~**Prohibited Harassment**~~

~~**Prohibited harassment**~~**Statement of Nondiscrimination**

The District prohibits discrimination, including harassment, against any student. Discrimination is defined as treating a student or group of students differently from similarly situated students on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. One type of harassment this policy prohibits is dating violence, as defined below. Retaliation against anyone exercising their rights under this policy is a violation of District policy and is prohibited.

Harassment

Harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

Harassment~~Prohibited harassment~~ includes dating violence as defined by law and this policy.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; cyberharassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Title IX Sexual~~Sex-Based~~ Harassment

As required by law, the District shall follow the procedures below at Response to Title IX Sexual Harassment~~—Title IX~~ upon a report of sex-based harassment, including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment in an education program or activity and against a person in the United States under Title IX. [See FFH(LEGAL)]

Other Sexual Harassment

By an Employee

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when~~:~~

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or

2. The conduct is so severe, persistent, or pervasive that it:

    a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or

    b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or other inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, contact, or communications, including electronic communication.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; cyberharassment; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

Reporting Procedures

Student Report

Any student who believes that he or she has experienced prohibited conduct and any person who~~or~~ believes that a~~another~~ student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

Employee Report

Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

Definition of District Officials	For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.
Title IX Coordinator	Reports of discrimination based on sex, including sexual harassment, gender-based harassment, or dating violence, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]
ADA / Section 504 Coordinator	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]
Superintendent	The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.
Alternative Reporting Procedures	An individual shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent. A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.
Timely Reporting	To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.
Notice to Parents	The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult. [For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.] When the District receives a report of prohibited conduct that includes dating violence, the appropriate District official shall immediately notify the parent or guardian of the student who has been identified in the report as the alleged victim or perpetrator.
Investigation of Reports Other Than Title IX	The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, including sexual harassment, gender-based harassment, and dating violence, see the procedures below at Response to Title IX Sexual Harassment~~— Title IX~~.

	The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.
Initial Assessment	Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation. If the District official determines that the allegations, if proved, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.
Interim Action	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.
District Investigation	The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.
Criminal Investigation	If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.
Concluding the Investigation	Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

Notification of Outcome

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

District Action

Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

Corrective Action

Examples of corrective action may include a training program for those involved in the report, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination, ~~and~~ harassment, and retaliation.

Bullying

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent has the~~shall be informed of his or her~~ right to file a complaint with the United States Department of Education Office for Civil Rights.

Response to Title IX Sexual Harassment~~– Title IX~~

General Response

For purposes of the District's response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant's wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District's response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed or dismissed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and the Student Code of Conduct. The Title IX coordinator also reserves the right to sign a formal complaint, initiating the Title IX grievance process, if it would be deliberately indifferent not to investigate and respond to the prohibited conduct in accordance with Board policies and the Student Code of Conduct.

Title IX Formal Complaint Process

To distinguish the process described below from the District's general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District's "Title IX formal complaint process."

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;

3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

Retaliation

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation. The definition of prohibited retaliation under this policy also includes retaliation against a student

who refuses to participate in any manner in an investigation under Title IX. In the absence of a formal complaint, allegations of retaliation shall be investigated under Investigation of Reports Other Than Title IX, above.

Examples

Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

Records Retention

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

Access to Policy and Procedures

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

Localized Policy Manual Update 119

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Update 119 contains (LOCAL) policies that require board action and adoption notification before we can incorporate the revisions into your district's Policy Online™ manual.

What should I do to prepare for board adoption?

1. In Local Manual Updates[1] *(myTASB login required)*, download and save the numbered update resource material.
2. Present the (LOCAL) policies to your board for adoption.
3. Following board action, notify Policy Service of adoption so we can incorporate the adopted policies into your district's Policy Online manual.
4. If there are additional changes, submit the annotated changes with your Adoption Notification Form.

How do I notify Policy Service that the board has adopted the update?

1. Go to Local Manual Updates and click the "notify TASB" link.
2. Fill out and submit the electronic Adoption Notification Form for TASB-Initiated Updates.

Questions?

- If you have questions regarding Policy Online, contact pol-support@tasb.org.
- If you have questions regarding policy text, contact your district's assigned policy consultant.[2]

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[1] Local Manual Updates: https://www.tasb.org/apps/policyUpdates/GetUpdates.aspx
[2] Contact a Policy Service Consultant: https://www.tasb.org/services/policy-service/consultant-contact-information.aspx

Localized Policy Manual Update 119

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You can download a PDF of this update packet, annotated copies of the (LOCAL) policies, editable (LOCAL) text, and more under Local Manual Updates[1] in the myTASB Policy Service Resource Library.

Other materials, including an overview video of the (LOCAL) policy changes, are available under Policy Manual Update Resources.[2]

Need help? Please call your policy consultant at 800-580-7529 or email policy.service@tasb.org.

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Overview

Update 119 includes policy recommendations to address the remainder of the legislative changes from the 87th Legislature, Regular Session; other revisions resulting from legislation enacted during the special sessions; and revisions based on updates to the Texas Administrative Code. Recommended changes to local policies address the following topics:

- Records management
- Required staff development
- Required instruction
- Gifted and talent students
- Graduation
- Trauma-informed care
- Freedom from discrimination, harassment, and retaliation

Your Localized Update 119 packet also contains:

- **Explanatory Notes** describing the changes to each policy. Please note that, where appropriate, the Explanatory Notes ask you to verify that a particular policy reflects current district practice and to advise us of any changes needed so that our records and the district's policy manual accurately track the district's practice. Explanatory notes may also provide important information about policies not included in the update packet.
- **Instructions** for incorporating this update into each of the district's Localized Policy Manuals after board adoption. Use the enclosed Instruction Sheet as a guide to which policies should be added, replaced, and removed from your manual.

Local Policy Overview for Update 119

The *Local Policy Overview* provides a general, high-level overview of the changes to the (LOCAL) policies included in TASB updates. Presented in both video and written document formats, the *Local Policy Overview* is available on myTASB in Policy Manual Update Resources.[3] From there, you may forward it electronically or print the written document for distribution to staff and board members.

Legal Services Update Memo

TASB Legal Services' Legal Issues in Update 119 memo[4] (available in the myTASB Policy Service Resource Library under Policy Manual Update Resources) describes common legal concerns specific to the local policies recommended in this update for your consideration prior to board adoption of any local policies. Local policies will not be sent for a separate review by Legal Services as part of the update process. If after reviewing the memo you have questions about any specific provisions in your local policies, please contact TASB Legal Services at 800-580-5345.

(LEGAL) vs. (LOCAL) Policies: Remember the Difference

(LEGAL) policies:

- Reflect the ever-changing legal context for governance and management of the district
- Should inform local decision making
- Should NOT be adopted, but only reviewed

(LOCAL) policies:

- Require close attention by both the administration and the board
- Must reflect the practices of the district and the intentions of the board
- May only be changed by board action (adopt, revise, or repeal)

If your board adopts changes to the (LOCAL) policies contained in this packet, please notify your policy consultant.

How to Place Policy Changes on the Agenda for Board Action

TASB recommends that the district address this update on the agenda as follows:

"*Policy Update 119:*

- *(LEGAL) policies*
- *(LOCAL) policies (see attached list of codes)"*

(LEGAL) policies: Although the board should not adopt (LEGAL) policies, TASB recommends that the board review them. Since review of the (LEGAL) policies may result in discussion, the agenda should, at a minimum, reference "(LEGAL) policies." If board members plan on discussing specific (LEGAL) policy changes, the relevant policy codes, titles, and subtitles should be listed on the agenda.

(LOCAL) policies: Board action on the (LOCAL) policies included in the update must occur within a properly posted, open meeting of the board.

- Include the "Agenda Posting" list, provided online in Local Manual Updates, on the agenda.
- A suggested motion for board action on the (LOCAL) policies included in the update:

  "I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 119 [with the following changes:]"

How to Notify Policy Service of Board Action

Notify Policy Service of the board's action on Update 119 so our records remain accurate. Go to Local Manual Updates[5] in myTASB and click the "notify TASB" link. Then fill out and submit the electronic Adoption Notification Form for TASB-Initiated Updates.

How to Keep Minutes

The board's action on Localized Update 119 must be reflected in board minutes. Your minutes should include:

- The list of proposed (LOCAL) policy actions, such as the Instruction Sheet—annotated to reflect any changes made by the board
- The Explanatory Notes for the update (filed as an attachment to the minutes)
- Copies of new, replaced, or rescinded (LOCAL) policies

How to Maintain Your Historical Record

To construct a separate historical record of the manual, you must track the history of individual (LOCAL) policies. You should maintain a permanent historical record of every (LOCAL) policy adopted, revised, or rescinded by the board.

At a minimum, this record should include the following key pieces of information:

- Policy code
- Date of board action
- Text of policy

For more guidance on maintaining this record, please refer to *The Administrator's Guide to Policy Management*,[6] available in the myTASB Policy Service Resource Library.

How to Keep Your Administrative Regulations Current

Regulations Resource Manual[7] Update 65, which includes revisions to model regulations and forms corresponding with Update 119, is now available on myTASB.

Inspect your district's administrative procedures and documents—including (EXHIBIT)s, (REGULATION)s, handbooks, and guides—that may be affected by Update 119 policy changes.

If you must make changes to the (REGULATION)s or (EXHIBIT)s contained in your board policy manual, please notify your policy consultant.

Disclaimer and Copyright

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or

other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

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[1] Local Manual Updates: https://www.tasb.org/apps/policyUpdates/GetUpdates.aspx
[2] Policy Manual Update Resources: https://www.tasb.org/services/policy-service/mytasb/policy-manual-update-resources.aspx
[3] Policy Manual Update Resources: https://www.tasb.org/services/policy-service/mytasb/policy-manual-update-resources.aspx
[4] Legal Issues memo: https://www.tasb.org/services/policy-service/mytasb/policy-manual-update-resources/documents/u119_legal_issues.pdf
[5] Local Manual Updates: https://www.tasb.org/apps/policyUpdates/GetUpdates.aspx
[6] Administrator's Guide to Policy Management: https://www.tasb.org/services/policy-service/mytasb/guidance-for-policy-administrators.aspx
[7] *TASB Regulations Resource Manual*: https://www.tasb.org/services/policy-service/mytasb/regulations-resource-manual.aspx

Instruction Sheet

TASB Localized Policy Manual Update 119

Harleton ISD

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
AIB	(LEGAL)	Replace policy	Revised policy
BBB	(LEGAL)	Replace policy	Revised policy
BBBA	(LEGAL)	Replace policy	Revised policy
BBE	(LEGAL)	Replace policy	Revised policy
BBG	(LEGAL)	Replace policy	Revised policy
BBI	(LEGAL)	Replace policy	Revised policy
BDAA	(LEGAL)	Replace policy	Revised policy
BDB	(LEGAL)	Replace policy	Revised policy
BE	(LEGAL)	Replace policy	Revised policy
BQ	(LEGAL)	Replace policy	Revised policy
CCGA	(LEGAL)	Replace policy	Revised policy
CDB	(LEGAL)	Replace policy	Revised policy
CDC	(LEGAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CI	(LEGAL)	Replace policy	Revised policy
CPC	(LEGAL)	Replace policy	Revised policy
CPC	(LOCAL)	Replace policy	Revised policy
CQA	(LEGAL)	Replace policy	Revised policy
CRD	(LEGAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy
CV	(LEGAL)	Replace policy	Revised policy
DC	(LEGAL)	Replace policy	Revised policy
DEAA	(LEGAL)	Replace policy	Revised policy
DECB	(LEGAL)	Replace policy	Revised policy
DFE	(LEGAL)	Replace policy	Revised policy
DG	(LEGAL)	Replace policy	Revised policy
DHC	(LEGAL)	Replace policy	Revised policy
DMA	(LEGAL)	Replace policy	Revised policy
DMA	(LOCAL)	Replace policy	Revised policy
DP	(LEGAL)	Replace policy	Revised policy
E	(LEGAL)	Replace table of contents	Revised table of contents
EF	(LEGAL)	Replace policy	Revised policy
EHAA	(LEGAL)	Replace policy	Revised policy

Instruction Sheet

TASB Localized Policy Manual Update 119

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Code	Type	Action To Be Taken	Note
EHAA	(LOCAL)	Replace policy	Revised policy
EHB	(LOCAL)	ADD policy	See explanatory note
EHBAA	(LEGAL)	Replace policy	Revised policy
EHBAA	(LOCAL)	ADD policy	See explanatory note
EHBAB	(LEGAL)	Replace policy	Revised policy
EHBAC	(LEGAL)	Replace policy	Revised policy
EHBB	(LOCAL)	Replace policy	Revised policy
EHBC	(LEGAL)	Replace policy	Revised policy
EHDE	(LEGAL)	Replace policy	Revised policy
EHDF	(LEGAL)	ADD policy	See explanatory note
EIF	(LEGAL)	Replace policy	Revised policy
EIF	(LOCAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
EMB	(LEGAL)	Replace policy	Revised policy
FEC	(LEGAL)	Replace policy	Revised policy
FFBA	(LOCAL)	Replace policy	Revised policy
FFG	(LEGAL)	Replace policy	Revised policy
FFH	(LEGAL)	Replace policy	Revised policy
FFH	(LOCAL)	Replace policy	Revised policy
FM	(LEGAL)	Replace policy	Revised policy
FNA	(LEGAL)	Replace policy	Revised policy
FOC	(LEGAL)	Replace policy	Revised policy
FOCA	(LEGAL)	Replace policy	Revised policy
FOF	(LEGAL)	Replace policy	Revised policy
GKA	(LEGAL)	Replace policy	Revised policy
GKD	(LEGAL)	Replace policy	Revised policy
GKG	(LEGAL)	Replace policy	Revised policy

Explanatory Notes
TASB Localized Policy Manual Update 119

Harleton ISD

ATTN(NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

Please note: Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 87th Legislature Regular and Special Sessions.

AIB(LEGAL) ACCOUNTABILITY: PERFORMANCE REPORTING

Quality of learning indicators for remote instruction performance reporting have been added from SB 15 (Second Called Session). (See page 6.)

BBB(LEGAL) BOARD MEMBERS: ELECTIONS

Provisions have been added to this legally referenced policy on elections for a more complete presentation of applicable legal content.

BBBA(LEGAL) ELECTIONS: CONDUCTING ELECTIONS

Upon the board's receipt of certification that a candidate is unopposed in an election, SB 1 (Second Called Session) requires the board to cancel the election and declare each unopposed candidate elected to office.

SB 1 also changed the definition for *eligible county polling place*. Other revisions are to better match legal sources.

BBE(LEGAL) BOARD MEMBERS: AUTHORITY

Provisions on board authority that are addressed at other codes have been removed to eliminate duplication.

BBG(LEGAL) BOARD MEMBERS: COMPENSATION AND EXPENSES

A revision clarifies that an officer *or employee* may participate in the comptroller's contract for travel services when traveling for official business. The comptroller can no longer charge fees for these services.

BBI(LEGAL) BOARD MEMBERS: TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

Revisions are to update citations and better reflect legal sources.

BDAA(LEGAL) OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS

Revisions are to better reflect legal sources.

BDB(LEGAL) BOARD INTERNAL ORGANIZATION: INTERNAL COMMITTEES

Provisions on board committees have been revised based on current legal authority.

BE(LEGAL) BOARD MEETINGS

This legally referenced policy on board meetings has been revised to reorder and add some existing legal provisions, delete nonessential provisions, and better reflect legal sources.

BQ(LEGAL) PLANNING AND DECISION-MAKING PROCESS

Revised Administrative Code rules resulted in changes to shared services arrangements for DAEP services.

Explanatory Notes

TASB Localized Policy Manual Update 119

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CCGA(LEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

As provided by SB 611 (Regular Session) and Senate Joint Resolution 35 and approved by voters in November 2021, the surviving spouse of a member of the U.S. armed forces who is fatally injured in the line of duty is entitled to the residence homestead property tax exemption as long as the surviving spouse remains unmarried. (See page 5.)

CDB(LEGAL) OTHER REVENUES: SALE, LEASE, OR EXCHANGE OF SCHOOL-OWNED PROPERTY

Revisions are to better reflect statutory sources.

CDC(LEGAL) OTHER REVENUES: GIFTS AND SOLICITATIONS

SB 3 (Second Called Session) revised the provisions on prohibited use of private funding for certain curriculum and professional development purposes.

CH(LEGAL) PURCHASING AND ACQUISITION

We have added a reference on page 12 to amended rules from the Texas Department of Information Resources on purchasing information technology commodity items.

CI(LEGAL) SCHOOL PROPERTIES DISPOSAL

Revisions are to better reflect statutory sources.

CPC(LEGAL) OFFICE MANAGEMENT: RECORDS MANAGEMENT

Revisions to this legally referenced policy are based on revised Administrative Code rules from the Texas State Library and Archives Commission (TSLAC) published in Bulletin B: Electronic Records Standards and Procedures. An overview of Bulletin B is available on the TSLAC website.

CPC(LOCAL) OFFICE MANAGEMENT: RECORDS MANAGEMENT

Recent updates by the Texas State Library and Archives Commission (TSLAC) to Bulletin B: Electronic Records Standards and Procedures prompted recommended revisions to this local policy on records management. The new rules add local policy requirements for district management of electronic records.

To meet these requirements, new policy provisions delegate to the records management officer the responsibility to develop procedures for the management of electronic records that comply with the district's records control schedules and meet minimum components required by law.

The *Regulations Resource Manual* includes updated sample procedures on this topic, and the *Legal Issues in Update 119* memo describes common legal concerns and best practices specific to this policy topic.

CQA(LEGAL) TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

Based on HB 1525 (Regular Session) and SB 9 (Second Called Session), we have added the requirement to post curriculum materials on human sexuality instruction and instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking to the extent the materials are in the public domain. (See item 42.)

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CRD(LEGAL) INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

Revisions to TRS-ActiveCare provisions are based on amended Administrative Code rules. New text addresses prohibitions on offering alternative group health coverage (see page 2) and highlights the information that must be submitted with written elections to participate in TRS-ActiveCare (see page 3).

CS(LEGAL) FACILITY STANDARDS

Changes throughout this legally referenced policy on facility standards are from new Administrative Code rules that add extensive standards for capital improvement projects on or after November 1, 2021, and revised Administrative Code rules on the standards applicable to these projects before November 1, 2021.

CV(LEGAL) FACILITIES CONSTRUCTION

Changes to this legally referenced policy on facilities construction are from new Administrative Code rules that add extensive facility standards for construction of capital improvement projects on or after November 1, 2021.

An existing provision has been added on page 3 regarding the board's notice of delegation.

DC(LEGAL) EMPLOYMENT PRACTICES

We have added on page 4 new Administrative Code rules addressing the monthly certified statement of employment the district must submit to TRS for retirees employed by the district.

DEAA(LEGAL) COMPENSATION PLAN: INCENTIVES AND STIPENDS

Changes reflect revised Administrative Code rules on the local optional teacher designation system and mentor teacher programs.

DECB(LEGAL) LEAVES AND ABSENCES: MILITARY LEAVE

This legally referenced policy on military leave has been updated based on revisions to the Uniformed Services Employment and Reemployment Rights Act (USERRA).

DFE(LEGAL) TERMINATION OF EMPLOYMENT: RESIGNATION

Provisions on contract abandonment are revised based on amended rules from the State Board for Educator Certification. The reasons an educator may abandon a contract for good cause now include the educator's reasonable belief that the educator had written permission from the district to resign. Several new mitigating factors have also been added.

DG(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES

SB 3 (Second Called Session) broadened a provision from HB 3979 (Regular Session) so that a teacher may not be compelled to discuss a widely debated and controversial issue of public policy or social affairs for any course or subject. The provision is no longer limited to social studies courses in the required curriculum. (See page 5.)

DHC(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO TEXAS EDUCATION AGENCY

Amended Administrative Code rules revise terminology from *solicitation of sexual conduct* to *solicitation of sexual contact* to better align with statute.

Harleton ISD

DMA(LEGAL) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

Revisions are to update citations and better reflect statutory wording.

DMA(LOCAL) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

SB 1267 (Regular Session) requires the board to annually review the State Board for Educator Certification (SBEC) clearinghouse regarding best practices and industry recommendations for professional development and adopt a professional development policy based on the training recommendations in the clearinghouse.

To meet the policy requirements, the recommended local policy text reflects that the board shall annually approve the district's professional development plan, which must be guided by the clearinghouse; note any differences from the clearinghouse recommendations; and include a schedule of required professional development. Because this requirement applies to open enrollment charter schools, it is not eligible for exemption under an innovation plan. To the extent a district has lawfully exempted itself from training requirements in its DOI plan (i.e., training requirements that are not applicable to open enrollment charter schools), such exemptions should be noted in the district's professional development plan as a difference between the plan and the clearinghouse recommendation.

We recommend deletion of the previous text allowing time off for attending staff development activities on nonduty time. Such practices may be more appropriately addressed in the employee handbook and administrative regulations.

Please note: SB 1267 requires SBEC to publish the clearinghouse by June 1, 2022, and districts to adopt a professional development policy by August 1, 2022. TASB Policy and Legal Services recommend that the board adopt DMA(LOCAL) and approve the district professional development plan by August 1, or as soon as possible thereafter, to ensure compliance with the bill.

DP(LEGAL) PERSONNEL POSITIONS

Provisions on school psychological services have been updated based on revised Administrative Code rules.

E(LEGAL) INSTRUCTION

The E section table of contents has been updated to add the new code EHDF, which includes provisions on local remote learning programs, and to update the subtitle for EFB, Library Materials.

EF(LEGAL) INSTRUCTIONAL RESOURCES

SB 3 (Second Called Session) requires a district to provide login credentials to parents to access learning management or online learning portals used for student instructional materials.

EHAA(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

Effective with the 2022–23 school year, SB 9 (Second Called Session) provides that the SHAC must recommend the appropriate grade levels and curriculum for instruction on child abuse, family violence, dating violence, and sex trafficking.

The bill also imposes several requirements regarding curriculum materials on those topics, including:

- Revised parental notification and new parental consent provisions;
- Posting of proposed and adopted curriculum materials and options for a parent to purchase copyrighted materials from the publisher; and

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- New board policy on adopting curriculum materials [see EHAA(LOCAL), below].

The *Regulations Resource Manual* includes a sample board resolution for convening the SHAC and a sample parental consent form.

EHAA(LOCAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

New provisions are recommended based on SB 9 (Second Called Session), which imposes several requirements for instruction on the prevention of child abuse, family violence, dating violence, and sex trafficking, including a board policy on adopting curriculum materials. The policy follows the steps required by law, including board adoption of a resolution to convene the school health advisory council (SHAC) to hold meetings and make recommendations to the board at a public meeting, as well as board confirmation that the recommendations meet the requirements in law before taking action by a record vote.

The *Regulations Resource Manual* includes a sample board resolution for convening the SHAC and a sample parental consent form.

EHB(LOCAL) CURRICULUM DESIGN: SPECIAL PROGRAMS

This policy requiring the district to provide regular training opportunities for teachers of students with dyslexia is recommended to meet TEA policy requirements for the ongoing TEA special education cyclical monitoring reviews.

Please note: This policy will need to be adopted by the board and linked to the Legal Framework by the August 31, 2022, deadline. See TEA's FAQ on Special Education Operating Procedures.

EHBAA(LEGAL) SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

Amended Administrative Code rules now refer to a student with an *auditory impairment as* a student who is *deaf or hard of hearing* to match statute. (See page 5.)

EHBAA(LOCAL) SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

This policy requiring the district to ensure that a student who is transitioning from early childhood intervention (ECI) has an individualized education program (IEP) developed and implemented by the child's third birthday is recommended to meet TEA policy requirements for the ongoing TEA special education cyclical monitoring reviews.

Please note: This policy will need to be adopted by the board and linked to the Legal Framework by the August 31, 2022, deadline. See TEA's FAQ on Special Education Operating Procedures.

EHBAB(LEGAL) SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

Amended Administrative Code rules revise the list of individuals who must be included in ARD committee meetings for students with deaf-blindness and revise terminology addressing students who are deaf or hard of hearing. Participating special education teachers or providers must be appropriately certified or licensed as required by federal law. The rules also address, as reflected on page 5, IEP implementation for students who enroll in a new district during the summer.

A new Administrative Code rule prohibits consideration of eligibility for supplemental special education services when developing or revising a student's IEP, determining the appropriate educational setting, or in the provision of a free appropriate public education. (See page 8.)

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EHBAC(LEGAL) SPECIAL EDUCATION: STUDENTS IN NONDISTRICT PLACEMENT

We have removed a repealed Administrative Code provision on out-of-state placement.

EHBB(LOCAL) SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS

HB 1525 (Regular Session) removed the statutory requirement for a district to annually certify to the commissioner of education that the district's gifted and talented program is consistent with the Texas State Plan for the Education of Gifted/Talented Students. We recommend deletion of the corresponding local policy provision.

EHBC(LEGAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

Reporting provisions on expenditure of the state compensatory education allotment have been added from the Administrative Code.

EHDE(LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: DISTANCE LEARNING

A new provision from SB 15 (Second Called Session) explains how off-campus electronic courses or programs are counted for purposes of average daily attendance. (See page 12.)

EHDF(LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: LOCAL REMOTE LEARNING PROGRAM

Provisions on local remote learning programs from SB 15 (Second Called Session) are reflected in this new legally referenced policy. All provisions in the bill expire on September 1, 2023.

EIF(LEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

Revised Administrative Code rules provide additional detail on the requirement for a student to complete a financial aid application to meet graduation requirements. The rules, beginning on page 3 of this policy, require the board to adopt the TEA-provided form a student may submit to opt out of the financial aid application requirement and require adoption of a board policy to address the methods by which a student can confirm submission of a financial aid application. See EIF(LOCAL), below.

EIF(LOCAL) ACADEMIC ACHIEVEMENT: GRADUATION

Revised Administrative Code rules require a board policy to address the methods by which a student can confirm completion and submission of a financial aid application to meet graduation requirements. The recommended text aligns with TEA guidance and addresses methods for both the free application for federal financial aid (FAFSA) and the Texas application for state financial aid (TASFA). Please contact your policy consultant if you have questions or need additional edits to this policy.

Additional TEA guidance on this topic is available.

The *Regulations Resource Manual* includes sample procedures on this topic, and the *Legal Issues in Update 119* memo describes common legal concerns and best practices specific to this policy topic.

EKB(LEGAL) TESTING PROGRAMS: STATE ASSESSMENT

HB 3261 (Regular Session) allows a district to administer a state assessment instrument on the first instructional day of the week upon authorization by the commissioner of education.

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EMB(LEGAL) MISCELLANEOUS INSTRUCTIONAL POLICIES: TEACHING ABOUT CONTROVERSIAL ISSUES

SB 3 (Second Called Session) revised provisions on instructional requirements and prohibitions, including prohibited concepts and activities.

FEC(LEGAL) ATTENDANCE: ATTENDANCE FOR CREDIT

From SB 15 (Second Called Session) we have added a provision permitting a district to exempt students from the 90 percent attendance requirement for courses that are offered under a local remote learning program.

FFBA(LOCAL) CRISIS INTERVENTION: TRAUMA-INFORMED CARE

SB 1267 (Regular Session) requires training in trauma-informed care to be provided in accordance with the board's professional development policy. Therefore, at Training, a reference has been added to the district's professional development plan. See DMA(LOCAL), above, for more information.

SB 1267 also repealed the requirement for a district to annually report to TEA the number of employees who participated in trauma-informed care training. We recommend deleting the local policy provision.

FFG(LEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

Revisions are to update citations and better reflect legal sources.

FFH(LEGAL) STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

From SB 9 (Second Called Session) we have added the following on page 2:

- New policy requirements on dating violence, including parental notification upon a report of dating violence [see FFH(LOCAL), below]; and
- A provision requiring districts to make available to students age-appropriate materials on the dangers of dating violence and resources for students seeking help.

Other revisions are to better reflect legal sources.

FFH(LOCAL) STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

To meet new board policy requirements from SB 9 (Second Called Session), we recommend text at Notice to Parents, which requires the district, upon receipt of a report of dating violence, to immediately notify the parent of the student identified as the alleged victim or perpetrator.

District policy must also include reporting procedures and guidelines for students who are victims of dating violence and include a clear statement that dating violence is not tolerated at school. No changes to your district's policy are recommended regarding these elements based on the district's existing policy provisions, which include reporting procedures and a statement of nondiscrimination that specifically prohibits dating violence.

Additional revisions are recommended to clarify the definition of prohibited conduct and the district’s response to such conduct.

FM(LEGAL) STUDENT ACTIVITIES

Provisions from HB 25 (Third Called Session) address transgender students in athletic activities sponsored or authorized by a district and prohibit a student from participating in an athletic competition that is

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designated for a biological sex that differs from the biological sex stated on the student's official birth certificate. (See page 8.)

FNA(LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION

We have added the recent U.S. Supreme Court case on student speech, *Mahanoy Area School District v B.L.* The case holds that public schools may have a special interest in regulating some off-campus student speech where the district's interest is sufficient to overcome the student's interest in free expression, such as in situations of serious or severe bullying or harassment, threats, or breaches of school security devices.

FOC(LEGAL) STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

Revisions are to better reflect legal sources.

FOCA(LEGAL) PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING: DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM OPERATIONS

Amended Administrative Code rules resulted in revisions to shared services arrangements for DAEP services and to provisions regarding transitions for students in DAEP.

FOF(LEGAL) STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

From HB 785 (Regular Session) we have added a provision requiring the commissioner of education to adopt rules regarding the use of restraint and time-out with a student who is receiving special education services. (See page 8.)

GKA(LEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

An existing statutory provision has been added to clarify the effect of failing to post signs at each entrance to the premises or other property indicating that firearms and other weapons are prohibited. (See page 8.)

GKD(LEGAL) COMMUNITY RELATIONS: NONSCHOOL USE OF SCHOOL FACILITIES

We have added existing statutory provisions regarding the use of district facilities by places of worship.

GKG(LEGAL) COMMUNITY RELATIONS: SCHOOL VOLUNTEER PROGRAM

We have updated for clarification the provisions on obtaining criminal history record information.

District Annual Report

The board shall publish an annual report describing the educational performance of the district and of each campus in the district that includes uniform student performance and descriptive information as determined under rules adopted by the commissioner of education. *Education Code 39.306(a)*

Texas Academic Performance Report (TAPR)

The performance report provided by the Texas Education Agency (TEA) under Education Code 39.306 shall be termed the Texas Academic Performance Report (TAPR). The intent of the TAPR is to inform the public about the educational performance of the district and of each campus in the district in relation to the district, the state, and a comparable group of schools. The TAPR will present the campus performance information as well as the student, staff, and financial information required by statute. It will also include any explanations and additional information deemed appropriate to the intent of the report.

The district may not alter the report provided by TEA. However, the district may concurrently provide additional information to the public that supplements or explains information in the TAPR.

19 TAC 61.1022(a)–(b), (e); Education Code 39.306(d)

Other Annual Report Information

The annual report must also include:

1. Campus performance objectives established under Education Code 11.253 and the progress of each campus toward those objectives, which shall be available to the public;
2. Information indicating the district's accreditation status and identifying each district campus awarded a distinction designation or considered an unacceptable campus under Education Code Chapter 39A;
3. The district's current special education compliance status with the agency;
4. A statement of the number, rate, and type of violent or criminal incidents that occurred on each district campus, to the extent permitted under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g);
5. Information concerning school violence prevention and violence intervention policies and procedures that the district is using to protect students;
6. The findings that result from evaluations conducted under the Safe and Drug-Free Schools and Communities Act of 1994 (20 U.S.C. 7101 et seq.);

7. Information received under Education Code 51.403(e) for each high school campus in the district, presented in a form determined by the commissioner; and

8. Progress of the district and each campus in the district toward meeting the goals set in the district's early childhood literacy and mathematics proficiency plans and college, career, and military readiness plans [see EA].

Education Code 39.306(a)

The report must include a statement of the amount, if any, of the district's unencumbered surplus fund balance as of the last day of the preceding fiscal year and the percentage of the preceding year's budget that the surplus represents. *Education Code 39.306(g)*

The report must also include the number of school counselors providing counseling services at each campus. *Education Code 39.306(d-1)*

The report may include the following information:

1. Student information, including total enrollment, enrollment by ethnicity, socioeconomic status, and grade groupings and retention rates;

2. Financial information, including revenues and expenditures;

3. Staff information, including number and type of staff by sex, ethnicity, years of experience, and highest degree held; teacher and administrator salaries; and teacher turnover;

4. Program information, including student enrollment by program, teachers by program, and instructional operating expenditures by program; and

5. The number of students placed in a disciplinary alternative education program (DAEP) under Education Code Chapter 37.

Education Code 39.306(e)

Supplemental information to be included in the reports shall be determined by the board. *Education Code 39.306(b)*

Public Hearing

The board shall hold a hearing for public discussion of the report. The board shall give notice of the hearing to property owners in the district and parents of and other persons standing in parental relation to a district student. The notice of hearing must include notice to a newspaper of general circulation in the district and notice to electronic media serving the district. *Education Code 39.306(c)*

A board shall hold a hearing for public discussion of the TAPR within 90 days after the report is received from TEA. The hearing may take place during a regularly scheduled or special meeting of the board. *19 TAC 61.1022(c)*

Publication

The TAPR must be published within two weeks after the public hearing, in the same format as it was received from TEA. *19 TAC 61.1022(d)*

The board shall disseminate the report by posting it on the district website and in public places, such as each school office, local businesses, and public libraries. *Education Code 39.306(c); 19 TAC 61.1022(f)*

Report Uses

The information in the annual report shall be a primary consideration in district and campus planning. It shall also be a primary consideration of the board in the evaluation of the performance of the superintendent, and of the superintendent in the evaluation of the performance of campus principals. *Education Code 39.307*

Campus Performance Report

Each school year, TEA shall prepare and distribute to each district a report card for each campus. The campus report card distributed by TEA shall be termed the “school” report card (SRC). The intent of the SRC is to inform each student’s parents or guardians about the school’s performance and characteristics. The SRC will present the student, staff, financial, and performance information required by statute, as well as any explanations and additional information deemed appropriate to the intent of the report.

Distribution

The district must disseminate each SRC within six weeks after the SRC is received from TEA. The school may not alter the report provided by TEA; however, it may concurrently provide additional information to the parents or guardians that supplements or explains information in the SRC.

The SRC must be distributed to the parent, guardian, conservator, or other person having lawful control of each student at the campus. On written request, a district shall provide a copy of the SRC to any other party.

The campus administration may provide the SRC in the same manner it would normally transmit official communications to parents and guardians, such as including the SRC in a weekly folder sent home with each student, mailing it to the student’s residence, providing it at a teacher-parent conference, enclosing it with the student report card, or sending it via electronic mail.

Education Code 39.305; 19 TAC 61.1021

Website Notices

Not later than the tenth day after the first day of instruction of each school year, a district that maintains an internet website shall make the following information available:

1. The information in the most recent campus report card for each campus in the district;
2. The information contained in the most recent performance report for the district;
3. The most recent accreditation status and performance rating of the district; and
4. A definition and explanation of each accreditation status, based on commissioner rule.

Education Code 39.362

Student Performance Report

Each year, TEA shall report to a district whether each student fell below, met, or exceeded the necessary target for improvement necessary to be prepared to perform satisfactorily on, as applicable, the grade five assessments, the grade eight assessments, and the end-of-course assessments required for graduation. *Education Code 39.034, .302*

Notice to Parents

The district a student attends shall provide a record of the annual improvement information from TEA in a written notice to the student's parent or other person standing in parental relationship. If a student failed to perform satisfactorily on a state assessment, the district shall include in the notice specific information relating to access to online educational resources at the appropriate assessment instrument content level, including educational resources and assessment instrument questions and released answers. *Education Code 39.303*

Notice to Teachers and Students

A district shall prepare a report of the annual improvement information and provide the report at the beginning of the school year to:

1. Each teacher for all students, including incoming students, who took a state assessment; and
2. All students who were provided instruction by that teacher in the subject for which the assessment instrument was administered.

The report shall indicate whether the student performed satisfactorily or, if the student did not perform satisfactorily, whether the student met the standard for annual improvement.

Education Code 39.304

Quality of Learning Indicators

The commissioner shall also adopt indicators of the quality of learning for the purpose of preparing performance reports. Performance on the indicators shall be evaluated in the same manner provided for evaluation of the achievement indicators under Education Code 39.053(c) [see Achievement Indicators, AIA].

The quality of learning indicators must include:

1. The percentage of graduating students who meet the course requirements for the foundation high school program, the distinguished level of achievement under the foundation high school program, and each endorsement described by Education Code 28.025(c-1) [see EIF];
2. The results of the SAT, ACT, and certified workforce training programs;
3. For students who have failed to satisfy the state standard on an assessment, the performance of those students on subsequent assessments, aggregated by grade level and subject area;
4. For each campus, the number of students, disaggregated by major student subpopulations, who take courses under the foundation high school program and take additional courses to earn an endorsement, disaggregated by type of endorsement;
5. The percentage of students, aggregated by grade level, provided accelerated instruction under Education Code 28.0211 [see EHBC] after unsatisfactory performance on a state assessment; the results of assessment instruments administered under the accelerated instruction program; the subject of the assessment instrument on which each student failed to perform satisfactorily under each performance standard; and the performance of those students in the subsequent school year on the state assessments;
6. The percentage of students of limited English proficiency exempted from the administration of an assessment;
7. The percentage of students in a special education program assessed through alternative assessment instruments;
8. The percentage of students who satisfy the college readiness measure;
9. The measure of progress toward dual language proficiency for students of limited English proficiency;

10. The percentage of students who are not educationally disadvantaged;

11. The percentage of students who enroll and begin instruction at an institution of higher education in the school year following high school graduation; and

12. The percentage of students who successfully complete the first year of instruction at an institution of higher education without needing a developmental education course.

Education Code 39.301(a)–(c)

Remote Instruction

In addition to the indicators described above, the indicators for reporting purposes must include, for each district and campus, the performance of students who spend at least half of the students' instructional time:

1. In virtual courses offered under a local remote learning program under Education Code 29.9091 [see EHDF]; or

2. Receiving remote instruction, regardless of whether the student is enrolled in a remote learning program offered under Education Code 29.9091, and including students receiving remote instruction who are:

    a. Medically fragile;

    b. Placed in a virtual setting by an admission, review, and dismissal (ARD) committee; or

    c. Receiving accommodations under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).

Education Code 39.301(c-1)

Results Driven Accountability (RDA)

In accordance with Education Code 7.028(a), the purpose of the Results Driven Accountability (RDA) framework is to evaluate and report annually on the performance of districts for certain populations of students included in selected program areas. The performance of a district is included on the RDA report through indicators of student performance and program effectiveness and corresponding performance levels established by the commissioner. *19 TAC 97.1005; Education Code 7.028(a)*

Federal Report Card

A district that receives Title I funding shall prepare and disseminate an annual federal report card that includes information on the district as a whole and each school within the district.

Implementation

The federal report card shall be concise; presented in an understandable and uniform format, and to the extent practicable, in a

language that parents can understand; and accessible to the public, which shall include placing the report card on the district's website. If the district does not operate a website, the information in the report card must be provided to the public in another manner determined by the district.

Minimum Requirements

The federal report card shall include the information required in the annual state report card described at 20 U.S.C. 6311(h)(1)(C), as applied to the district and each school served by the district, including:

1. In the case of the district, information that shows how students served by the district achieved on state academic assessments compared to students in the state as a whole;
2. In the case of a school, information that shows how the school's students' achievement on state academic assessments compared to students served by the district and the state as a whole; and
3. Any other information that the district determines is appropriate and will best provide parents, students, and other members of the public with information regarding the progress of each public school served by the district, whether or not such information is included in the annual state report card.

20 U.S.C. 6311(h)(2)

District Data on Academic Achievement

On request by the board, TEA shall create a website that members of the board may use to review campus and district academic achievement data. The website must also be made available to campuses in a similar manner that access is provided to the board.

The website must:

1. Include district information, disaggregated by campus, grade, sex, race, academic quarter or semester, as applicable, and school year, regarding the following:
    a. Student academic achievement and growth;
    b. Teacher and student attendance; and
    c. Student discipline records; and
2. Be updated at least once each quarter of the school year.

The commissioner shall provide information that permits a board member to compare the district's academic performance with the academic performance of other districts of similar size and racial and economic demographics.

A district must provide requested information to the commissioner for the creation of the website. Confidential information received by the commissioner remains confidential. The commissioner shall design the website to ensure that public information is made available to the public, and information submitted by districts noted as confidential is not made available to the public.

A request for public information under this provision shall be submitted to the district that provides the agency with the information. TEA may not release information submitted by a district that is noted as confidential information.

Education Code 11.1516

Note: If the district is subject to a court order or other binding legal determination, the district shall conduct its elections in accordance with that court order or determination, applicable law, and this policy. To the extent of any conflict, the court order or other legal determination shall prevail. [See BBB(LOCAL)]

Membership

The board consists of the number of members that the district had on September 1, 1995. *Education Code 11.051(b)*

Increase in Membership

A board that has three or five members may by resolution increase the membership to seven. A board that votes to increase its membership must consider whether the district would benefit from also adopting a single-member election system under Education Code 11.052. [See Single-Member Districts, below.]

A resolution increasing the number of trustees takes effect with the second regular election of trustees that occurs after the adoption of the resolution. The resolution must provide for a transition in the number of trustees so that when the transition is complete, trustees are elected as provided by Education Code 11.059 (terms).

Education Code 11.051(c)

Terms

A trustee of a district serves a term of three or four years.

Elections for trustees with three-year terms shall be held annually. The terms of one-third of the trustees, or as near to one-third as possible, expire each year.

Elections for trustees with four-year terms shall be held biennially. The terms of one-half of the trustees, or as near to one-half as possible, expire every two years.

Board policy must state the schedule on which specific terms expire.

Education Code 11.059

Note: For website posting requirements regarding trustee information, see CQA.

Uniform Election Dates

Each general or special election of board members shall be on one of the following dates:

1. The first Saturday in May.

2. The first Tuesday after the first Monday in November.

Election Code 41.001(a)

Joint Elections

Required

A district trustee election shall be held on the same date as:

1. The election for the members of the governing body of a municipality located in the district;
2. The general election for state and county officers, which is held on the first Tuesday after the first Monday in November in even-numbered years under Election Code 41.002;
3. The election for the members of the governing body of a hospital district, if the school district:
    a. Is wholly or partly located in a county with a population of less than 40,000 that is adjacent to a county with a population of more than three million; and
    b. Held its election for board members jointly with the election for the members of the governing body of the hospital district before May 2007; or
4. The election for the members of the governing board of a public junior college district in which the school district is wholly or partly located.

Elections held on the same date as provided above shall be held as a joint election under Election Code Chapter 271, and the voters shall be served by common polling places consistent with Election Code 271.003(b).

Education Code 11.0581(a)–(c)

A board may enter into an agreement with another political subdivision holding an election on the same day in all or part of the same county to hold the elections jointly. The terms of a joint election agreement must be stated in an order, resolution, or other official action adopted by the board. *Election Code 271.002*

Methods of Election—Options

In a district in which the positions of trustees are not designated by number or in which the trustees are not elected from single-member trustee districts, the candidates receiving the highest number of votes shall fill the positions the terms of which are normally expiring. *Education Code 11.057(b)*

At Large

Position or Place

The positions on the board shall be designated by number in any district in which the board by resolution orders that all candidates for trustee be voted on and elected separately for positions on the board and that all candidates be designated on the official ballot

according to the number of the positions for which they seek election.

Not later than the 60th day before the date of an election, the board must make the resolution and number the positions on the board in the order in which the terms of office expire. Once a board has ordered the election of trustees by numbered positions, neither the board nor their successors may rescind the action.

Education Code 11.058(c)–(f)

Single-Member Districts

On Board's Motion

Except as provided below, the board, on its own motion, may order that trustees of the district are to be elected from single-member districts or that not fewer than 70 percent of the members of the board are to be elected from single-member districts with the remaining board members to be elected from the district at large.

If a majority of the area of a district is located in a county with a population of less than 10,000, a board, on its own motion, may order that trustees of the district are to be elected from single-member districts or that not fewer than 50 percent of the members of the board are to be elected from single-member districts with the remaining board members to be elected from the district at large.

Before adopting an order, a board must:

1. Hold a public hearing at which registered voters of a district are given an opportunity to comment on whether or not they favor the election of trustees in the manner proposed by the board; and

2. Publish notice of the hearing in a newspaper that has general circulation in the district, not later than the seventh day before the date of the hearing.

An order adopted by the board must be entered not later than the 120th day before the date of the first election at which all or some of the trustees are elected from single-member districts authorized by the order.

Education Code 11.052(a)–(d)

By Voter Petition

If at least 15 percent or 15,000 of the registered voters of the district, whichever is less, sign and present to the board a petition requesting submission to the voters of the proposition that trustees be elected in a specific manner, which must be generally described on the petition and which must be a manner of election the board could have ordered on its own motion, the board shall order that the appropriate proposition be placed on the ballot at the first regular election of trustees held after the 120th day after the date the

petition is submitted to the board. The proposition must specify the number of trustees to be elected from single-member districts. Beginning with the first regular election of trustees held after an election at which a majority of the registered voters voting approve the proposition, trustees shall be elected in the manner prescribed by the approved proposition. *Education Code 11.052(e)*

Board Member Districts

If single-member districts are adopted or approved by either method described above, the board shall divide the district into the appropriate number of trustee districts, based on the number of members that are to be elected from single-member districts, and shall number each trustee district. The trustee districts must be compact and contiguous and must be as nearly as practicable of equal population. In a district with 150,000 or more students in average daily attendance, the boundary of a trustee district shall not cross a county election precinct boundary except at a point at which the district boundary crosses the county election precinct boundary. Trustee districts must be drawn not later than the 90th day before the date of the first election of trustees from those districts. *Education Code 11.052(f)*

Residency for First Election

Residents of each trustee district are entitled to elect one trustee to the board. A trustee elected to represent a trustee district at the first election of members must be a resident of the district the trustee represents not later than the 90th day after the date election returns are canvassed, or the 60th day after the date of a final judgment in an election contest filed concerning that trustee district. A trustee vacates the office if the trustee fails to move into the district the trustee represents within the time provided. [For more information on residency, see BBA and BBC.] *Education Code 11.052(g)*

Number and Term

At the first election at which some or all of the trustees are elected from single-member trustee districts and after each redistricting, all positions on a board shall be filled. The trustees then elected shall draw lots for staggered terms as provided by Education Code 11.059 (terms). *Education Code 11.052(h)*

Redistricting

Not later than the 90th day before the date of the first regular board election at which trustees may officially recognize and act on the last preceding federal census, a board shall redivide a district into the appropriate number of trustee districts if the census data indicates that the population of the most populous district exceeds the population of the least populous district by more than ten percent. Redivision of a district shall be in the manner provided above at Board Member Districts. *Education Code 11.052(i)*

Phase-in Option

The board of a district that adopts a redistricting plan may provide for the trustees in office when the plan is adopted or the district is

redistricted to serve for the remainder of their terms in accordance with this provision. The trustee district and any at-large positions provided by the district's plan shall be filled as the staggered terms of trustees then in office expire. Not later than the 90th day before the date of the first election from trustee districts and after each redistricting, a board shall determine the order in which the positions will be filled. *Education Code 11.053*

Boundary Change Notice

A district that changes its boundaries or the boundaries of districts used to elect members to the board shall not later than the 30th day after the date the change is adopted:

1. Notify the voter registrar of the county in which the area subject to the boundary change is located of the adopted boundary change; and
2. Provide the voter registrar with a map of an adopted boundary change in a format that is compatible with the mapping format used by the registrar's office.

Election Code 42.0615

Methods of Voting—Options

Plurality

Except as otherwise provided at Majority, below, to be elected to a public office, a candidate elected at large, at large by position, or by single-member districts must receive more votes than any other candidate for the office. *Education Code 11.057(a), (b); Election Code 2.001*

Cumulative

The board of a district that elects its trustees at large or at large by position may order that elections for trustees be held using the cumulative voting procedure.

If a board adopts an order requiring the use of cumulative voting, only the board member positions that were scheduled to be filled at the election are filled through the use of cumulative voting.

At an election at which more than one board member position is to be filled, all of the positions that are to be filled at the election shall be voted on as one race by all the voters of a district. Each voter is entitled to cast a number of votes equal to the number of positions to be filled at the election.

A voter may cast one or more of the specified number of votes for any one or more candidates in any combination. Only whole votes may be cast and counted. If a voter casts more than the number of votes to which the voter is entitled in the election, none of the voter's votes may be counted in that election. If a voter casts fewer votes than entitled, all of the voter's votes are counted in that election.

The candidates who are elected are those, in the number to be elected, receiving the highest number of votes.

A district that adopts an order requiring the use of cumulative voting may not elect its members by position as provided by Education Code 11.058.

Education Code 11.054

Majority

The board of a district in which the positions of trustees are designated by number or in which the trustees are elected from single-member districts may provide by resolution, not later than the 180th day before the date of an election, that a candidate must receive a majority of the votes cast for a position or in a trustee district, as applicable, to be elected.

The resolution is effective until rescinded by a subsequent resolution adopted not later than the 180th day before the date of the first election to which the rescission applies.

Education Code 11.057(c)

Note: If the district is subject to a court order or other binding legal determination, the district shall conduct its elections in accordance with that court order or determination, applicable law, and this policy. To the extent of any conflict, the court order or other legal determination shall prevail. [See BBB(LOCAL)]

Notice of Polling Place

Any written notice of a polling place location must state the building name, if any, and the street address, including the suite or room number, if any, of the polling place. *Election Code 1.021*

Election Order

The board shall order an election. An election to be held on a uniform election date shall be ordered not later than the 78th day before election day. *Election Code 3.004, .005*

Each election order must state:

1. The date of the election;
2. The offices or measures to be voted on;
3. The early voting clerk's official mailing address or street address at which the clerk may receive delivery by common or contract carrier, if different, phone number, email address, and internet website, if the early voting clerk has an internet website;
4. The location of the main early voting polling place;
5. The dates and hours for early voting; and
6. The dates and hours of any Saturday and Sunday early voting.

Election Code 3.006, 83.010, 85.004, .007

A board shall preserve the election order for the period for preserving the precinct election records. The date and nature of each election shall be entered in the official records of the board. For an election on a measure, the entry must include a description of the measure. *Election Code 3.008*

Failure to Order an Election

Failure to order a general election does not affect the validity of the election. *Election Code 3.007*

Election Notice

Contents

Notice of the election must state:

1. The nature and date of the election;
2. The location of each polling place;

3. The hours the polls will be open;

4. The internet website of the authority conducting the election;

5. The early voting clerk's official mailing address or street address at which the clerk may receive delivery by common or contract carrier, if different, phone number, email address, and internet website, if the early voting clerk has an internet website;

6. The location of the main early voting polling place; and

7. The dates and hours for early voting, including the dates and hours of any Saturday and Sunday early voting.

Election Code 4.004(a), 83.010, 85.004, .007

Notice of Special Election

The notice of a special election must also state each office to be filled or the proposition stating each measure to be voted on. *Election Code 4.004(b)*

Publication

Notice of the election shall be published at least once, not earlier than the 30th day or later than the tenth day before election day, in a newspaper published within the district's boundaries or in a newspaper of general circulation in the district if none is published within the district's boundaries. The board shall retain a copy of the published notice that contains the name of the newspaper and the date of publication. *Election Code 4.003(a)(1), (c), .005(a)*

Posting

In addition to the notice described above, not later than the 21st day before election day, a county shall post a copy of a notice of election provided to the county [see Notice to County Clerk and Voter Registrar, below], which must include the location of each polling place, on the county's internet website, if the county maintains a website. A district may post a copy of the notice on the bulletin board used for posting notices of the meetings of the board. If a county does not maintain a website, the district shall post a copy of the notice of the election on the bulletin board used for posting notice of meetings of the board. The notice must remain posted continuously through election day. The person posting the notice shall make a record at the time of posting stating the date and place of posting. The person shall sign the record and deliver it to the board after the last posting is made. *Election Code 4.003(b), .005(b)*

A district that maintains a website must post the notice described above on the internet website of the district. *Election Code 85.007(d)*

Note: For additional website posting requirements regarding the date and location of the next election, see CQA.

Notice to County Clerk and Voter Registrar

The board shall deliver notice of the election, including the location of each polling place, to the county clerk and voter registrar of each county in which the district is located not later than the 60th day before election day. The county clerk shall post notice of the election, including the location of each polling place, on the county's internet website, if the county maintains a website, as provided by Election Code 4.003(b). *Election Code 4.008(a)* [See Posting, above]

Notice to Election Judge

Not later than the 15th day before election day or the seventh day after the date the election is ordered, whichever is later, the board shall deliver to the presiding judge of each election precinct in which the election is to be held in the district a written notice of:

1. The nature and date of the election;
2. The location of the polling place for the precinct served by the judge;
3. The hours that the polls will be open;
4. The judge's duty to hold the election in the precinct specified by the notice; and
5. The maximum number of clerks that the judge may appoint for the election.

Election Code 4.007

Failure to Give Notice of Election

Failure to give notice of a general election does not affect the validity of the election. *Election Code 4.006*

Internet Posting

Not later than the 21st day before election day, a district that holds an election and maintains an internet website shall post on the public internet website for the district:

1. The date of the next election;
2. The location of each polling place;
3. Each candidate for an elected office on the ballot; and
4. Each measure on the ballot.

Election Code 4.009(b)

Filing Information

Notice to Candidates

A district shall post notice of the dates of the filing period in a public place in a building in which the district has an office not later than the 30th day before the first day on which a candidate may file an application for a place on the ballot. A district shall designate an email address in the notice for the purpose of filing an application for a place on the ballot under Election Code 143.004, below. *Election Code 141.040*

Note: For additional website posting requirements regarding the requirements and deadline for filing for candidacy of board member, see CQA.

Application

To be entitled to a place on the ballot, a candidate must make an application for a place on the ballot. An application, other than an application required to be accompanied by fee, may be filed through email transmission of the completed application in a scanned format to the email address designated by the filing authority in the notice required under Election Code 141.040, above. *Election Code 143.004*

A candidate application for a place on the ballot must:

1. Be in writing;
2. Be signed and sworn to before a person authorized to administer an oath in this state by the candidate and indicate the date that the candidate swears to the application;
3. Be timely filed with the appropriate authority; and
4. Include all statutorily required information.

Election Code 141.031, .039

Deadline

An application for a place on the ballot may not be filed earlier than the 30th day before the date of the filing deadline.

An application must be filed not later than 5:00 p.m. of the 78th day before the date of the election for an election to be held on a uniform election date.

Education Code 11.055(a); Election Code 144.005(a), (d)

Death of Candidate

If a candidate dies on or before the deadline for filing an application for a place on the ballot:

1. The authority responsible for preparing the ballots may choose to omit the candidate from the ballot; and
2. If the authority omits the candidate's name under item 1, the filing deadline for an application for a place on the ballot for

the office sought by the candidate is extended until the fifth day after the filing deadline.

Election Code 145.098(b)

Write-in Candidate

A declaration of write-in candidacy must be filed not later than 5:00 p.m. of the 74th day before election day for an election to be held on a uniform election date. *Education Code 11.056(b); Election Code 146.054*

Special Election

An application for a place on a special election ballot may not be filed before the election is ordered.

An application must be filed not later than:

1. 5:00 p.m. of the 62nd day before election day if election day is on or after the 70th day after the election is ordered; or
2. 5:00 p.m. of the 40th day before election day if election day is on or after the 46th day and before the 70th day after the date the election is ordered.

Exception

For a special election to be held on the date of the general election for state and county officers (the first Tuesday after the first Monday in November in even-numbered years under Election Code 41.002), the day of the filing deadline is 6:00 p.m. of the 75th day before election day.

Write-in Candidate

A declaration of write-in candidacy for a special election must be filed not later than the filing deadline.

Election Code 201.054

Delivery or Submission of Documents

When the Election Code provides for the delivery, submission, or filing of an application, notice, report, or other document or paper with an authority having administrative responsibility under that code, a delivery, submission, or filing with an employee of the district at the district's usual place for conducting official business constitutes filing with the district. The district may accept the document or paper at a place other than the district's usual place for conducting official business.

A delivery, submission, or filing of a document or paper under the Election Code may be made by personal delivery, mail, telephonic facsimile machine, email, or any other method of transmission.

Election Code 1.007

Election of Unopposed Candidate

Certification of Unopposed Status

The authority responsible for having the official ballot prepared shall certify in writing that a candidate is unopposed for election to an office if, were the election held, only the votes cast for that candidate in the election for that office may be counted. The certification shall be delivered to the board as soon as possible after the filing deadlines for placement on the ballot and list of write-in candidates.

A certification may be made following the filing of a withdrawal request by a candidate after the deadline prescribed by Election Code 145.092 if:

1. The withdrawal request is valid except for the untimely filing;
2. Ballots have not been prepared; and
3. The other conditions for certification are met.

A certification under these circumstances shall be delivered to the board as soon as possible.

Election Code 2.052

Special Election

For purposes of these provisions, a special election of a district is considered to be a separate election with a separate ballot from a general election for board members or another special election of the district held at the same time. *Election Code 2.051(a)*

Single-Member Districts

In the case of an election in which any members of the board are elected from single-member districts, these provisions apply to the election in a particular single-member district if each candidate for an office that is to appear on the ballot in that single-member district is unopposed and no opposed at-large race is to appear on the ballot. These provisions apply to an unopposed at-large race in such an election regardless of whether an opposed race is to appear on the ballot in a particular territorial unit. *Election Code 2.051(b)*

Action on Certification

On receipt of the certification, the board by order or ordinance shall declare each unopposed candidate elected to office. If a declaration is made, the election is not held.

If no election is to be held on election day by the district, a copy of the order or ordinance shall be posted on election day at each polling place used or that would have been used in the election.

The ballots used at a separate election held at the same time as an election that would have been held if the candidates were not declared elected shall include the offices and names of the candidates declared elected listed separately after the measures or contested races in the separate election under the heading

"Unopposed Candidates Declared Elected." The candidates shall be grouped in the same relative order prescribed for the ballot generally. No votes are cast in connection with the unopposed candidates.

Election Code 2.053

[See BBBB regarding issuance of a certificate of election to an unopposed candidate declared elected and qualification for office.]

Ballot

The ballot shall be prepared in accordance with Election Code Chapter 52.

Drawing

The district shall conduct a drawing to determine the order of the candidates' names in an election at which the names of more than one candidate for the same office are to appear on the ballot. The district shall post in the district's office a notice of the date, hour, and place of the drawing. The notice must remain posted continuously for 72 hours immediately preceding the scheduled time of the drawing. The district shall provide notice of the date, hour, and place of the drawing to each candidate by:

1. Written notice:
    a. Mailed to the address stated on the candidate's application for a place on the ballot, not later than the fourth day before the date of the drawing; or
    b. Provided at the time the candidate files an application with the district;
2. Telephone, if a telephone number is provided on the candidate's application for a place on the ballot; or
3. Email, if an email address is provided on the candidate's application for a place on the ballot.

Each candidate affected by a drawing is entitled to be present or have a representative present at the drawing.

Election Code 52.093–.094 [See BBBB regarding ballot order in a runoff election or election to resolve a tie.]

Ballots for an election by position must clearly show the position for which each person is a candidate. A board shall arrange by lot the names of the candidates for each position. *Education Code 11.058(g)*

Election Services Contract

The county election officer, as defined by Election Code 31.091(1), may contract with the board of a district situated wholly or partly in the county served by the officer to perform election services, as

provided by Election Code Chapter 31, Subchapter D, in any one or more elections ordered by the board.

If requested to do so by a district, the county elections administrator, as defined under Election Code Chapter 31, Subchapter B, shall enter into a contract to furnish the election services requested in accordance with a cost schedule agreed on by the contracting parties. A county elections administrator is not required to enter into a contract to furnish elections services for an election held on the first Saturday in May in an even-numbered year.

Election Code 31.092, .093, 41.001(d)

Election Judges and Clerks

By written order, a board shall appoint a presiding election judge and an alternate presiding judge for each election precinct in which an election is held. A board shall prescribe the maximum number of clerks that each presiding judge may appoint for each election. The judges and clerks shall be selected and serve in accordance with Election Code Chapter 32. *Election Code 32.001(a), .008, .033*

Polling Places

A board shall designate polling places for election day and early voting. Each polling place shall be accessible to and usable by the elderly and persons with physical disabilities. *Election Code 43.004, .034, Ch. 85 (early voting by personal appearance)*

In an election held on the November uniform election date, a district shall use the regular county election precincts. The district shall designate as the polling places for the election the regular county polling places in the county election precincts that contain territory from the district. *Election Code 42.002(a)(5), .0621, 43.004(b)*

Electioneering

A person commits an offense if, during the voting period and within 100 feet of an outside door through which a voter may enter the building in which a polling place is located, the person loiters or electioneers for or against any candidate, measure, or political party.

A district that owns or controls a public building being used as a polling place or early voting polling place may not, at any time during the voting period or early voting period, as applicable, prohibit electioneering on the building's premises outside of the area described above, but may enact reasonable regulations concerning the time, place, and manner of electioneering.

Definitions

"Electioneering" includes the posting, use, or distribution of political signs or literature. The term does not include the distribution of a notice of a party convention authorized under Election Code 172.1114.

"Voting period" means the period beginning when the polls open for voting and ending when the polls close or the last voter has voted, whichever is later.

"Early voting period" means the period prescribed by Election Code 85.001.

Election Code 61.003, 85.036

Early Voting

In each election, early voting shall be conducted by personal appearance at an early voting polling place and by mail, in accordance with Election Code Title 7, Chapters 81–114. *Election Code 81.001*

November Early Voting Polling Places

In an election on the November uniform election date in which the district is not holding a joint election with a county and has not executed a contract with a county elections officer under which the district and the county share early voting polling places, the district:

1. Shall designate as an early voting polling place for the election an eligible county polling place located in the district; and
2. May not designate as an early voting polling place a location other than an eligible county polling place unless each eligible county polling place located in the district is designated as an early voting polling place by the district.

"Eligible county polling place" means an early voting polling place established by a county.

Election Code 85.010(a), (a-1), (b)

Temporary Branch Days and Hours

County with 100,000 or More

Election Code 85.064 applies only to an election in which the territory served by the early voting clerk is situated in a county with a population of 100,000 or more. In an election in which the territory served by the clerk is situated in more than one county, that section applies if the sum of the populations of the counties is 100,000 or more.

Early voting by personal appearance at each temporary branch polling place shall be conducted on the days that voting is required to be conducted at the main early voting polling place under Election Code 85.005 and remain open for at least:

1. Eight hours each day; or
2. Three hours each day if the city or county clerk does not serve as the early voting clerk for the territory holding the election and the territory has fewer than 1,000 registered voters.

The authority authorized under Election Code 85.006 to order early voting on a Saturday or Sunday may also order, in the manner prescribed by that section, early voting to be conducted on a Saturday or Sunday at any one or more of the temporary branch polling places.

Election Code 85.064

County with Less than 100,000

Election Code 85.065 applies only to an election in which the territory served by the early voting clerk is situated in a county with a population under 100,000. In an election in which the territory served by the clerk is situated in more than one county, this section applies if the sum of the populations of the counties is under 100,000.

Except as provided below, voting at a temporary branch polling place may be conducted on any days and during any hours of the period for early voting by personal appearance, as determined by the authority establishing the branch. The authority authorized under Election Code 85.006 to order early voting on a Saturday or Sunday may also order, in the manner prescribed by that section, early voting to be conducted on a Saturday or Sunday at any one or more of the temporary branch polling places.

Voting at a temporary branch polling place must be conducted on at least two consecutive business days and for at least eight consecutive hours on each of those days.

The schedules for conducting voting are not required to be uniform among the temporary branch polling places.

Election Code 85.065

Records

Branch Daily Register

The early voting clerk shall provide, in a downloadable database format, a current copy of the register for posting on the internet website of the district, if the district maintains a website, each day early voting is conducted. At a minimum, the voter registration number for each voter listed in the register must be posted. *Election Code 85.072*

Early Voting Rosters

The early voting clerk shall maintain for each election a roster listing each person who votes an early voting ballot by personal appearance and a roster listing each person to whom an early voting ballot to be voted by mail is sent. Information on the roster for a person who votes an early voting ballot by personal appearance shall be made available for public inspection as provided below not later than 11 a.m. on the day after the date the information is entered on the roster. Information on the roster for a person who votes an early voting ballot by mail shall be made available for public inspection as provided below not later than 11 a.m. on the day

following the day the early voting clerk receives any ballot voted by mail.

The information must be made available:

1. For an election in which the county clerk is the early voting clerk:
    a. On the publicly accessible internet website of the county; or
    b. If the county does not maintain a website, on the bulletin board used for posting notice of meetings of the commissioners court; or
2. For an election not described by item 1:
    a. On the publicly accessible internet website of the district; or
    b. If the district does not maintain a website, on the bulletin board used for posting notice of board meetings.

Election Code 87.121(a), (g)–(i)

Conducting Elections

Elections shall be conducted in accordance with Election Code Title 6, Chapters 61–68.

Bilingual Materials

Spanish

Bilingual election materials shall be used in each election precinct situated wholly or partly in a county in which five percent or more of the inhabitants are persons of Spanish origin or descent according to the most recent federal decennial census that may be officially recognized or acted upon by the state or political subdivisions. *Election Code 272.002*

Other Languages

If the director of the census determines that a district must provide election materials in a language other than English or Spanish, the district shall provide election materials in that language in the same manner in which the district would be required to provide materials in Spanish, to the extent applicable. *Election Code 272.011; 52 U.S.C. 10503*

Voting Systems

A voting system shall be adopted and utilized in accordance with Election Code Title 8.

Accessible Voting Stations

Except as provided below, each polling place must provide at least one voting station that complies with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) and its subsequent amendments, Title II of the Americans with Disabilities Act (42 U.S.C. Section 12131 et seq.) and its subsequent amendments, and the requirements for accessibility under 52 U.S.C. Section

21081(a)(3) [formerly 42 U.S.C. Section 15481(a)(3)] and its subsequent amendments, and that provides a practical and effective means for voters with physical disabilities to cast a secret ballot. *Election Code 61.012*

Electronic Voting System Exceptions

For an election other than an election of a district that is held jointly with another election in which a federal office appears on the ballot, a district is not required to meet the requirements for accessibility under Election Code 61.012(a)(1)(C) if the district is located in a county that meets certain population and other requirements set forth in Election Code 61.013(a). A district that intends to use this provision to provide fewer voting stations that meet the requirements for accessibility than required must provide notice under Election Code 61.013(d). *Election Code 61.013*

Unless authorized by the board, a member of the board may not, individually, act on behalf of the board. *Education Code 11.051(a-1)* [See BE regarding action by a majority of the board]

Access to Information

When acting in the member's official capacity, a board member has an inherent right of access to information, documents, and records maintained by the district.

"Official capacity" means all duties of office and includes administrative decisions or actions.

The district shall provide the information, documents, and records to the board member without requiring the board member to submit a public information request under Government Code Chapter 552 (Public Information Act) and without regard to whether the requested items are the subject of or relate to an item listed on an agenda for an upcoming meeting.

A district shall provide a board member with information, documents, and records requested not later than the 20th business day after the date the district receives the request. The district may take a reasonable additional period of time, not to exceed the 30th business day after the date the district receives the request, to respond to a request if compliance by the 20th business day would be unduly burdensome given the amount, age, or location of the requested information. The district shall inform the board member of the reason for the delay and the date by which the information will be provided.

If a district does not provide requested information to a board member in the time required, the member may bring suit against the district for appropriate injunctive relief. A member who prevails in a suit is entitled to recover court costs and reasonable attorney's fees. The district shall pay the costs and fees from the budget of the superintendent's office.

Confidential Information

The district may withhold or redact information, a document, or a record requested by a board member to the extent that the item is excepted from disclosure or is confidential under the Public Information Act or other law [see GBA].

A board member shall maintain the confidentiality of information, documents, and records received from the district as required by the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and any other applicable privacy laws. [See FL]

Report of Requests

A district shall post, in a place convenient to the public, the cost of responding to one or more requests submitted by a board member under Education Code 11.1512(c) if the requests are for 200 or more pages of material in a 90-day period.

A district shall report annually to the Texas Education Agency not later than September 1 of each year:

1. The number of requests submitted by a board member under Education Code 11.1512(c) during the preceding school year; and
2. The total cost to the district for that school year of responding to the requests.

Education Code 11.1512(c)–(f)

Access to Student Records

Personally identifiable information in education records may be released, without the written consent of the student's parents, only to a school official who has a legitimate educational interest in the education records. *34 C.F.R. 99.31* [See FL]

Offenses Regarding Records and Information

A person commits an offense if the person:

1. Willfully destroys, mutilates, removes without permission as provided by Government Code Chapter 552 (Public Information Act), or alters public information; or
2. Distributes information considered confidential under the terms of Government Code Chapter 552.

Gov't Code 552.351, .352

[For information regarding the offenses of destruction or alienation of record and tampering with governmental record, see CPC(LEGAL). For information regarding misuse of official information, see BBFB(LEGAL).]

Visits to District Facility

A district shall create a policy on visits to a district campus or facility by a member of the board. *Education Code 11.1512(g)*

Protections for Legislative Activity

A local officer, including a school board member, may not be subject to disciplinary action or a sanction, penalty, disability, or liability for:

1. An action permitted by law that the officer takes in the officer's official capacity regarding a legislative measure;
2. Proposing, endorsing, or expressing support for or opposition to a legislative measure or taking any action permitted by law to support or oppose a legislative measure;
3. The effect of a legislative measure or of a change in law proposed by a legislative measure on any person; or
4. A breach of duty, in connection with the board member's practice of or employment in a licensed or regulated profession or

occupation, to disclose to any person information, or to obtain a waiver or consent from any person, regarding the officer's actions relating to a legislative measure; or the substance, effects, or potential effects of a legislative measure.

Gov't Code 572.059

Board Member Immunities

The statutory immunity detailed below is in addition to and does not preempt the common law doctrine of official and governmental immunity. *Education Code 22.051(b)*

State Law Immunities

A board member is not personally liable for any act that is incident to or within the scope of the duties of the board member's position and that involves the exercise of judgment or discretion. *Education Code 22.0511(a)*

Federal Law Immunities

Except as provided in 20 U.S.C. Section 7946(b), no board member shall be liable for harm caused by an act or omission of the board member on behalf of a district if the conditions of the Paul D. Coverdell Teacher Protection Act of 2001 are met. *20 U.S.C. 7943, 7946(a)* [See also DGC]

Board members serve without compensation. *Education Code 11.061(d)*

Members' Expenses

Local funds and state funds not designated for a specific purpose may be used for purposes necessary in the conduct of the public schools determined by the board. Reimbursement of travel expenses for school board members is not illegal if the reimbursement is determined to be necessary in the conduct of the school and to serve a proper public purpose. *Education Code 45.105(c); Atty. Gen. Op. H-133 (1973)*

Nonmembers' Expenses

A board may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the board when they accompany board members to board-related activities. *Atty. Gen. Op. MW-93 (1979)*

Travel Services

An officer or employee of a district who is engaged in official business may participate in the comptroller's contract for travel services. *Gov't Code 2171.055(f); 34 TAC 20.406(b)(2)(F)*

Note: For guidance regarding board member expense reimbursement and income tax issues, see the *TEA Financial Accountability System Resource Guide*, Section 1.7.4.7 Employee or Board Member Travel and Business Expenses.

Note: For employee and student use of district technology resources, see CQ.

Public Information on Private Device

A current or former board member or employee of a district who maintains public information on a privately owned device shall:

1. Forward or transfer the public information to the district or a district server to be preserved as provided by Government Code 552.004(a); or
2. Preserve the public information in its original form in a backup or archive and on the privately owned device for the time described under Government Code 552.004(a).

Gov't Code 552.004(b) [See GB]

Online Message Board

A communication or exchange of information between board members about public business or public policy over which the board has supervision or control does not constitute a meeting or deliberation for purposes of Government Code Chapter 551 (Open Meetings Act) if:

1. The communication is in writing;
2. The writing is posted to an online message board or similar internet application that is viewable and searchable by the public; and
3. The communication is displayed in real time and displayed on the online message board or similar internet application for no less than 30 days after the communication is first posted.

A board may have no more than one online message board or similar internet application to be used for the purposes described above. The online message board or similar internet application must be owned or controlled by the board, prominently displayed on the district's primary internet web page, and no more than one click away from the district's primary internet web page.

The online message board or similar internet application may only be used by members of the board or district staff members who have received specific authorization from a member of the board. In the event that a staff member posts a communication to the online message board or similar internet application, the name and title of the staff member must be posted along with the communication.

If a board removes from the online message board or similar internet application a communication that has been posted for at least 30 days, the board shall maintain the posting for a period of six

years. This communication is public information and must be disclosed in accordance with Government Code Chapter 552 (Public Information Act).

The board may not vote or take any action that is required to be taken at a meeting under the Open Meetings Act by posting a communication to the online message board or similar internet application. In no event shall a communication or posting to the online message board or similar internet application be construed to be an action of the board.

Gov't Code 551.006

Selection of Officers

At the first meeting after each election and qualification of trustees, the members shall organize by selecting:

1. A president, who must be a member of the board.
2. A secretary, who may or may not be a member of the board.
3. Other officers and committees the board considers necessary.

Education Code 11.061(c)

Reorganization

In addition to the required post-election organization, a board may also organize at other times. *Atty. Gen. Op. MW-531 (1982)*

Duties/Powers of Board President

The duties and powers of the president of a board include, but are not limited to, the following:

1. Call a meeting of the board for the purpose of adopting a budget and provide for the publication of notice of the budget and proposed tax rate meeting under Education Code 44.004. [See CE and CCG]
2. Submit the annual financial statement to a newspaper for publication under Local Government Code 140.006. [See CFA]
3. Execute a mineral deed or lease under Education Code 11.153. [See CDB]
4. Execute the deed for the sale of property, other than minerals, held in trust for public school purposes under Education Code 11.154(b). [See CDB]

Government Code Chapter 551 (Open Meetings Act) applies to board committee meetings if:

1. At least a quorum of the board is on the committee;
2. A quorum of the board is present at the committee meeting, even though less than a quorum is actually on the committee; or
3. Less than a quorum of the board is on the committee, but the committee is authorized to make final decisions or control or supervise public business.

A committee that includes less than a quorum of board members is not subject to the Open Meetings Act if it serves a purely advisory function, with no power to supervise or control public business.

Atty. Gen. Op. Nos. GA-0957 (2012), JC-0060 (1999), JH-0994 (1977); Willmann v. City of San Antonio, 123 S.W.3d 469 (Tex. App.—San Antonio 2003, pet. denied) [See BE]

Majority Vote

The board may act only by majority vote of the members present at a meeting held in compliance with Government Code Chapter 551 (Open Meetings Act), at which a quorum of the board is present and voting. A majority vote is generally determined from a majority of those present and voting, excluding abstentions, assuming a quorum is present. *Education Code 11.051(a-1); Atty. Gen. Op. GA-689 (2009)*

No Secret Ballot

No vote shall be taken by secret ballot. *Atty. Gen. Op. JH-1163 (1978)*

Definitions

Deliberation

"Deliberation" means a verbal or written exchange between a quorum of a board, or between a quorum of a board and another person, concerning an issue within the jurisdiction of the board. *Gov't Code 551.001(2)*

Meeting

"Meeting" means:

1. A deliberation between a quorum of a board, or between a quorum of the board and another person, during which public business or public policy over which the board has supervision or control is discussed or considered, or during which the board takes formal action; or
2. Except as otherwise provided below, a gathering:
    a. That is conducted by the board or for which the board is responsible;
    b. At which a quorum of members of the board is present;
    c. That has been called by the board; and
    d. At which board members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of the district, about the public business or public policy over which the board has supervision or control.

Gov't Code 551.001(4)

Exceptions to Meeting

Social Function, Convention, or Candidate Event

The term does not include the gathering of a quorum of a board at a social function unrelated to the public business that is conducted by the board, the attendance by a quorum of a board at a regional, state, or national convention or workshop, ceremonial event, or press conference, or the attendance by a quorum of a board at a candidate forum, appearance, or debate to inform the electorate, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, press conference, forum, appearance, or debate. *Gov't Code 551.001(4)*

Legislative Committee or Agency Meeting

The attendance by a quorum of a board at a meeting of a committee or agency of the legislature is not considered to be a meeting of the board if the deliberations at the meeting by the board members consist only of publicly testifying, publicly commenting, and publicly responding to a question asked by a member of the legislative committee or agency. *Gov't Code 551.0035(b)*

Online Message Board

For information on communications posted to an online message board, see BBI.

Quorum

"Quorum" means a majority of the number of members fixed by statute. *Gov't Code 551.001(6); 311.013(b)*

Disaster Exception

Notwithstanding any other law, a quorum is not required for the board to act if:

1. The district's jurisdiction is wholly or partly located in the area of a disaster declared by the president of the United States or the governor; and
2. A majority of the members of the board are unable to be present at a board meeting as a result of the disaster.

Gov't Code 418.1102

Recording

"Recording" means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed. *Gov't Code 551.001(7)*

Videoconference Call

"Videoconference call" means a communication conducted between two or more persons in which one or more of the participants communicate with the other participants through duplex audio and video signals transmitted over a telephone network, a data network, or the internet. *Gov't Code 551.001(8)*

Prohibited Series of Communications

A board member commits an offense if the member:

1. Knowingly engages in at least one communication among a series of communications that each occur outside of a meeting authorized by Government Code Chapter 551 and that concern an issue within the jurisdiction of the board in which the members engaging in the individual communications constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of members; and
2. Knew at the time the member engaged in the communication that the series of communications:
    a. Involved or would involve a quorum; and

b. Would constitute a deliberation once a quorum of members engaged in the series of communications.

Gov't Code 551.143

Superintendent Participation

The board shall provide the superintendent an opportunity to present at a meeting an oral or written recommendation to the board on any item that is voted on by the board at the meeting. *Education Code 11.051(a-1)*

Access to Board Meetings

Open to Public

Every regular, special, or called meeting of a board shall be open to the public, except as provided by Government Code Chapter 551. *Gov't Code 551.002* [See BEC for exceptions for closed meetings.]

Parental Access

A parent is entitled to complete access to any meeting of the board, other than a closed meeting held in compliance with Government Code Chapter 551, Subchapters D and E. *Education Code 26.007(a)*

Exclusion of Witnesses

A board that is investigating a matter may exclude a witness from a hearing during the examination of another witness in the investigation. *Gov't Code 551.084*

Location

A board must hold each public meeting within the boundaries of the district, except:

1. As required by law; or
2. To hold a joint meeting with another district or with another governmental entity, as defined by Government Code 2051.041, if the boundaries of the governmental entity are in whole or in part within the boundaries of the district.

Education Code 26.007(b)

Required Meeting Records

Minutes or Recording

A board shall prepare and keep minutes or make a recording of each open meeting. The minutes must state the subject matter of each deliberation and indicate each vote, order, decision, or other action taken. *Gov't Code 551.021*

Board Member Attendance

The minutes, certified agenda, or recording, as applicable, of a regular or special meeting of the board must reflect each member's attendance at or absence from the meeting. *Education Code 11.0621*

Availability

The minutes and recordings of an open meeting are public records and shall be available for public inspection and copying on request to the superintendent or designee. *Gov't Code 551.022; Education Code 11.0621*

Note: For website posting requirements regarding the record of a board meeting, see CQA.

Notice Required

A board shall give written notice of the date, hour, place, and subject of each meeting held by the board. *Gov't Code 551.041*

Continued Meeting

Government Code 551.041, above, does not require a board that recesses an open meeting to the following regular business day to post notice of the continued meeting if the action is taken in good faith and not to circumvent Government Code Chapter 551. If an open meeting is continued to the following regular business day and, on that following day, the board continues the meeting to another day, the board must give the required written notice of the meeting continued to that other day. *Gov't Code 551.0411(a)*

Inquiry During Meeting

If, at a meeting of a board, a member of the public or of the board inquires about a subject for which notice has not been given, the notice provisions do not apply to a statement of specific factual information given in response to the inquiry or a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. *Gov't Code 551.042*

Time and Accessibility of Notice

The notice of a meeting of a board must be posted in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the meeting, except as provided at Emergency Meeting or Emergency Addition to Agenda, below. A district shall post notice of each meeting on a bulletin board at a place convenient to the public in the central administrative office of the district. *Gov't Code 551.043(a), .051*

If a district is required to post notice of a meeting on the internet:

1. The district satisfies the requirement that the notice must be posted in a place readily accessible to the general public at all times by making a good-faith attempt to continuously post the notice on the internet during the prescribed period;
2. The district must still comply with any duty imposed by Government Code Chapter 551 to physically post the notice at a particular location; and
3. If the district makes a good-faith attempt to continuously post the notice on the internet during the prescribed period, the notice physically posted must be readily accessible to the general public during normal business hours.

Gov't Code 551.043(b)

Internet Posting—Notice

If a district maintains an internet website, in addition to the other place at which notice is required to be posted, a board must also concurrently post notice of a meeting on the internet website.

A district that contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more must also concurrently post the agenda for the board meeting on the district's internet website.

The validity of a posted notice of a meeting or an agenda by a board subject to these provisions that made a good-faith attempt to comply with these requirements is not affected by a failure to comply that is due to a technical problem beyond the control of the district.

Gov't Code 551.056

[See CQA for other website posting requirements.]

Specificity of Agenda/Notice

Agendas for all meetings must be sufficiently specific to inform the public of the subjects to be discussed at the meeting, setting out any special matters to be considered or any matter in which the public has a particular interest. *Cox Enterprises, Inc. v. Austin Indep. Sch. Dist., 706 S.W.2d 956 (Tex. 1986); Point Isabel Indep. Sch. Dist. v. Hinojosa, 797 S.W.2d 176 (Tex. App.—Corpus Christi 1990, writ denied); Atty. Gen. Op. JH-1045 (1977)*

Emergency Meeting or Emergency Addition to Agenda

In an emergency or when there is an urgent public necessity, the notice of a meeting to deliberate or take action on the emergency or urgent public necessity, or the supplemental notice to add the deliberation or taking of action on the emergency or urgent public necessity as an item to the agenda for a meeting for which notice has been posted in accordance with Government Code Chapter 551, Subchapter C, is sufficient if the notice or supplemental notice is posted for at least one hour before the meeting is convened.

A board may not deliberate or take action on a matter at a meeting for which notice or supplemental notice is posted as described above other than:

1. A matter directly related to responding to the emergency or urgent public necessity identified in the notice or supplemental notice of the meeting; or
2. An agenda item listed on a notice of the meeting before the supplemental notice was posted.

An emergency or urgent public necessity exists only if immediate action is required of a board because of:

1. An imminent threat to public health and safety, including a threat described in item 2, below, if imminent; or
2. A reasonably unforeseeable situation, including:
    a. Fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm;
    b. Power failure, transportation failure, or interruption of communication facilities;
    c. Epidemic; or
    d. Riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.

The board shall clearly identify the emergency or urgent public necessity in the notice of an emergency meeting or supplemental notice.

The sudden relocation of a large number of residents from the area of a declared disaster to a district's jurisdiction is considered a reasonably unforeseeable situation for a reasonable period immediately following the relocation.

Gov't Code 551.045

Catastrophe

A board that is prevented from convening an open meeting that was otherwise properly posted under Government Code 551.041 because of a catastrophe may convene the meeting in a convenient location within 72 hours pursuant to Government Code 551.045 if the action is taken in good faith and not to circumvent Government Code Chapter 551. If the board is unable to convene the open meeting within those 72 hours, the board may subsequently convene the meeting only if the board gives the required written notice of the meeting.

"Catastrophe" means a condition or occurrence that interferes physically with the ability of a board to conduct a meeting, including:

1. Fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm;
2. Power failure, transportation failure, or interruption of communication facilities;
3. Epidemic; or

4. Riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.

Gov't Code 551.0411(b), (c)

Special Notice to News Media

A district shall provide special notice of each meeting to any news media that has requested special notice and agreed to reimburse the district for the cost of providing the special notice. The notice shall be by telephone, facsimile transmission, or electronic mail. *Gov't Code 551.052*

The board president or board member who calls an emergency meeting or adds an emergency item to the agenda of a board meeting shall notify the news media of the emergency meeting or emergency item. The president or member is required to notify only those members of the news media that have previously filed a request containing all pertinent information for the special notice and agreed to reimburse the board for the cost of providing the special notice. The president or member shall give the notice by telephone, facsimile transmission, or electronic mail at least one hour before the meeting is convened. *Gov't Code 551.047*

Meeting by Telephone Conference Call

A board may hold a meeting by telephone conference call only if an emergency or public necessity exists within the meaning of Government Code 551.045 and the convening at one location of a quorum of the board is difficult or impossible, or if the meeting is held by an advisory board.

Technical Requirements and Recording

Each part of the telephone conference call meeting that is required to be open to the public shall be audible to the public at the location specified in the notice of the meeting as the location of the meeting and shall be recorded. The recording shall be made available to the public.

The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call meeting and the identification of each party to the telephone conference shall be clearly stated prior to speaking.

Notice of Location

The telephone conference call meeting is subject to the notice requirements applicable to other meetings. The notice must specify as the location of the meeting the location where meetings of the board are usually held.

Gov't Code 551.125

Meeting by Videoconference Call

A board member or district employee may participate remotely in a board meeting by means of a videoconference call if the video and audio feed of the board member's or employee's participation, as applicable, is broadcast live at the meeting and complies with the

provisions below. A board member who participates by videoconference call shall be counted as present at the meeting for all purposes. A board member who participates in a meeting by video conference call shall be considered absent from any portion of the meeting during which audio or video communication with the member is lost or disconnected. The board may continue the meeting only if a quorum remains present at the meeting location or, if applicable, continues to participate in a meeting conducted as specified at Multiple Counties, below. *Gov't Code 551.127(a-1)–(a-3)*

Quorum in One Location

A meeting may be held by videoconference call only if a quorum of the board is physically present at one location of the meeting, except as provided at Multiple Counties, below.

Multiple Counties

A meeting of a board of a district that extends into three or more counties may be held by videoconference call only if the board member presiding over the meeting is physically present at one location of the meeting that is open to the public during the open portions of the meeting.

Additional Notice Requirements

A meeting held by videoconference call is subject to the notice requirements applicable to other meetings in addition to the notice requirements applicable to meetings by videoconference call.

The notice of a meeting to be held by videoconference call must specify as a location of the meeting the location where a quorum of the board will be physically present and specify the intent to have a quorum present at that location, except that the notice of a meeting held by videoconference call described above at Multiple Counties must specify as a location of the meeting the location where the board member presiding over the meeting will be physically present and specify the intent to have that member present at that location.

Gov't Code 551.127(b)–(e)

Quality of Audio and Video Signals

Each portion of a meeting held by videoconference call that is required to be open to the public shall be visible and audible to the public at the location specified in the notice. If a problem occurs that causes a meeting to no longer be visible and audible to the public at that location, the meeting must be recessed until the problem is resolved. If the problem is not resolved in six hours or less, the meeting must be adjourned.

The location specified in the notice, and each remote location from which a member of the board participates, shall have two-way audio and video communication with each other location during the entire meeting. The face of each participant in the videoconference call, while that participant is speaking, shall be clearly visible, and

the voice audible, to each other participant and, during the open portion of the meeting, to the members of the public in attendance at the physical location described by the notice and at any other location of the meeting that is open to the public.

The quality of the audio and video signals perceptible at each location of the meeting must meet or exceed standards specified by the Department of Information Resources. The audio and video signals perceptible by members of the public at the location of the meeting described by the notice and at each remote location from which a member participates must be of sufficient quality so that members of the public at each location can observe the demeanor and hear the voice of each participant in the open portion of the meeting.

Gov't Code 551.127(f), (h)–(j); 1 TAC 209.10–.11

Recording

The board shall make at least an audio recording of the meeting. The recording shall be made available to the public.

Remote Participation by the Public

Without regard to whether a member of the board is participating in a meeting from a remote location by videoconference call, a board may allow a member of the public to testify at a meeting from a remote location by videoconference call.

Gov't Code 551.127(g), (k)

Internet Broadcast

Except as provided by Government Code 551.128(b-1), below, and subject to the requirements at Video and Audio Recording of Meeting, below, a board may broadcast an open meeting over the internet.

Except as provided by Government Code 551.128(b-2) [see Existing Website, below], a board that broadcasts a meeting over the internet shall establish an internet site and provide access to the broadcast from that site. The board shall provide on the internet site the same notice of the meeting that the board is required to post under Government Code Chapter 551, Subchapter C. The notice on the internet must be posted within the time required for posting notice under Subchapter C.

Gov't Code 551.128(b), (c)

Note: The provisions at Video and Audio Recording of Meeting apply to a board for a district that has a student enrollment of 10,000 or more.

Video and Audio Recording of Meeting

A board shall:

Required Recording

1. Make a video and audio recording of reasonable quality of each:
   a. Regularly scheduled open meeting that is not a work session or a special called meeting; and
   b. Open meeting that is a work session or special called meeting at which the board votes on any matter or allows public comment or testimony [see BED for requirements regarding public testimony]; and
2. Make available an archived copy of the video and audio recording of each meeting described in item 1.

Internet Posting—Recordings

A board shall:

1. Make the archived recording of each meeting to which these provisions apply available on the internet not later than seven days after the date the recording was made; and
2. Maintain the archived recording on the internet for not less than two years after the date the recording was first made available.

Existing Website

A board may make available the required archived recording on an existing internet site, including a publicly accessible video-sharing or social networking site. The board is not required to establish a separate internet site and provide access to archived recordings of meetings from that site.

District Website

A district that maintains an internet site shall make available on that site, in a conspicuous manner, the archived recording of each meeting or an accessible link to the archived recording of each such meeting.

Exemption

A board is exempt from the internet posting requirements if the board's failure to make the required recording of a meeting available is the result of a catastrophe, as defined by Government Code 551.0411 [see Catastrophe, above], or a technical breakdown. Following a catastrophe or breakdown, a board must make all reasonable efforts to make the required recording available in a timely manner.

Television Broadcast

A board may broadcast a regularly scheduled open meeting on television.

Gov't Code 551.128(b-1)–(b-6)

Recording by Attendee

A person in attendance may record all or any part of an open meeting of a board by means of a recorder, video camera, or other means of aural or visual reproduction. A board may adopt reasonable rules to maintain order at a meeting, including rules relating to the location of recording equipment and the manner in which the recording is conducted. A rule adopted under this provision may not prevent or unreasonably impair a person from exercising a right granted under this provision. *Gov't Code 551.023*

Attorney Consultation

A board may use a telephone conference call, videoconference call, or communications over the internet to conduct a public consultation with its attorney in an open meeting of the board or a private consultation with its attorney in a closed meeting of the board. [See BEC]

Each part of a public consultation by a board with its attorney in an open meeting must be audible to the public at the location specified in the notice of the meeting as the location of the meeting.

These provisions do not authorize the members of a board to conduct a meeting of the board by telephone conference call, video conference call, or communications over the internet; or create an exception to the application of Government Code Chapter 551, Subchapter F (meetings using telephone, videoconference, or internet).

Exception

These provisions do not apply to a consultation with an attorney who is an employee of a district. An attorney who receives compensation for legal services performed, from which employment taxes are deducted by the district, is an employee of the district.

Gov't Code 551.129

Persons with Hearing Impairments

In a proceeding before a board in which the legal rights, duties, or privileges of a party are to be determined by the board after an adjudicative hearing, the board shall supply for a party who is deaf or hearing impaired an interpreter who has qualifications approved by the Texas Commission for the Deaf and Hard of Hearing.

"Deaf or hearing impaired" means having a hearing impairment, regardless of the existence of a speech impairment, that inhibits comprehension of an examination or proceeding, or communication with others.

Gov't Code 558.001, .003

Planning and Decision-Making Process

A board shall adopt a policy to establish a district- and campus-level planning and decision-making process that will involve the professional staff of a district, parents of students enrolled in a district, business representatives, and community members in establishing and reviewing the district's and campuses' educational plans, goals, performance objectives, and major classroom instructional programs. *Education Code 11.251(b)*

The planning and decision-making requirements do not:

1. Prohibit a board from conducting meetings with teachers or groups of teachers other than the district-level committee meetings.
2. Prohibit a board from establishing policies providing avenues for input from others, including students or paraprofessional staff, in district- or campus-level planning and decision making.
3. Limit or affect the power of a board to govern the public schools.
4. Create a new cause of action or require collective bargaining.

Education Code 11.251(g)

Evaluation

At least every two years, a district shall evaluate the effectiveness of the district's decision-making and planning policies, procedures, and staff development activities related to district- and campus-level decision making and planning to ensure that they are effectively structured to positively impact student performance. *Education Code 11.252(d)*

Administrative Procedure

A board shall ensure that an administrative procedure is provided to clearly define the respective roles and responsibilities of the superintendent, central office staff, principals, teachers, district-level committee members, and campus-level committee members in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization.

A board shall ensure that the district-level planning and decision-making committee will be actively involved in establishing the administrative procedure that defines the respective roles and responsibilities pertaining to planning and decision making at the district and campus levels.

Education Code 11.251(d)

Federal Requirements

The district policy must provide that all pertinent federal planning requirements are addressed through the district- and campus-level planning process. *Education Code 11.251(f)*

Required Plans

A board shall ensure that a district improvement plan and improvement plans for each campus are developed, reviewed, and revised annually for the purpose of improving the performance of all students. A board shall annually approve district and campus performance objectives and shall ensure that the district and campus plans:

1. Are mutually supportive to accomplish the identified objectives; and
2. At a minimum, support the state goals and objectives under Education Code Chapter 4.

Education Code 11.251(a)

Shared Services Arrangement for DAEP Services

Each district participating in a shared services arrangement for disciplinary alternative education program (DAEP) services shall be responsible for ensuring that the board-approved district improvement plan and the improvement plans for each campus include the performance of the DAEP student group for the respective district. The identified objectives for the improvement plans shall include:

1. Student groups served, including overrepresentation of students from economically disadvantaged families, with ethnic and racial representations, with a disability who receive special education services, or receiving limited English proficiency/English learner services;
2. Attendance rates;
3. Pre- and post-assessment results;
4. Dropout rates;
5. Graduation rates; and
6. Recidivism rates.

19 TAC 103.1201(b) [See FOCA]

District Improvement Plan

A district shall have a district improvement plan that is developed, evaluated, and revised annually, in accordance with district policy, by the superintendent with the assistance of the district-level committee. The purpose of the district improvement plan is to guide district and campus staff in the improvement of student performance for all student groups in order to attain state standards in respect to the achievement indicators. *Education Code 11.252(a)* [See AIA]

Availability to TEA

A district's plan for the improvement of student performance is not filed with the Texas Education Agency (TEA), but the district must make the plan available to TEA on request. *Education Code 11.252(b)*

Required Provisions

The district improvement plan must include provisions for:

1. A comprehensive needs assessment addressing performance on the achievement indicators, and other appropriate measures of performance, that are disaggregated by all student groups served by a district, including categories of ethnicity, socioeconomic status, sex, and populations served by special programs, including students in special education programs under Education Code Chapter 29, Subchapter A.
2. Measurable district performance objectives for all appropriate achievement indicators for all student populations, including students in special education programs under Education Code Chapter 29, Subchapter A, and other measures of student performance that may be identified through the comprehensive needs assessment.
3. Strategies for improvement of student performance that include:
    a. Instructional methods for addressing the needs of student groups not achieving their full potential.
    b. Evidence-based practices that address the needs of students for special programs, including:
        (1) Suicide prevention programs, in accordance with Education Code Chapter 38, Subchapter G, which include a parental or guardian notification procedure [see FFEB];
        (2) Conflict resolution programs;
        (3) Violence prevention programs; and
        (4) Dyslexia treatment programs.
    c. Dropout reduction.
    d. Integration of technology in instructional and administrative programs.
    e. Positive behavior interventions and support, including interventions and support that integrate best practices on grief-informed and trauma-informed care.
    f. Staff development for professional staff of a district.
    g. Career education to assist students in developing the knowledge, skills, and competencies necessary for a broad range of career opportunities.

h. Accelerated education.

i. Implementation of a comprehensive school counseling program under Education Code 33.005. [See FFEA]

4. Strategies for providing to elementary school, middle school, junior high school, and high school students, those students' teachers and school counselors, and those students' parents information about:

a. Higher education admissions and financial aid opportunities, including state financial aid opportunities such as the TEXAS grant program and the Teach for Texas grant program.

b. The need for students to make informed curriculum choices to be prepared for success beyond high school.

c. Sources of information on higher education admissions and financial aid.

5. Resources needed to implement identified strategies.

6. Staff responsible for ensuring the accomplishment of each strategy.

7. Timelines for ongoing monitoring of the implementation of each improvement strategy.

8. Formative evaluation criteria for determining periodically whether strategies are resulting in intended improvement of student performance.

9. The policy under Education Code 38.0041 addressing sexual abuse and other maltreatment of children. [See FFG]

10. The trauma-informed care policy required under Education Code 38.036. [See FFBA]

Education Code 11.252(a)

Law Enforcement Duties

The law enforcement duties of peace officers, school resource officers, and security personnel must be included in the district improvement plan. *Education Code 37.081(d)(1)* [See CKE]

Discipline Management

A district shall adopt and implement a discipline management program to be included in the district improvement plan. *Education Code 37.083(a)* [See FNC]

Dating Violence

A district shall adopt and implement a dating violence policy to be included in the district improvement plan. *Education Code 37.0831* [See FFH]

Mental Health, Substance Abuse, and Suicide

The practices and procedures developed under Education Code 38.351(i) or (i-1) (mental health promotion and intervention, substance abuse prevention and intervention, and suicide prevention) must be included in the district improvement plan. *Education Code 38.351(k)(2)* [See FFEB]

Campus-Level Plan

Each school year, the principal of each school campus, with the assistance of the campus-level committee, shall develop, review, and revise the campus improvement plan for the purpose of improving student performance for all student populations, including students in special education programs under Education Code Chapter 29, Subchapter A, with respect to the student achievement indicators and any other appropriate performance measures for special needs populations. *Education Code 11.253(c)*

Each campus improvement plan must:

1. Assess the academic achievement for each student in the school using the achievement indicator system.
2. Set the campus performance objectives based on the achievement indicator system, including objectives for special needs populations, including students in special education programs under Education Code Chapter 29, Subchapter A.
3. Identify how the campus goals will be met for each student.
4. Determine the resources needed to implement the plan.
5. Identify staff needed to implement the plan.
6. Set timelines for reaching the goals.
7. Measure progress toward the performance objectives periodically to ensure that the plan is resulting in academic improvement.
8. Include goals and methods for violence prevention and intervention on campus.
9. Provide for a program to encourage parental involvement at the campus.
10. If the campus is an elementary, middle, or junior high school, set goals and objectives for the coordinated health program at the campus based on:
    a. Student fitness assessment data, including any data from research-based assessments such as the school health index assessment and planning tool created by the federal Centers for Disease Control and Prevention;

b. Student academic performance data;

c. Student attendance rates;

d. The percentage of students who are educationally disadvantaged;

e. The use and success of any method to ensure that students participate in moderate to vigorous physical activity; and

f. Any other indicator recommended by the local school health advisory council.

Education Code 11.253(d)

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Note: For more information on property tax exemptions, see the Texas Comptroller's Property Tax Exemptions[1] website.

Exemptions

Homestead

Mandatory

An adult is entitled to exemption from taxation by a district of $25,000 of the appraised value of the adult's residence homestead, as defined by Tax Code 11.13(j), except that only $5,000 of the exemption applies to an entity operating under former Education Code Chapters 17, 18, 25, 26, 27, or 28, as those chapters existed on May 1, 1995, as permitted by Education Code 11.301. *Tax Code 11.13(b)*

Persons 65 or Older or Disabled

In addition to the mandatory exemption above, an adult who is disabled, as defined by Tax Code 11.13(m)(1), or 65 or older is entitled to an exemption of $10,000 of the appraised value of the individual's residence homestead. *Tax Code 11.13(c)*

Tax Limitation

A district may not increase the total annual amount of ad valorem tax it imposes on the residence homestead of an individual 65 years of age or older, or on the residence homestead of an individual who is disabled, above the amount of the tax it imposed in the first tax year in which the individual qualified that residence homestead for an applicable exemption. *Tax Code 11.26(a)*

Improvements

If an individual subject to a tax limitation makes improvements to the individual's residence homestead, other than improvements required to comply with governmental requirements or repairs, the district may increase the tax on the homestead in the first year the value of the homestead is increased on the appraisal roll because of the enhancement of value by the improvements. A limitation then applies to the increased amount of tax until more improvements, if any, are made. *Tax Code 11.26(b)*

Exception

An improvement to property that would otherwise constitute an improvement discussed above is not treated as an improvement if it is a replacement structure for a structure that was rendered uninhabitable or unusable by a casualty or by wind or water damage. For purposes of appraising the property in the tax year in which the structure would have constituted an improvement, the replacement structure is considered to be an improvement only if the square footage of the replacement structure exceeds that of the replaced structure as that structure existed before the casualty or damage occurred or the exterior of the replacement structure is of higher quality construction and composition than that of the replaced structure. *Tax Code 11.26(o)*

Portability of Tax Limitation

If an individual who receives a tax limitation, including a surviving spouse, discussed below, subsequently qualifies a different residence homestead for the same exemption, a district may not impose ad valorem taxes on the subsequently qualified homestead in a year in an amount that exceeds the amount of taxes calculated in accordance with Tax Code 11.26(g). *Tax Code 11.26(g)*

Surviving Spouse

If an individual who qualifies for the exemption at Persons 65 or Older or Disabled, above, dies, the surviving spouse of the individual is entitled to the limitation applicable to the residence homestead of the individual if the surviving spouse is 55 years of age or older when the individual dies, and the residence homestead of the individual is the residence homestead of the surviving spouse on the date that the individual dies and remains the residence homestead of the surviving spouse. *Tax Code 11.26(i)*

Local Options

All Taxpayers

In addition to other exemptions in Tax Code 11.13, an individual is entitled to an exemption from taxation by a district of a percentage of the appraised value of the individual's residence homestead if the exemption is adopted by the board before July 1 in the manner provided by law for official action by the board. If the percentage set by the district produces an exemption in a tax year of less than $5,000 when applied to a particular residence homestead, the individual is entitled to an exemption of $5,000 of the appraised value. The percentage adopted by the district may not exceed 20 percent. *Tax Code 11.13(n)*

Disabled or 65 or Older

An individual who is disabled or 65 or older is entitled to an exemption from taxation by a district of a portion of the appraised value of the individual's residence homestead if the exemption is adopted either by the board or by a favorable vote of a majority of the qualified voters of the district at an election called by the board, and the board shall call the election on the petition of at least 20 percent of the number of qualified voters who voted in the preceding election of the district.

Amount

The amount of an exemption adopted as provided at Disabled or 65 or Older is $3,000 of the appraised value of the residence homestead unless a larger amount is specified by the board if the board authorizes the exemption or the petition for the election if the exemption is authorized through an election. Once authorized, an exemption adopted may be repealed or decreased or increased in amount by the board or by the petition and election procedure. In the case of a decrease, the amount of the exemption may not be reduced to less than $3,000 of the market value.

Tax Code 11.13(d)–(f)

Continuation of Exemption during Construction

If a qualified residential structure for which the owner receives a homestead exemption under Tax Code 11.13 is rendered uninhabitable or unusable by a casualty or by wind or water damage, the owner may continue to receive the exemption for the structure and the land and improvements used in the residential occupancy of the structure while the owner constructs a replacement qualified residential structure on the land in accordance with Tax Code 11.135. *Tax Code 11.135(a), .26(n); 34 TAC 9.416*

Surviving Spouse of First Responder

The surviving spouse of a first responder who is killed or fatally injured in the line of duty is entitled to an exemption from taxation of the total appraised value of the surviving spouse's residence homestead if the surviving spouse is an eligible survivor for purposes of Government Code Chapter 615 as determined by the Employees Retirement System of Texas and has not remarried since the first responder's death. *Tax Code 11.134*

Veteran Exemptions

100 Percent Disabled

A disabled veteran who has been awarded by the U.S. Department of Veterans Affairs or its successor 100 percent disability compensation due to a service-connected disability and a rating of 100 percent disabled or of individual unemployability is entitled to an exemption from taxation of the total appraised value of the veteran's residence homestead. *Tax Code 11.131(b)*

Partially Disabled with Donated Residence

A disabled veteran who has a disability rating of less than 100 percent is entitled to an exemption from taxation of a percentage of the appraised value of the disabled veteran's residence homestead equal to the disabled veteran's disability rating if the residence homestead was donated to the disabled veteran by a charitable organization at no cost to the disabled veteran, or at some cost to the disabled veteran in the form of a cash payment, a mortgage, or both in an aggregate amount that is not more than 50 percent of the good faith estimate of the market value of the residence homestead made by the charitable organization as of the date of the donation. *Tax Code 11.132(b)*

Surviving Spouse of Veteran

The surviving spouse of a disabled veteran, as defined by Tax Code 11.22(h)(3), is entitled to the same exemption from taxation of the same property to which the disabled veteran's exemption applied or would have applied if it had been in effect on the date of death if:

1. The surviving spouse has not remarried since the death of the disabled veteran; and

2. The property was the residence homestead of the surviving spouse when the disabled veteran died and remains the residence homestead of the surviving spouse.

Tax Code 11.131(c), .132(c)

Surviving Spouse of Individual Killed in Action

The surviving spouse of a member of the armed services of the United States who is killed or fatally injured in the line of duty is entitled to an exemption from taxation of the total appraised value of the surviving spouse's residence homestead if the surviving spouse has not remarried since the death of the member of the armed services. *Tax Code 11.133(b)*

Tex. Const. Art. VIII, Sec. 1-b (Residence Homestead Tax Exemptions and Limitations)

Disabled Veteran

A disabled veteran is entitled to an exemption from taxation of a portion of the assessed value of a property the veteran owns and designates under Tax Code 11.22(f). *Tax Code 11.22*

Exemption for Subsequent Residence

The surviving spouse of a first responder, disabled veteran, or armed services member killed in action who receives an exemption for a residence homestead is entitled to receive an exemption from taxation of a different property that the surviving spouse subsequently qualifies as the surviving spouse's residence homestead in an amount equal to the dollar amount of the exemption from taxation of the first property for which the surviving spouse received the exemption in the last year in which the surviving spouse received that exemption if the surviving spouse has not remarried. *Tax Code 11.131(d), .132(d), .133(c), .134(d)*

Temporary Exemption for Property Damaged by Disaster

A person is entitled to an exemption from taxation by a district of a portion of the appraised value of qualified property, as defined by Tax Code 11.35(a), that the person owns in an amount determined by the chief appraiser under Tax Code 11.35(h). *Tax Code 11.35(b)*

A person who qualifies for an exemption under this provision must apply for the exemption not later than the 105th day after the date the governor declares the area in which the person's qualified property is located to be a disaster area. *Tax Code 11.43(s)*

"Damage" means physical damage. *Tax Code 11.35(a)(1)*

Optional Exemptions

Among others, a board may grant additional tax exemptions in accordance with applicable law for:

1. Residential property owned by the United States or an agency of the United States and used to provide transitional housing for the indigent under a program operated or directed by the

U.S. Department of Housing and Urban Development. *Tax Code 11.111*

2. Land and housing units on the land owned by a community land trust. *Tax Code 11.1827*

3. Certain historic structures or archeological sites and the land necessary to access and use the structure or archeological site. The board may not repeal or reduce the amount of an exemption for a property that otherwise qualifies for the exemption unless the property owner consents to the repeal or reduction or the district provides written notice of the repeal or reduction to the owner not later than five years before the date the board repeals or reduces the exemption. *Tax Code 11.24*

4. Property on which approved water conservation initiatives, desalination projects, or brush control initiatives have been implemented. *Tax Code 11.32*

If a district adopts, amends, or repeals an exemption that the district by law has the option to adopt or not, the district shall notify the appraisal office of its action and of the terms of the exemption within 30 days after the date of its action. *Tax Code 6.08*

Goods-in-Transit *Exemption*

A person is entitled to an exemption from taxation of the appraised value of that portion of the person's property that consists of goods-in-transit, as defined in Tax Code 11.253(a)(2). *Tax Code 11.253(b)*

[For information on the board's option in a district located in a disaster area to extend the date by which goods-in-transit must be transported, see Tax Code 11.253(l).]

Option to Tax

A board, by official action, may provide for the taxation of goods-in-transit exempt under Tax Code 11.253(b) and not exempt under other law. The official action to tax the goods-in-transit must be taken before January 1 of the first tax year in which the board proposes to tax goods-in-transit. Before acting to tax the exempt property, a board must conduct a public hearing as required by Texas Constitution Article VIII, Section 1-n(d). If the board provides for the taxation of the goods-in-transit as provided by this provision, the exemption stated above does not apply to that district. The goods-in-transit remain subject to taxation by the district until the board, by official action, rescinds or repeals its previous action to tax goods-in-transit, or otherwise determines that the exemption will apply to that district.

Notwithstanding official action that was taken before October 1, 2011, to tax goods-in-transit, a district may not tax such goods-in-

transit in a tax year that begins on or after January 1, 2012, unless the board takes official action on or after October 1, 2011, to provide for the taxation of the goods-in-transit.

Exception

If a board, before October 1, 2011, took action to provide for the taxation of goods-in-transit and pledged the taxes imposed on the goods-in-transit for the payment of a debt of the district, the district tax officials may continue to impose the taxes against the goods-in-transit until the debt is discharged, if cessation of the imposition would impair the obligation of the contract by which the debt was created.

Tax Code 11.253(j)–(j-2)

Payment Options

The board may adopt, by official action, one or both of the discount options below. *Tax Code 31.05(a)*

Discounts

Option 1

A district may adopt the following discounts to apply regardless of the date on which the district mails its tax bills:

1. Three percent if the tax is paid in October or earlier.
2. Two percent if the tax is paid in November.
3. One percent if the tax is paid in December.

Tax Code 31.05(b)

This discount does not apply to taxes that are calculated too late for it to be available. *Tax Code 31.04(c)*

Option 2

A district may adopt the following discounts to apply when the district mails its tax bills after September 30:

1. Three percent if the tax is paid before or during the next full calendar month following the date on which the tax bills were mailed.
2. Two percent if the tax is paid during the second full calendar month following the date on which the tax bills were mailed.
3. One percent if the tax is paid during the third full calendar month following the date on which the tax bills were mailed.

Tax Code 31.05(c)

Both Options

If a board adopts both discounts, the discounts described at Option 1 apply unless the tax bills for the district are mailed after September 30, in which case only the discounts described at Option 2 apply. *Tax Code 31.05(a)*

Rescission

The board may rescind a discount lawfully adopted by the board. The rescission of a discount takes effect in the tax year following the year in which the discount is rescinded. *Tax Code 31.05(d)*

Split Payments

The board of a district that collects its own taxes may provide, by official action, that a person who pays one-half of the district's taxes before December 1 may pay the remaining one-half of the taxes without penalty or interest at any time before July 1 of the following year.

If a board contracts with the appraisal district for collection of taxes, the split-payment option does not apply to taxes collected by the appraisal district unless approved by resolution adopted by a majority of the governing bodies of the taxing units whose taxes the appraisal district collects and filed with the secretary of the appraisal district board of directors. The split-payment option may be revoked in the same manner as provided for adoption.

Tax Code 31.03

This payment option does not apply to taxes that are calculated too late for it to be available. *Tax Code 31.04(c)*

In Certain Counties

The board of a district located in a county having a population of not less than 285,000 and not more than 300,000 that borders a county having a population of 3.3 million or more and the Gulf of Mexico that has its taxes collected by another taxing unit that has adopted the split-payment option may provide, by official action, that the split-payment option does not apply to the district's taxes collected by the other taxing unit. *Tax Code 31.03(d)*

Installment Payments

Certain Homesteads

An individual who is disabled or at least 65 years of age and qualified for a homestead exemption under Tax Code 11.13(c), or an individual who is a disabled veteran or the unmarried surviving spouse of a disabled veteran and qualified for an exemption under Tax Code 11.132 or 11.22, may pay district taxes imposed on the person's residence homestead property in four equal installments without penalty or interest if paid by the applicable dates set out in Tax Code 31.031. *Tax Code 31.031*

Disaster or Emergency Area

Property Damaged—Automatic

A person may pay district taxes imposed on certain property the person owns in four equal installments without penalty or interest if paid in accordance with Tax Code 31.032.

This provision applies to real and tangible personal property described in Tax Code 31.032(a) and taxes that are imposed on the property by a district before the first anniversary of the disaster or emergency.

Tax Code 31.032

Property Not Damaged—Board Option

The board may authorize a person to pay district taxes imposed on certain property that the person owns in installments. If the board adopts the installment-payment option under this provision, Tax Code 31.032(b), (b-1), (c), and (d) apply to the payment by a person of district taxes imposed on property that the person owns in the same manner as those subsections apply to the payment of taxes imposed on property to which Tax Code 31.032 applies.

This provision applies to real and tangible personal property described in Tax Code 31.033(b) and taxes that are imposed on the property by a district before the first anniversary of the disaster or emergency.

Tax Code 31.033

Definitions

"Disaster" has the meaning assigned by Government Code 418.004.

"Emergency" means a state of emergency proclaimed by the governor under Government Code 433.001.

Tax Code 31.032(g), .033(a)

Services in Lieu of Paying Taxes

The board by resolution may permit certain individuals or business entities to perform certain services for the district in lieu of paying the district property taxes. While performing services for a district, the individual is not an employee of the district and is not entitled to any benefit, including workers' compensation coverage, that the district provides to its employees. *Tax Code 31.035, .036, .037*

Persons 65 and Over

Subject to the requirements of Tax Code 31.035, the board by order or resolution may permit an individual who is at least 65 years of age to perform service for the district in lieu of paying taxes imposed by a district on property owned by the individual and occupied as the individual's residence homestead. Property owners performing services for a district under this provision may only supplement or complement the regular personnel of the district. A district may not reduce the number of persons the district employs or reduce the number of hours to be worked by employees of the district because the district permits property owners to perform services for the district under this provision. *Tax Code 31.035(a), (g)*

Teaching Services

An individual is qualified to perform teaching services for a district under the provisions below only if the individual holds a baccalaureate or more advanced degree in a field related to each course to be taught and:

1. Is certified as a classroom teacher under Education Code Chapter 21, Subchapter B; or

2. Obtains a school district teaching permit under Education Code 21.055.

Tax Code 31.036(h), .037(i)

By Individual

Subject to the requirements of Tax Code 31.036, the board by resolution may permit qualified individuals to perform teaching services for the district at a junior high school or high school of the district in lieu of paying taxes imposed by the district on property owned and occupied by the individual as a residence homestead. *Tax Code 31.036*

By Employee of Business Entity

Subject to the requirements of Tax Code 31.037, a board by resolution may authorize a corporation or other business entity to permit a qualified individual employed by the business entity to perform teaching services in a high school or a junior high school for the district in lieu of paying taxes imposed by the district on property owned by the business entity. *Tax Code 31.037*

Delinquent Taxes

Delinquency Date

Except as provided by Tax Code 31.02(b) (payment by certain eligible persons on active duty in the armed forces), 31.03 (split payments), and 31.04 (postponement of delinquency date based on mailing date of tax bills), taxes are due on receipt of the tax bill and are delinquent if not paid before February 1 of the year following the year in which imposed. *Tax Code 31.02*

Note: Delinquent taxes incur penalties and accrue interest in accordance with Tax Code 33.01, subject to any waiver by the board pursuant to Tax Code 33.011.

Delinquent Tax Collection

A board may contract with any competent attorney to represent the district to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. *Tax Code 6.30(c)* [See CH(LEGAL) regarding contingent fee contracts for legal services and Government Code 2254.102(e) for additional requirements.]

Additional Penalties

The board may provide, by official action, that taxes that become delinquent at a certain time incur an additional penalty to defray costs of collection if the board has contracted with an attorney as provided above. *Tax Code 33.07, .08*

[1] Texas Comptroller Property Tax Exemptions website: https://comptroller.texas.gov/taxes/property-tax/exemptions/

Note: For legal requirements applicable to the disposition of real property acquired with federal funds, see CBB.

Sale or Exchange of Real Property

The board may, by resolution, authorize the sale of any property, other than minerals, held in trust for public school purposes. The board president shall execute a deed to the purchaser reciting the board resolution authorizing the sale. A district may employ, retain, contract with, or compensate a licensed real estate broker or salesperson for assistance in the acquisition or sale of real property. *Education Code 11.154*

Publication of Notice and Bidding Requirements

Except for the types of land and interests described at Exceptions, below, before land owned by a district may be sold or exchanged for other land, notice to the general public of the offer of the land for sale or exchange must be published in a newspaper of general circulation in either the county in which the land is located or, if there is no such newspaper, in an adjoining county. The notice must include a description of the land, including its location, and the procedure by which sealed bids to purchase the land or offers to exchange the land may be submitted. The notice must be published on two separate dates and the sale or exchange may not be made until after the 14th day after the date of the second publication. Local Government Code 272.001 does not require the board to accept any bid or offer or to complete a sale or exchange. *Local Gov't Code 272.001(a), (d)*

Open-Enrollment Charter School Offer

The board of a district that intends to sell, lease, or allow use for a purpose other than a district purpose of an unused or underused district facility must give each open-enrollment charter school located wholly or partly within the boundaries of the district the opportunity to make an offer to purchase, lease, or use the facility, as applicable, in response to any terms established by the board, before offering the facility for sale or lease or to any other specific entity. The board is not required to accept an offer made by an open-enrollment charter school. *Education Code 11.1542*

Exceptions

Generally

The notice and bidding requirements set out above do not apply to the types of land and real property interests described below and owned by a district. The land and those interests described below may not be conveyed, sold, or exchanged for less than the fair market value of the land or interest unless the conveyance, sale, or exchange is with one or more abutting property owners who own the underlying fee simple. The fair market value is determined by an appraisal obtained by the district that owns the land or interest. The appraisal price is conclusive of the fair market value of the land or interest. This applies to:

1. Narrow strips of land, or land that because of its shape, lack of access to public roads, or small area cannot be used independently under its current zoning or under applicable subdivision or other development control ordinances;
2. Streets or alleys, owned in fee or used by easement;
3. Land or a real property interest originally acquired for streets, rights-of-way, or easements that the district chooses to exchange for other land to be used for streets, rights-of-way, easements, or other public purposes, including transactions partly for cash;
4. Land that the district wants to have developed by contract with an independent foundation;
5. A real property interest conveyed to a governmental entity that has the power of eminent domain; or
6. The land or interests described by items 1 and 2, above, may be sold to abutting property owners:
    a. In the same subdivision if the land has been subdivided; or
    b. In proportion to their abutting ownership, and the division between owners must be made in an equitable manner.

Local Gov't Code 272.001(b)–(c)

Higher Education Institutions

A district may donate, exchange, convey, sell, or lease land, improvements, or any other interest in real property to an institution of higher education for less than its fair market value and without complying with the notice and bidding requirements in order to promote a public purpose related to higher education. The district shall determine the terms and conditions of the transaction so as to effectuate and maintain the public purpose. *Local Gov't Code 272.001(j)*

Other Political Subdivisions

A district may donate or sell for less than fair market value and without complying with the notice and bidding requirements a designated parcel of land or an interest in real property to another political subdivision if:

1. The land or interest will be used by the political subdivision to which it is donated or sold in carrying out a purpose that benefits the public interest of the donating or selling district;
2. The donation or sale of the land or interest is made under terms that effect and maintain the public purpose for which the donation or sale is made; and

3. The title and right to possession of the land or interest revert to the donating or selling district if the acquiring political subdivision ceases to use the land or interest in carrying out the public purpose.

Local Gov't Code 272.001(l)

Sale of Instructional Facility Financed with State Allotment

If an instructional facility financed by bonds paid with state and local funds under Education Code Chapter 46, Subchapter A, is sold before the bonds are fully paid, a district shall send to the comptroller a percentage of the district's net proceeds as determined by Education Code 46.011(a). *Education Code 46.011* [See also CCA]

Lease of Property to a Governmental Entity

To promote a public purpose of the district, a district may:

1. Lease property owned by the district to another political subdivision or an agency of the state or federal government; or

2. Make an agreement to provide office space in property owned by the district to the other political subdivision or agency.

The district:

1. Shall determine the terms of the lease or agreement so as to promote and maintain the public purpose;

2. May provide for the lease of the property or provision of the office space at less than fair market value; and

3. Is not required to comply with any competitive purchasing procedure or any notice and publication requirement imposed by Local Government Code Chapter 272 or other law.

Local Gov't Code 272.005

Sale or Lease of Minerals

Minerals in land belonging to a district may be sold to any person. The sale must be authorized by a resolution adopted by majority vote of the board. *Education Code 11.153(a)–(b)*

After the board determines that it is advisable to lease land belonging to the district, it shall give notice of its intention to lease the land. The notice shall be published once a week for three consecutive weeks in a newspaper published in the county and with general circulation in the county, and shall:

1. Describe the land to be leased; and

2. Designate the time and place at which the board will receive and consider bids for the lease.

Natural Resources Code 71.005

After adoption of a resolution authorizing sale, the board president may execute an oil or gas lease or sell, exchange, and convey the minerals. The mineral deed or lease must recite the approval of the resolution of the board authorizing the sale. *Education Code 11.153(c)*

Donation of Former School Campus

The board may, by resolution, authorize the donation of real property and improvements formerly used as a school campus to a municipality, county, state agency, or nonprofit organization if:

1. Before adopting the resolution, the board holds a public hearing concerning the donation and, in addition to any other notice required, gives notice of the hearing by publishing the subject matter, location, date, and time of the hearing in a newspaper having general circulation in the territory of a district;
2. The board determines that:
    a. The improvements have historical significance;
    b. The transfer will further the preservation of the improvements; and
    c. At the time of the transfer, the district does not need the real property or improvements for educational purposes; and
3. The entity to whom the transfer is made has shown, to the satisfaction of the board, that the entity intends to continue to use the real property and improvements for public purposes.

The board president shall execute a deed transferring ownership of the real property and improvements to the municipality, county, state agency, or nonprofit organization. The deed must:

1. Recite the resolution of a board authorizing the donation; and
2. Provide that ownership of the real property and improvements revert to a district if the municipality, county, state agency, or nonprofit organization:
    a. Discontinues use of the real property and improvements for public purposes; or
    b. Executes a document that purports to convey the property.

Education Code 11.1541(a)–(b)

Note: Regarding disposal of school buses, see CNB.

Regarding disposal of school-owned personal property, see CI.

Regarding geospatial data products, see CQA.

Use of Donations

General Rule

A conveyance, devise, or bequest of property for the benefit of the public schools, if not otherwise directed by the donor, vests the property in the board or their successors as trustees for those to be benefited by the donation. Funds or other property donated or the income from the property may be spent by the trustees:

1. For any purpose designated by the donor that is in keeping with the lawful purposes of the schools for the benefit of which the donation was made; or
2. For any legal purpose if a specific purpose is not designated by the donor.

Funds for Staff Positions

A district shall accept from a parent-teacher organization or association recognized by the district a donation designated to fund supplemental educational staff positions at a school campus and spend the donation accepted for the designated purpose at the direction of and within the time period specified by the campus for which the donation was designated. This provision expires September 1, 2025. [See DC]

Education Code 11.156

Prohibited Use

A district may not accept private funding for the purpose of developing a curriculum, purchasing or selecting curriculum materials, or providing teacher training or professional development related to a concept listed in Education Code 28.0022(a)(4)(A). *Education Code 28.0022(c)* [See EMB]

Charitable Raffles

A district is not a “qualified nonprofit organization” for purposes of the Charitable Raffle Enabling Act (Occupations Code 2002.001 et seq.). *Atty. Gen. Op. JM-1176 (1990)*

“Raffle” means the award of one or more prizes by chance at a single occasion among a pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize. *Occupations Code 2002.002(6)* [See also GKB]

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For legal requirements related to energy savings performance contracts, see CL.

For information on procuring school buses, see CNB.

For legal requirements applicable to school nutrition procurement, including produce, with federal funds, see COA.

For information regarding construction of school facilities, see CV series.

Board Authority

The board may adopt rules and procedures for the acquisition of goods and services. *Education Code 44.031(d)*

Delegation of Authority

The board may, as appropriate, delegate its authority regarding an action authorized or required by Education Code Chapter 44, Subchapter B, to be taken by a district to a designated person, representative, or committee.

The board may not delegate the authority to act regarding an action authorized or required to be taken by the board by Education Code Chapter 44, Subchapter B.

Disaster Delegation

Notwithstanding any other provision of the Education Code, in the event of a catastrophe, emergency, or natural disaster affecting a district, the board may delegate to the superintendent or designated person the authority to contract for the replacement, construction, or repair of school equipment or facilities under Education Code Chapter 44, Subchapter B if emergency replacement, construction, or repair is necessary for the health and safety of district students and staff.

Education Code 44.0312

Purchases Valued at or Above $50,000

Methods

Except as provided by Education Code Chapter 44, Subchapter B, all district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at $50,000 or more in the aggregate for each 12-month period, shall be made by the method, of the following methods, that provides the best value for a district:

1. Competitive bidding for services other than construction services.
2. Competitive sealed proposals for services other than construction services.
3. A request for proposals for services other than construction services.
4. An interlocal contract.
5. A method provided by Government Code Chapter 2269 for construction services [see CV series];
6. The reverse auction procedure as defined by Government Code 2155.062(d).
7. The formation of a political subdivision corporation under Local Government Code 304.001 (purchase of electricity).

Education Code 44.031(a)

Exceptions

Emergency Damage or Destruction

If school equipment, a school facility, or a part of a school facility or personal property is destroyed or severely damaged or, as a result of an unforeseen catastrophe or emergency, undergoes major operational or structural failure, and the board determines that the delay posed by the methods provided for in Education Code 44.031 would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment, school facility, or the part of the school facility may be made by methods other than those required by Education Code 44.031. *Education Code 44.031(h)*

Sole Source

Without complying with Education Code 44.031(a) above, a district may purchase an item that is available from only one source, including:

1. An item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly.
2. A film, manuscript, or book.
3. A utility service, including electricity, gas, or water.
4. A captive replacement part or component for equipment.

The exceptions above do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase price in excess of $15,000.

Education Code 44.031(j)–(k)

Competitive Bidding

Except to the extent prohibited by other law and to the extent consistent with Education Code Chapter 44, Subchapter B, a district may use competitive bidding to select a vendor as authorized by Education Code 44.031(a)(1).

A district shall award a competitively bid contract at the bid amount to the bidder offering the best value for the district. In determining the best value for the district, the district is not restricted to considering price alone but may consider any other factors stated in the selection criteria. The selection criteria may include the factors listed in Education Code 44.031(b) [see Contract Selection Factors, below].

Except as provided below, Local Government Code Chapter 271, Subchapter B (Competitive Bidding on Certain Public Works Contracts) does not apply to a competitive bidding process under this policy.

Local Government Code Sections 271.026 (Opening of Bids), 271.027(a) (Award of Contract), and 271.0275 (Safety Record of Bidder Considered) apply to a competitive bidding process under Education Code Chapter 44, Subchapter B. [See CVA for these requirements.]

Education Code 44.0351

[For information on additional competitive procedures under the Public Property Finance Act, see CHH.]

Competitive Sealed Proposals

In selecting a vendor through competitive sealed proposals as authorized by Education Code 44.031(a)(2), a district shall follow the procedures prescribed below.

Request for Proposals

The district shall prepare a request for competitive sealed proposals that includes information that vendors may require to respond to the request. The district shall state in the request for proposals the selection criteria that will be used in selecting the successful offeror.

Opening Proposals

The district shall receive, publicly open, and read aloud the names of the offerors and, if any are required to be stated, all prices stated in each proposal. Not later than the 45th day after the date on which the proposals are opened, the district shall evaluate and rank each proposal submitted in relation to the published selection criteria.

Selection

The district shall select the offeror that offers the best value for the district based on the published selection criteria and on its ranking evaluation. The district shall first attempt to negotiate a contract with the selected offeror. The district may discuss with the selected

offeror options for a scope or time modification and any price change associated with the modification. If the district is unable to negotiate a satisfactory contract with the selected offeror, the district shall, formally and in writing, end negotiations with that offeror and proceed to the next offeror in the order of the selection ranking until a contract is reached or all proposals are rejected.

In determining the best value for the district, the district is not restricted to considering price alone but may consider any other factors stated in the selection criteria.

Education Code 44.0352

Interlocal Contracts

"Interlocal contract" means a contract or agreement made under Government Code Chapter 791 (Interlocal Cooperation Act). A district may contract or agree with another local government or a federally recognized Indian tribe, as listed by the U.S. secretary of the interior under 25 U.S.C. 479a-1, whose reservation is located within the boundaries of this state to perform governmental functions and services in accordance with Government Code Chapter 791. A district may agree with another local government and with the state or a state agency, including the comptroller, to purchase goods and services. *Gov't Code 791.003(2), .011(a), .025(a)*

An interlocal contract must:

1. Be authorized by the governing body of each party to the contract;

2. State the purpose, terms, rights, and duties of the contracting parties; and

3. Specify that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

An interlocal contractual payment must be in an amount that fairly compensates the performing party for the services or functions performed under the contract. An interlocal contract may be renewed. Notwithstanding item 2 above, an interlocal contract may have a specified term of years.

Gov't Code 791.011(d)–(f), (i)

A district may agree with another local government, including a nonprofit corporation that is created and operated to provide one or more governmental functions and services, or with the state or a state agency, including the comptroller, to purchase goods and any services reasonably required for the installation, operation, or

maintenance of the goods. This provision does not apply to services provided by firefighters, police officers, or emergency medical personnel. *Gov't Code 791.025(b)*

A district that purchases goods and services under Government Code 791.025 satisfies the requirement to seek competitive bids for the purchase of the goods and services. *Gov't Code 791.025(c); Atty. Gen. Op. JC-37 (1999)*

Reverse Auction

A district that uses the reverse auction procedure must include in the procedure a notice provision and other provisions necessary to produce a method of purchasing that is advantageous to the district and fair to vendors. *Local Gov't Code 271.906(b)*

"Reverse auction procedure" means:

1. A real-time bidding process usually lasting less than one hour and taking place at a previously scheduled time and internet location, in which multiple suppliers, anonymous to each other, submit bids to provide the designated goods or services; or

2. A bidding process usually lasting less than two weeks and taking place during a previously scheduled period and at a previously scheduled internet location, in which multiple suppliers, anonymous to each other, submit bids to provide the designated goods or services.

Gov't Code 2155.062(d)

Site-Based Purchasing

If a purchase is made at the campus level in a district with a student enrollment of 180,000 or more that has formally adopted a site-based decision-making plan under Education Code Subchapter F, Chapter 11 [see BQ series], that delegates purchasing decisions to the campus level, Education Code 44.031 applies only to the campus and does not require the district to aggregate and jointly award purchasing contracts. A district that adopts site-based purchasing under this provision shall adopt a policy to ensure that campus purchases achieve the best value to the district and are not intended or used to avoid the requirement that a district aggregate purchases under Education Code 44.031(a). *Education Code 44.031(m)*

Contract Selection Factors

Except as provided by Education Code Chapter 44, Subchapter B, in determining to whom to award a contract, the district shall consider:

1. The purchase price.

2. The reputation of the vendor and of the vendor's goods or services.

3. The quality of the vendor's goods or services.

4. The extent to which the goods or services meet the district's needs.

5. The vendor's past relationship with the district.

6. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses.

7. The total long-term cost to the district to acquire the vendor's goods or services.

8. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner has its principal place of business in this state or employs at least 500 persons in this state.

9. Any other relevant factor specifically listed in the request for bids or proposals.

Education Code 44.031(b)

In awarding a contract by competitive sealed bid under Education Code 44.031, a district that has its central administrative office located in a municipality with a population of less than 250,000 may consider a bidder's principal place of business in the manner provided by Local Government Code 271.9051. This provision does not apply to the purchase of telecommunications services or information services, as those terms are defined by 47 U.S.C. Section 153. *Education Code 44.031(b-1)*

The factors listed above are the only criteria that may be considered by a district in its decision to award a contract. *R.G.V. Vending v. Weslaco Indep. Sch. Dist., 995 S.W.2d 897 (Tex. App.—Corpus Christi 1999, no pet.)*

Preferences

Agricultural Products

A district that purchases agricultural products shall give preference to those produced, processed, or grown in Texas if the cost to the district is equal and the quality is equal. If agricultural products produced, processed, or grown in Texas are not equal in cost and quality to other products, the district shall give preference to agricultural products produced, processed, or grown in other states of the United States, if the cost and quality of the U.S. and foreign products are equal.

"Agricultural products" includes textiles and other similar products.

"Processed" means canning, freezing, drying, juicing, preserving, or any other act that changes the form of a good from its natural state to another form.

A district may not adopt product purchasing specifications that unnecessarily exclude agricultural products produced, processed, or grown in Texas.

Vegetation for Landscaping

A district that purchases vegetation for landscaping purposes, including plants, shall give preference to Texas vegetation if the cost to the district is equal and the quality is equal.

Education Code 44.042

[For legal requirements applicable to school nutrition procurement, including produce and agricultural products, with federal funds, see COA.]

Recycled Products

A district shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality and the average price of the product is not more than ten percent greater than the price of comparable nonrecycled products. Preferences will be applied in accordance with state procurement statutes and rules. *30 TAC 328.203*

Subchapter K of 30 Administrative Code (Governmental Entity Recycling and Purchasing of Recycled Materials) does not apply to a district with a student enrollment of less than 10,000 students. *30 TAC 328.204(a)*

A district regularly shall review and revise its procurement procedures and specifications for the purchase of goods, supplies, equipment, and materials in order to:

1. Eliminate procedures and specifications that explicitly discriminate against products made of recycled materials;
2. Encourage the use of products made of recycled materials; and
3. Ensure to the maximum extent economically feasible that the district purchases products that may be recycled when they have served their intended use.

In developing new procedures and specifications, the district shall encourage the use of recycled products and products that may be recycled or reused.

Health and Safety Code 361.426(b)–(c)

Bidder's Place of Business

In awarding a contract by competitive sealed bid under Education Code 44.031, a district that has its central administrative office located in a municipality with a population of less than 250,000 may consider a bidder's principal place of business in the manner provided by Local Government Code Section 271.9051. This provision does not apply to the purchase of telecommunications services or information services, as those terms are defined by 47 U.S.C. 153. *Education Code 44.031(b-1)*

Notice Publication

Notice of the time by when and place where the bids or proposals, or the responses to a request for qualifications, will be received and opened shall be published in the county in which the district's central administrative office is located, once a week for at least two weeks before the deadline for receiving bids, proposals, or responses to a request for qualifications. If there is not a newspaper in that county, the advertising shall be published in a newspaper in the county nearest the county seat of the county in which a district's central administrative office is located. In a two-step procurement process, the time and place where the second-step bids, proposals, or responses will be received are not required to be published separately. *Education Code 44.031(g)*

Electronic Bids or Proposals

A district may receive bids or proposals under Education Code Chapter 44 through electronic transmission if the board adopts rules to ensure the identification, security, and confidentiality of electronic bids or proposals and to ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Notwithstanding any other provision of Education Code Chapter 44, an electronic bid or proposal is not required to be sealed. A provision of Education Code Chapter 44 that applies to a sealed bid or proposal applies to a bid or proposal received through electronic transmission in accordance with the rules adopted by the board.

Education Code 44.0313

Right to Work

While a district is engaged in procuring goods and services or awarding a contract, or overseeing procurement or construction for a public work or public improvement, a district:

1. May not consider whether a vendor is a member of or has another relationship with any organization; and
2. Shall ensure that its bid specifications and any subsequent contract or other agreement do not deny or diminish the right of a person to work because of the person's membership or other relationship status with respect to any organization.

Education Code 44.043

Contract with Person Indebted to District

The board by resolution may establish regulations permitting the district to refuse to enter into a contract or other transaction with a person indebted to the district. It is not a violation of Education Code Chapter 44, Subchapter B (Purchases; Contracts) for a district, under regulations adopted under this provision, to refuse to award a contract to or enter into a transaction with an apparent low bidder or successful proposer that is indebted to the district.

"Person" includes an individual, sole proprietorship, corporation, nonprofit corporation, partnership, joint venture, limited liability company, and any other entity that proposes or otherwise seeks to enter into a contract or other transaction with the district requiring approval by the board.

Education Code 44.044

Out-of-State Bidders

A district may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the greater of the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located, or the state in which a majority of the manufacturing relating to the contract will be performed. *Gov't Code 2252.002*

This requirement does not apply to a contract involving federal funds. A district shall use the information published by the comptroller under Government Code 2252.003 (Publication of Other State's Laws on Contracts) to evaluate the bid of a nonresident bidder. A district may rely on information published under Government Code 2252.003 to meet the requirements of Government Code 2252.002. *Gov't Code 2252.003–.004*

"Governmental contract" means a contract awarded by a governmental entity, including a public school district, for general construction, an improvement, a service, or a public works project or for a purchase of supplies, materials, or equipment.

"Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Gov't Code 2252.001

Professional Services

Education Code 44.031 does not apply to a contract for professional services rendered, including the services of an architect, attorney, certified public accountant, engineer, or fiscal agent. A district may, at its option, contract for professional services rendered

by a financial consultant or a technology consultant in the manner provided by Government Code 2254.003 (Professional Services Procurement Act) (see below), in lieu of the methods provided by Education Code 44.031. *Education Code 44.031(f)*

Professional Services Procurement Act

A district may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price. *Gov't Code 2254.003(a)*

Selection

Definition

"Professional services" means services:

1. Within the scope of the practice, as defined by state law, of accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, professional nursing, or forensic science;
2. Provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant, architect, landscape architect, land surveyor, physician, optometrist, professional engineer, state-certified or state-licensed real estate appraiser, registered nurse, or a forensic analyst or forensic science expert; or
3. Provided by a person lawfully engaged in interior design, regardless of whether the person is registered as an interior designer under Occupations Code Chapter 1053.

Gov't Code 2254.002

[For specific information on procuring architectural or engineering services, see CV. For information on procuring services of physicians, optometrists, and registered nurses under certain circumstances, see Government Code 2254.008.]

Contingent Fee Contract for Legal Services

"Contingent fee contract" means a contract for legal services under which the amount or the payment of the fee for the services is contingent in whole or in part on the outcome of the matter for which the services were obtained. The term includes an amendment to a contract for legal services described by this provision if the amendment changes the scope of representation or may result in the filing of an action or the amending of a petition in an existing action. *Gov't Code 2254.101(2)*

Government Code Chapter 2254, Subchapter C provides the manner in which and the situations under which a district may compensate a public contractor under a contingent fee for legal services. That subchapter does not apply to a contract for legal services:

1. Provided to a district under Government Code Chapter 403, Subchapter M; or

2. Entered into by a district for the collection of an obligation, as defined by Government Code 2107.001, that is delinquent [see CCGA(LEGAL) regarding delinquent tax collection] or for services under Government Code 1201.027 [see CCA(LEGAL) regarding issuance of public securities], except that Government Code sections 2254.1032, 2254.1034, 2254.1036, and 2254.1037 do apply to the contract.

Gov't Code 2254.102

A district may select an attorney or law firm to award a contingent fee contract only in accordance with Government Code 2254.003(a) (Professional Services Procurement Act) [see Selection, above] and Government Code 2254.1032.

In procuring legal services under a contingent fee contract, a district shall:

1. Select a well-qualified attorney or law firm on the basis of demonstrated competence, qualifications, and experience in the requested services; and

2. Attempt to negotiate a contract with that attorney or law firm for a fair and reasonable price.

Gov't Code 2254.1032

Specific Purchases

Computers

A district may acquire computers and computer-related equipment, including computer software, through the Department of Information Resources (DIR) under contracts entered into in accordance with Government Code Chapter 2054 or 2157. *Education Code 44.031(i)*

Automated Information System

A district may purchase an automated information system using the purchasing method described by Government Code 2157.068 for commodity items or a purchasing method designated by the comptroller to obtain the best value for the state, including a request for offers method. A district that purchases an item using a method described above satisfies any state law requiring the district to seek competitive bids for the purchase of the item. *Gov't Code 2157.006; 34 TAC 20.391* [See 1 Administrative Code Chapter 212 for rules related to purchases of commodity items.]

Automated External Defibrillators

A district that purchases or leases an automated external defibrillator (AED), as defined by Health and Safety Code 779.001, shall ensure that the AED meets standards established by the federal Food and Drug Administration. *Education Code 44.047(a)*

Insurance

A contract for the purchase of insurance is not a contract for professional services. A district must award such a contract using one of the methods in Education Code 44.031. *Atty. Gen. Op. DM-418 (1996)*

Multiyear Contracts

A district may execute an insurance contract for a period longer than 12 months, if the contract complies with Local Government Code 271.903(a) [see Commitment of Current Revenue, below]. If a district executes a multiyear insurance contract, it need not advertise for insurance vendors until the 12-month period during which the district will be executing a new insurance contract. *Atty. Gen. Op. DM-418 (1996)*

Other Purchasing Methods

The comptroller shall establish a program by which the comptroller performs purchasing services for local governments. The services must include:

State Purchasing Program

1. The extension of state contract prices to participating local governments when the comptroller considers it feasible.
2. Solicitation of bids on items desired by local governments if the solicitation is considered feasible by the comptroller and is desired by the local government.
3. Provision of information and technical assistance to local governments about the purchasing program.

The comptroller may charge a participating local government an amount not to exceed the actual costs incurred by the comptroller in providing purchasing services to the local government under the program.

Local Gov't Code 271.082

District Participation

A district may participate in the purchasing program, including participation in purchases that use the reverse auction procedure, by filing with the comptroller a resolution adopted by the board requesting that the district be allowed to participate on a voluntary basis, and to the extent the comptroller deems feasible, and stating that the district will:

1. Designate an official to act for the district in all matters relating to the program, including the purchase of items from the vendor under any contract, and that the board will direct the decisions of the representative;
2. Be responsible for:
    a. Submitting requisitions to the comptroller under any contract; or

b. Electronically sending purchase orders directly to vendors, or complying with procedures governing a reverse auction purchase, and electronically sending to the comptroller reports on actual purchases made under this provision that provide the information and are sent at the times required by the comptroller;

3. Be responsible for making payment directly to the vendor;

4. Be responsible for the vendor's compliance with all conditions of delivery and quality of the purchased item.

A district that purchases an item under a state contract or under a reverse auction procedure, sponsored by the comptroller satisfies any state law requiring the district to seek competitive bids for the purchase of the item.

Local Gov't Code 271.083

Multiple Award Contract Schedule

The comptroller shall develop a schedule of multiple award contracts that have been previously awarded using a competitive process by the federal government or any other governmental entity in any state. *Gov't Code 2155.502(a)*

A district may purchase goods or services directly from a vendor under a contract listed on a schedule developed under Government Code Chapter 2155, Subchapter I. A district contracting for the purchase of an automated information system under a contract listed on a schedule shall comply with Government Code 2157.068(e-1) (Purchase of Information Technology Commodity Items) [see Automated Information System, above]. A purchase authorized by this provision satisfies any requirement of state law relating to competitive bids or proposals.

The price listed for a good or service under a multiple award contract is a maximum price. A district may negotiate a lower price for goods or services under a contract listed on a schedule developed under Government Code Chapter 2155, Subchapter I.

Gov't Code 2155.504

Cooperative Purchasing Program

A district may participate in a cooperative purchasing program with another local government of this state or another state or with a local cooperative organization of this state or another state. A district that is participating in a cooperative purchasing program may sign an agreement with another participating local government or a local cooperative organization stating that the district will:

1. Designate a person to act under the direction of, or on behalf of, the district in all matters relating to the program;

2. Make payments to another participating local government or local cooperative organization or directly to a vendor under a contract made under these provisions, as provided in the agreement between the participating local governments or between a local government and a local cooperative organization; and

3. Be responsible for the vendor's compliance relating to the quality of items and terms of delivery, to the extent provided in the agreement between the participating local governments or between a local government and a local cooperative organization.

A district that purchases goods or services under these provisions satisfies any state law requiring the district to seek competitive bids for the purchase of the goods or services.

Local Gov't Code 271.102; Atty. Gen. Op. JC-37 (1999)

Cooperative Purchasing Contract Fees

A district that enters into a purchasing contract valued at $25,000 or more under Education Code 44.031(a)(5) (interlocal contract), under Local Government Code Chapter 271, Subchapter F (cooperative purchasing program), or under any other cooperative purchasing program authorized for school districts by law shall document a contract-related fee, including a management fee, paid by or to the district and the purpose of each fee under the contract.

The amount, purpose, and disposition of any fee described above must be presented in a written report and submitted annually in an open meeting of the board. The written report must appear as an agenda item. The commissioner of education may audit the written report.

Education Code 44.0331

Commitment of Current Revenue

If a contract for the acquisition, including lease, of real or personal property retains to the board the continuing right to terminate at the expiration of each budget period during the term of the contract, is conditioned on a best efforts attempt by the board to obtain and appropriate funds for payment of the contract, or contains both the continuing right to terminate and the best efforts conditions, the contract is a commitment of a district's current revenue only. *Local Gov't Code 271.903*

Change Orders

For provisions regarding change orders, see CV.

Criminal Offenses

An officer, employee, or agent of a district commits an offense if the person with criminal negligence makes or authorizes separate, se-

quential, or component purchases to avoid the requirements of Education Code 44.031(a) or (b). An offense under this provision is a Class B misdemeanor and is an offense involving moral turpitude.

"Component purchases" means purchases of the component parts of an item that in normal purchasing practices would be made in one purchase. "Separate purchases" means purchases, made separately, of items that in normal purchasing practices would be made in one purchase. "Sequential purchases" means purchases, made over a period, of items that in normal purchasing practices would be made in one purchase.

Education Code 44.032(a)–(b)

An officer, employee, or agent of a district commits an offense if the person with criminal negligence violates Education Code 44.031(a) or (b) other than by conduct described by Education Code 44.032(b). An offense under this provision is a Class B misdemeanor and is an offense involving moral turpitude. *Education Code 44.032(c)*

An officer or employee of a district commits an offense if the officer or employee knowingly violates Education Code 44.031, other than by conduct described by Education Code 44.032(b) or (c). An offense under this provision is a Class C misdemeanor. *Education Code 44.032(d)*

Removal from Office

The final conviction of a person other than a trustee of a district for an offense under Education Code 44.032(b) or (c) above results in the immediate removal from office or employment of that person. A trustee who is convicted of an offense under Education Code 44.032 is considered to have committed official misconduct for purposes of Local Government Code Chapter 87, and is subject to removal as provided by that chapter and Texas Constitution Article V, Section 24. For four years after the date of the final conviction, the removed person is ineligible to be a candidate for or to be appointed or elected to a public office in Texas, is ineligible to be employed by or act as an agent for the state or a political subdivision of the state, and is ineligible to receive any compensation through a contract with the state or a political subdivision of the state. *Education Code 44.032(e)*

Injunction

A court may enjoin performance of a contract made in violation of Education Code Chapter 44, Subchapter B. A county attorney, district attorney, criminal district attorney, citizen of the county in which the district is located, or any interested party may bring an action for an injunction. A party who prevails in an action brought under this provision is entitled to reasonable attorney's fees as approved by the court. *Education Code 44.032(f)*

Note: For legal requirements applicable to property acquired with federal funds, see CBB.

For information on disposal of instructional materials and technological equipment, see CMD.

All rights and title to district property, whether real or personal, shall be vested in the board and its successors in office. The trustees may, in any appropriate manner, dispose of property that is no longer necessary for the operation of the district. *Education Code 11.151(c)* [See also CDB(LEGAL)]

Surplus or Salvage Property from a State Agency

A district may not lease, lend, bail, deconstruct, encumber, sell, trade, or otherwise dispose of property acquired under Government Code 2175.184 or 2175.241 before the second anniversary of the date the property was acquired. A district that violates this provision shall remit to the Texas Facilities Commission the amount the district received from the lease, loan, bailment, deconstruction, encumbrance, sale, trade, or other disposition of the property unless the commission authorizes the district's action. *Gov't Code 2175.184(b)*

Law Enforcement Vehicles

A district may not sell or transfer a marked patrol car or other law enforcement motor vehicle to:

1. The public unless the district first removes any equipment or insignia that could mislead a reasonable person to believe that the vehicle is a law enforcement motor vehicle, including any police light, siren, amber warning light, spotlight, grill light, antenna, emblem, outline of an emblem, or emergency vehicle equipment; or
2. A security services contractor who is regulated by the Department of Public Safety and licensed under Occupations Code 1702 unless each emblem or insignia that identifies the vehicle as a law enforcement motor vehicle is removed before the sale or transfer.

A district that sells or transfers a marked patrol car or other law enforcement motor vehicle to the public in violation of these provisions is liable for damages proximately caused by the use of the vehicle during the commission of a crime, and to the state for a civil penalty of $1,000. Governmental immunity to suit and from liability is waived and abolished to the extent of this liability.

Local Gov't Code 272.006

Note: For information regarding security breaches, see CQB.

For record retention requirements under specific statutes, see the applicable policy code.

Definitions

Custodian — "Custodian" means the appointed or elected public officer who by the state constitution, state law, ordinance, or administrative policy is in charge of an office that creates or receives local government records. *Local Gov't Code 201.003(2)*

Disposition — "Disposition" means final processing of local government records by archival transfer under Local Government Code 203.049 or destruction under Local Government Code 202.001 or Government Code 441.0945. *13 TAC 7.71(5)*

Electronic Record — "Electronic record" means any information that is recorded in a form for computer processing and that satisfies the definition of local government record data in Local Government Code 201.003(8), below. *13 TAC 7.71(6)*

Note: Additional definitions related to standards and procedures for management of electronic records are found in 13 Administrative Code 7.71.

Electronic Records System — "Electronic records system" means any information system that produces, manipulates, and stores local government records by using a computer. *13 TAC 7.71(7)*

Electronic Storage Media — "Electronic storage media" means all physical media capable of being read by a computer including computer hard disks, magnetic tapes, optical disks, or similar machine-readable media. *13 TAC 7.71(8)*

Essential Record — "Essential record" means any local government record necessary to the resumption or continuation of district operations in an emergency or disaster, to the re-creation of the legal and financial status of the district, or to the protection and fulfillment of obligations to the people of the state. *Local Gov't Code 201.003(5)*

Local Government Record — "Local government record" means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a district or any of its officers or employees, pursuant to law, including an ordinance, or in the transaction of public business. The term does not include:

1. Extra identical copies of documents created only for convenience of reference or research by officers or employees of the district;
2. Notes, journals, diaries, and similar documents created by an officer or employee of the district for the officer's or employee's personal convenience;
3. Blank forms, stocks of publications, or library and museum materials acquired solely for the purposes of reference or display;
4. Copies of documents in any media furnished to members of the public to which they are entitled under Government Code Chapter 552 (Public Information Act) or other state law; or
5. Any records, correspondence, notes, memoranda, or documents, other than a final written agreement described by Government Code 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a district participated as a party, facilitated as an impartial third party, or facilitated as the administrator of a dispute resolution system or organization.

Local Gov't Code 201.003(8)

Permanent Record — "Permanent record" or "record of permanent value" means any local government record for which the retention period on a records retention schedule issued by the Texas State Library and Archives Commission (TSLAC) is given as permanent. *Local Gov't Code 201.003(10)*

Records Control Schedule — "Records control schedule" means a document prepared by or under the authority of a records management officer listing the records maintained by a district, their retention periods, and other records disposition information that the records management program in each district may require. *Local Gov't Code 201.003(12)*

Records Management — "Records management" means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems. *Local Gov't Code 201.003(13)*

Records Management Officer	"Records management officer" means the person designated under Local Government Code 203.025 as the records management officer. [See Designation, below] *Local Gov't Code 201.003(14)*
Records Retention Schedule	"Records retention schedule" means a document issued by TSLAC under authority of Government Code Chapter 441, Subchapter J, establishing mandatory retention periods for local government records. *Local Gov't Code 201.003(15)*
Retention Period	"Retention period" means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction. *Local Gov't Code 201.003(16)*
Third-Party Custodians	"Third-party custodians" means parties with which a district may contract for services who are temporarily responsible for the maintenance of local government records, other than an interlocal contract under Local Government Code 203.025(f). *13 TAC 7.71(16)*

Board's Responsibilities

The board shall:

1. Establish, promote, and support an active and continuing program for the efficient and economical management of all local government records;
2. Cause policies and procedures to be developed for the administration of the program under the direction of the records management officer;
3. Facilitate the creation and maintenance of local government records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the district and designed to furnish the information necessary to protect the legal and financial rights of the district, the state, and persons affected by the district's activities;
4. Facilitate the identification and preservation of local government records that are of permanent value;
5. Facilitate the identification and protection of essential local government records; and
6. Cooperate with TSLAC in its conduct of statewide records management surveys.

Local Gov't Code 203.021

District's Duties

Each district shall:

1. Submit to the director and librarian of TSLAC the name of the district's records management officer and the name of the new officer in the event of a change;
2. File a plan or an ordinance or order establishing a records management program and any amendments to the plan or ordinance or order with the director and librarian;
3. Notify TSLAC at least ten days before destroying a local government record that does not appear on a records retention schedule issued by TSLAC; and
4. File with the director and librarian a written certification as provided by Local Government Code 203.041 that the district has prepared a records control schedule that:
    a. Establishes a retention period for each local government record as required by Local Government Code Chapter 203, Subchapter C; and
    b. Complies with a local government records retention schedule distributed by the director and librarian under Government Code 441.158 and any other state and federal requirements.

Gov't Code 441.169

Minimum Requirements for Electronic Records

Each district must:

1. Manage electronic records according to the district's records management program and records retention schedule regardless of format, system, or storage location;
2. Maintain ownership and responsibility for electronic records regardless of where the record originates or resides, including, but not limited to, external electronic records systems, third-party custodians, and social media platforms;
3. Develop and maintain up-to-date documentation about electronic records systems and storage media adequate to identify, retain, read, process, or migrate electronic records and ensure the timely, authorized final disposition of electronic records;
4. Ensure that electronic records remain readily retrievable and readable for as long as they are maintained by the district through migration or by maintaining any software, hardware, and documentation required to retrieve and read the electronic records;

5. Maintain descriptive and technical metadata required for electronic records to maintain and retain reliability, including metadata necessary to adequately support the usability, authenticity, or integrity as well as the preservation of a record;
6. Preserve the authenticity, integrity, reliability, and usability of the records;
7. Ensure that electronic records are readily retrievable and readable independently of other records in the database management system, electronic records system, or electronic storage media;
8. Ensure that system backups that are required for disaster recovery are not used to satisfy records retention requirements unless indexed to ensure usability and are tested on a regular basis; and
9. Require all third-party custodians of records to provide the district with descriptions of their business continuity and/or disaster recovery plans pertaining to the protection of the district's essential records.

Any technology for electronic records developed, used, or acquired by a district must support the district's ability to meet the minimum requirements in 13 Administrative Code 7.74(a) to preserve and make readily retrievable and readable any electronic record or to extract or migrate the record in as complete a form as possible for its full retention period.

13 TAC 7.74

Security of Electronic Records

Districts must implement and maintain an electronic records security program for office and storage areas that complies with 13 Administrative Code 7.75.

Note: The district's duties regarding maintenance of electronic storage media are set out in 13 Administrative Code 7.76. The minimum requirements for all electronic records systems are found in 13 Administrative Code 7.77.

Custodians of Records

District custodians of records shall:

1. Cooperate with the records management officer in carrying out the policies and procedures established by a district for the efficient and economical management of records and in carrying out the requirements of Local Government Code Title 6, Subtitle C;

2. Adequately document the transaction of district business and the services, programs, and duties for which they and their staff are responsible; and

3. Maintain the records in their care and carry out the preservation, microfilming, destruction, or other disposition of the records only in accordance with the policies and procedures of the district's records management program and the requirements of Local Government Code Title 6, Subtitle C and rules adopted under it.

Local Gov't Code 203.022

Records Management Officer

Designation

The board shall designate a records management officer by designating an individual or designating an office or position, the holder of which shall be the records management officer.

The name, office, or position of the records management officer shall be entered on the minutes of the board. The name or the name and office or position of the records management officer shall be filed by the records management officer with the director and librarian of TSLAC within 30 days after the date of the designation.

The designation of a new individual or a new office or position shall be entered on the minutes and reported to TSLAC in the same manner as the original designation.

If the order designating a records management officer designates an office or position rather than an individual, a new holder of that office or position must file the holder's name with TSLAC within 30 days after the date of assuming the office or position.

Local Gov't Code 203.025(a)–(e)

Duties

The district's records management officer shall:

1. Assist in establishing and developing policies and procedures for a district's records management program;

2. Administer the records management program and provide assistance to custodians for the purposes of reducing costs and improving recordkeeping efficiency;

3. In cooperation with the custodians of the records:

   a. Prepare the records control schedules and amended schedules required by Local Government Code 203.041 and the list of obsolete records as provided by Local Government Code 203.044;

b. Identify and take adequate steps to preserve local government records of permanent value;

c. Identify and take adequate steps to protect essential local government records;

d. Ensure that the maintenance, preservation, microfilming, destruction, or other disposition of records is carried out in accordance with a district's records management program and the requirements of Local Government Code Title 6, Subtitle C and rules adopted under it;

4. Disseminate to the board and custodians of records information concerning state laws, administrative rules, and government policies relating to local government records; and

5. In cooperation with the custodians of records, establish procedures to ensure that the handling of records in any context of the records management program is carried out with due regard for the duties and responsibilities of custodians that may be imposed by law and the confidentiality of information in records to which access is restricted by law.

Local Gov't Code 203.023

Electronic Records Management Practices

District records management officers, in conjunction with the board, shall approve and institute written policies and procedures that communicate the district's approach for electronic records management practices that ensure electronic records maintain and retain reliability, usability, integrity, and authenticity.

A district's policies and procedures must:

1. Establish a component of the district's active and continuing records management program to address the management of electronic records created, received, retained, used, transmitted, or disposed of electronically, including electronic records maintained or managed by third-party custodians or other external entities;

2. Integrate the management of electronic records into existing records and information resources management programs;

3. Incorporate electronic records management objectives, responsibilities, and authorities;

4. Address electronic records management requirements, including retention requirements and final disposition;

5. Address the use of new technologies through regular media and format conversion, recopying, reformatting, and other

necessary maintenance to ensure the retention and usability of electronic records until the expiration of their retention periods and final disposition; and

6. Ensure transparency by documenting, in an open and verifiable manner, the processes and activities carried out in the management of electronic records.

A district's policies and procedures must ensure information that must be protected from unauthorized use or disclosure is appropriately protected as required by applicable law, regulation, or other applicable requirement

13 TAC 7.73

Records Management Program

A board by ordinance or order shall establish a records management program to be administered by the records management officer. The ordinance or order must provide methods and procedures to enable the board, custodians, and the records management officer to fulfill the statutory duties and responsibilities concerning management and preservation of records. The ordinance or order may prescribe any policies or procedures for the operation of the records management program that are consistent with the requirements of Local Government Code Title 6, Subtitle C rules adopted under it. A copy of the ordinance or order must be filed by the records management officer with TSLAC within 30 days after the date of its adoption. *Local Gov't Code 203.026(a)–(c)*

Electronic Records Management

The board and its records management officer, in cooperation with other employees of the district, must:

1. Administer a program for the management of records created, received, maintained, used, or stored on electronic media;

2. Integrate the management of electronic records with other records and information resources management programs;

3. Incorporate electronic records management objectives, responsibilities, and authorities in pertinent directives;

4. Establish procedures for addressing records management requirements, including recordkeeping requirements and disposition;

5. Make training available for users of electronic records systems that addresses:

    a. The operation, care, and handling of the equipment, software, media, and information contained in the system; and

b. Records management concepts and applicable requirements, including any records management issues as they relate to item 5a;

6. Develop and maintain up-to-date documentation about all electronic records systems that is adequate to specify all technical characteristics necessary for reading or processing the records and the timely, authorized disposition of records; and

7. Specify the location and media on which electronic records are maintained to meet retention requirements and maintain inventories of electronic records systems to facilitate disposition.

13 TAC 7.72(c)

Records Control Schedules

The records management officer shall:

1. Prepare a records control schedule listing the following records and establishing a retention period for each:

   a. All records created or received by the district;

   b. Any record no longer created or received by the district that is still in its possession and for which the retention period on a records retention schedule issued by TSLAC has not expired; and

   c. Any record no longer created or received by the district that is still in its possession and for which the retention period on a records retention schedule issued by TSLAC has expired but which will not be destroyed; and

2. File with the director and librarian a written certification of compliance that the district has adopted records control schedules that comply with the minimum requirements established on records retention schedules issued by TSLAC.

Amendment of Schedules

The records management officer shall review the district's records control schedules and prepare amendments to the schedules as needed to reflect new records created or received by the district or revisions to retention periods established in a records retention schedule issued by TSLAC. The records management officer shall file with the director and librarian a written certification of compliance that the district has amended the records control schedules to comply with the minimum requirements established on records retention schedules issued by TSLAC.

The board shall require in the ordinance or order establishing the records management program the review or approval of a records

control schedule or amended schedule by the officers of the district as it considers necessary.

Local Gov't Code 203.041

Retention Periods

A retention period for each record on the records control schedule shall be determined by the board or under its direction. A retention period may not be less than a retention period prescribed by state or federal law, regulation, or rule of court; or a retention period for the record established on a records retention schedule issued by TSLAC. *Local Gov't Code 203.042*

TSLAC Retention Schedules

TSLAC has adopted the following retention schedules, among others: Local Schedule GR—Records Common to All Governments, Local Schedule EL—Records of Elections and Voter Registration, Local Schedule TX—Records of Property Taxation, and Local Schedule SD—Records for Public School Districts. These schedules establish mandatory minimum retention periods for the records listed. *13 TAC 7.125*

Note: Local government records retention schedules[1] are available on the TSLAC website.

Destruction of Records

A local government record may be destroyed if:

1. The record is listed on a valid records control schedule and either its retention period has expired or it has been microfilmed or electronically stored in accordance with legal requirements;
2. The record appears on a list of obsolete records as provided by Local Government Code 203.044;
3. The record is not listed on a records retention schedule issued by TSLAC and the district provides notice to TSLAC at least ten days before destroying the record as required by Government Code 441.169;
4. A court issues an expunction order for the destruction or obliteration of the records, pursuant to state law; and
5. The records are defined as exempt from scheduling or filing requirements or listed as exempt in a records retention schedule issued by TSLAC.

Local Gov't Code 202.001; 13 TAC 7.123(c)

Electronic Records Destruction

Electronic records may be destroyed only in accordance with Local Government Code 202.001, above.

Each district must ensure that:

1. Electronic records eligible for destruction are disposed of in a manner that ensures protection of any confidential information; and
2. Electronic storage media used for electronic records containing confidential information is not reused if the previously recorded information can be compromised in any way through reuse.

13 TAC 7.78(a), (b)

Exceptions

A local government record the subject matter of which is known by the custodian to be the subject of litigation may not be destroyed until the litigation is settled. A local government record that is subject to a request under Government Code Chapter 552 (Public Information Act) may not be destroyed until the request is resolved. *Local Gov't Code 202.002*

[See FL regarding student records.]

Recordkeeping

As a board may require, the records management officer shall keep accurate lists of records destroyed, their volume, and other information of records management activities. *Local Gov't Code 203.046*

Preservation of Records

Permanent records shall be stored under conditions that meet the requirements of 13 Administrative Code 7.164.

Permanent Records

Microfilm

Any local government record may be maintained on microfilm in addition to or instead of paper or other media, subject to the requirements of Local Government Code Chapter 204 and rules adopted under it. *Local Gov't Code 204.002*

Electronic Storage

Any local government record data may be stored electronically in addition to or instead of source documents in paper or other media, subject to the requirements of Local Government Code Chapter 205 and rules adopted under it. *Local Gov't Code 205.002*

Records Offenses

Destruction or Alienation of Record

A board member or district employee commits an offense if the board member or employee knowingly or intentionally violates Local Government Code Title 6, Subtitle C (local government records) or rules adopted under it by destroying or alienating a local government record in contravention of Local Government Code Subtitle C or by intentionally failing to deliver records to a successor in office as provided by Local Government Code 201.006(a). *Local Gov't Code 202.008*

Tampering with Governmental Record

A person commits an offense if the person:

1. Knowingly makes a false entry in, or false alteration of, a governmental record;
2. Makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record;
3. Intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record;
4. Possesses, sells, or offers to sell a governmental record or a blank governmental record form with intent that it be used unlawfully;
5. Makes, presents, or uses a governmental record with knowledge of its falsity; or
6. Possesses, sells, or offers to sell a governmental record or a blank governmental record form with knowledge that it was obtained unlawfully.

It is an exception to the application of item 3, above, that the governmental record is destroyed pursuant to legal authorization or transferred under Government Code 441.204. With regard to the destruction of a local government record, legal authorization includes compliance with the provisions of Local Government Code Title 6, Subtitle C.

Penal Code 37.10

Federal Investigations

Whoever knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States or any bankruptcy case, or in relation to or contemplation of any such matter or case, shall be fined, imprisoned not more than 20 years, or both. *18 U.S.C. 1519*

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[1] Local Government Retention Schedules: https://www.tsl.texas.gov/slrm/recordspubs/localretention.html

The Superintendent shall oversee the performance of records management functions prescribed by state and federal law:

- Records administrator, as prescribed by Local Government Code 176.001 and 176.0065. [See BBFA]
- Officer for public information, as prescribed by Government Code 552.201–.205. [See GBAA]
- Public information coordinator, as prescribed by Government Code 552.012. [See BBD]

Local Government Records Act

The term "local government record" shall pertain to all items identified as such by the Local Government Records Act.

"Local Government Record"

Records Management Officer

The Superintendent shall serve as and perform the duties of the District's records management officer as prescribed by Local Government Code 203.023 and shall administer the District's records management program pertaining to local government records in compliance with the Local Government Records Act.

Notification

The records management officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Electronic Records

The records management officer shall develop procedures for the management of electronic records that comply with the District's records control schedules and meet the minimum components required by law.

The procedures shall:

1. Specify the objectives of the electronic records management program;
2. Identify the responsibilities of employees who create, receive, or maintain electronic records;
3. Ensure the maintenance of electronic records until the expiration of the applicable retention period and final disposition; and
4. Ensure that electronic records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.

Records Control Schedules

The records management officer shall file with the TSLAC a written declaration that the District has adopted records control schedules that comply with records retention schedules issued by the TSLAC as provided by law.

Website Postings

The District's records management program shall address the length of time records will be posted on the District's website when the law does not specify a posting period.

Records Destruction Practices

All local government records shall be considered District property and any unauthorized destruction or removal shall be prohibited. The District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

Training

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable District staff are trained on the District's records management program, including this policy and corresponding procedures.

Information Required on Website

A district that at any time on or after January 1, 2019, maintained a publicly accessible internet website shall post on a publicly accessible website the following information:

1. The district's contact information, including a mailing address, telephone number, and email address;
2. Each member of the board;
3. The date and location of the next election for board members [see BB series];
4. The requirements and deadline for filing for candidacy of board member, which shall be continuously posted for at least one year before the election day for the office [see BB series];
5. Each notice of a meeting of the board under Government Code Chapter 551, Subchapter C [see BE]; and
6. Each record of a meeting of the board under Government Code 551.021 [see BE].

Items 5 and 6 above do not apply to a district with a population of less than 5,000 in the district's boundaries and located in a county with a population of less than 25,000.

Gov't Code 2051.201

Note: See GBA regarding the confidentiality of certain board member information.

Trustee Information

Each district that maintains an internet website shall post on the website the name, email address, and term of office, including the date the term began and the date the term expires, of each member of the district's board of trustees. If a district does not maintain an internet website, the district shall submit the information required above to the Texas Education Agency (TEA). On receipt of the district's information, TEA shall post the information on TEA's internet website.

Each time there is a change in the membership of a district's board, the district shall update the information required above and, as applicable post the updated information on the district's internet website or submit the updated information to TEA for posting on TEA's internet website.

Education Code 11.1518

Note: The following is an index of website posting requirements that are addressed in the legal reference material of the policy manual. The list is not all-inclusive. The list does not address postings that are required in response to a specific incident or postings required under special circumstances.

Other Required Internet Postings

The following posting requirements apply to a district that maintains an internet website:

1. A board may not vote on adoption of a proposed local innovation plan unless the final version of the proposed plan has been available on the district website for at least 30 days, under Education Code 12A.005(a)(1) and 19 Administrative Code 102.1307(a)(1). [See AF]

2. A district designated as a district of innovation shall ensure that a copy of its current local innovation plan is available to the public by posting and maintaining the plan in a prominent location on the district's website, under Education Code 12A.0071(a) and 19 Administrative Code 102.1305(e), .1307(f). [See AF]

3. Not later than 30 days after an accreditation status of accredited-warned, accredited-probation, or not accredited-revoked is assigned, a district must post notice on the home page of its website with a link to the required notification under 19 Administrative Code 97.1055(f), and maintain this until the district is assigned the accredited status. [See AIA]

4. A district with a local accountability system must produce a campus scorecard and make available on the district website an explanation of the methodology used to assign local accountability performance ratings, under 19 Administrative Code 97.1003(g). [See AIA]

5. A board shall disseminate its Texas Academic Performance Report (TAPR) by posting it on the district website under 19 Administrative Code 61.1022(f). [See AIB]

6. Not later than the tenth day after the first day of instruction of each school year, a district shall make available each campus report card, the district's performance report, the district's accreditation status and performance rating, and a definition and explanation of each accreditation status, under Education Code 39.362. [See AIB]

7. A district shall post its annual federal report card under 20 U.S.C. 6311(h)(2). [See AIB]

8. A campus intervention team must notify the public of the meeting for input for the development of a targeted improvement plan fifteen days prior to the meeting by way of the district and campus website, under 19 Administrative Code 97.1061(d)(3)(A)(ii) and Education Code 39A.056. [See AIC]

9. A district shall post a targeted improvement plan for a campus assigned an unacceptable performance rating on its website before the board hearing on the plan under Education Code 39A.057(b). [See AIC]

10. A district shall notify stakeholders of their ability to review the completed campus turnaround plan and post the completed plan on the district website at least 30 days before the final plan is submitted to the board of trustees, under 19 Administrative Code 97.1064(e). [See AIC]

11. A district shall post an election notice required under Election Code 85.007. [See BBBA]

12. A district shall post election information under Election Code 4.009. [See BBBA]

13. Each day early voting is conducted, the district shall post the branch daily register under Election Code 85.072. [See BBBA]

14. A district shall post early voting rosters under Election Code 87.121. [See BBBA]

15. A district shall post election results under Election Code 65.016. [See BBBB]

16. A district shall post the minutes of the last regular board meeting held before an election of trustees if the minutes reflect that a trustee is deficient in meeting the trustee's training requirement, under Education Code 11.159(b) and 19 Administrative Code 61.1(j). [See BBD]

17. A district that is located wholly or partly in a municipality with a population of more than 500,000 and with a student enrollment of more than 15,000 shall post a report filed pursuant to Election Code Chapter 254 by a board member, a candidate for membership on the board, or a specific-purpose committee for supporting, opposing, or assisting a candidate or member of a board under Election Code 254.04011. [See BBBC]

18. A district shall provide access to the conflicts disclosure statements and questionnaires under Local Government Code 176.009. [See BBFA, CHE]

19. A district shall post the statements regarding activities to support and promote student health under Education Code 28.004. [See BDF]

20. A district must post notice of school health advisory council (SHAC) meetings under Education Code 28.004(d-1). [See BDF]

21. A district must post the minutes and audio or video recording of each SHAC meeting under Education Code 28.004(d-2). [See BDF]

22. A board must post notice of a board meeting and, if the district contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more, the board must also post the agenda for a board meeting under Government Code 551.056. [See BE]

23. A district that has a student enrollment of 10,000 or more shall post the archived recording, or a link thereto, of its meetings under Government Code 551.128(b-1). [See BE]

24. A district conducting a bond election shall post the election order, the election notice, the contents of the proposition, and any sample ballot under Election Code 4.003(f). [See CCA]

25. A district conducting a bond election shall post the voter information document beginning not later than the 21st day before election day and ending on the day after the election, under Government Code 1251.052(d). [See CCA]

26. A district issuing capital appreciation bonds shall post the information required by Government Code 1201.0245. [See CCA]

27. Not later than 30 days before the date of an election to approve a tax rate, a district must post the results of an efficiency audit under Education Code 11.184. [See CCG]

28. A district shall include on the home page of its website the prescribed statement if the district increases the amount of taxes to fund maintenance and operation expenditures under Tax Code 26.05(b). [See CCG]

29. A district shall maintain a link to the area of the comptroller's website where information on each of the district's agreements to limit appraised value, if any, is maintained, under Tax Code 313.0265(c). [See CCGB]

30. A district shall post a summary of its proposed budget concurrently with publication of the proposed budget under Education Code 44.0041. [See CE]

31. In the format prescribed by the comptroller, a district shall post or cause to be posted tax rate and budget information under Tax Code 26.18. [See CE]

32. A district shall maintain its adopted budget on the district's website until the third anniversary of the date the budget was adopted, under Education Code 44.0051. [See CE]

33. A district shall continuously post its contact information and Annual Local Debt Report under Local Government Code 140.008 and 34 Administrative Code 10.1–.6 on its website until the district posts the next annual report, or, as an alternative, the district may continually maintain a link to the comptroller's website where the district's financial information may be viewed. [See CFA]

34. A district must make available information regarding its compliance with requirements related to the transportation of students enrolled in the district who reside outside the district, under Education Code 34.007. [See CNA]

35. A district that does not participate in the uniform group health insurance program (TRS ActiveCare) shall post its comparability report, together with the policy or contract for the group health coverage plan, under Education Code 22.004(d). [See CRD]

36. A district that is a service provider seeking to limit liability under the Digital Millennium Copyright Act must post information regarding its designated agent under 17 U.S.C. 512(c)(2). [See CY]

37. A district shall post its employment policy and any regulations referenced under Education Code 11.1513(a). [See DC]

38. A district shall post the board's employment policies under Education Code 21.204(d). [See DCB]

39. The board shall adopt and post on the district's website early childhood literacy and mathematics plans that set specific annual goals under Education Code 11.185. [See EA]

40. The board shall post on the district's website and on the website, if any, of each campus the annual report of progress toward the goals set under the early childhood literacy and mathematics plans under Education Code 11.185. [See EA]

41. The board shall post on the district's website and on the website, if any, of each campus the annual report of progress toward the goals set under the college, career, and military readiness plans under Education Code 11.186. [See EA]

42. A district shall post curriculum materials used in the district's human sexuality instruction or instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking, if the materials are in the public domain, under Education Code 28.004(j). [See EHAA]

43. A district shall post the transition and employment guide for students enrolled in special education programs and their parents in order to provide information on statewide services and programs that assist in the transition to life outside the public school system, under Education Code 29.0112. [See EHBAD]

44. A district shall make available on the district or campus website by November 1 of each school year a family engagement plan to assist the district in achieving and maintaining high levels of family involvement and positive family attitudes toward education, under 19 Administrative Code 102.1003(e). [See EHBG]

45. Annually, a district shall post any agreement between the district and a public institution of higher education to provide a dual credit program, under Education Code 28.009(b-2). [See EHDD]

46. A district shall publish information from TEA under Education Code 28.02121 explaining the advantages of the distinguished level of achievement and each endorsement. [See EIF]

47. A district shall post the date the PSAT/NMSQT will be administered and the date any college advanced placement tests will be administered, under Education Code 29.916. [See EK]

48. A district that receives funds under Title 1, Part A shall post on its website and the website of each campus for each grade served, information on each assessment required by the state to comply with 20 U.S.C. 6311, other assessments required by the state, and assessments required district-wide, under 20 U.S.C. 6312(e)(2)(B). [See EKB]

49. A district shall post information regarding local programs and services, including charitable programs and services, available to assist students who are homeless, under Education Code 33.906. [See FDC]

50. A district shall prominently post information about required and recommended immunizations and procedures for claiming an exemption from immunization requirements under Education Code 38.019. [See FFAB]

51. Each school year, the board shall post a summary of the Guidelines for the Care of Students With Food Allergies At-Risk for Anaphylaxis[1] on the district's website with instructions for obtaining access to the complete guidelines document, under Education Code 38.0151. [See FFAF]

52. A district must prominently display the contact information required to be listed for the Title IX Coordinator and policy on its website, if any, under 34 C.F.R. 106.8(b). [See FFH]

53. A district must make all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process publicly available on its website, if any, under 34 C.F.R. 106.45(b)(10)(i)(D). [See FFH]

54. To the extent practicable, a district must post the procedure for reporting bullying established by the district's bullying policy, under Education Code 37.0832(e). [See FFI]

55. A district shall post on its website, for each district campus, the email address and dedicated phone number of the campus behavior coordinator under Education Code 26.015. [See FO]

56. If the board designates a method for making a written request for public information, other than mail, email, or hand-delivery, the board must include a statement that a request may be made by that method on its website under Government Code 552.234(b) unless the statement is on the sign required by Government Code 552.205. [See GBAA]

57. A board that allows requestors to use the public information request form created by the attorney general must post the form on the district website under Government Code 552.235. [See GBAA]

58. A district shall post on its website and each campus shall post on any campus website a notice regarding the district's ability to refuse entry or eject certain persons under Education Code

37.105 and 19 Administrative Code 103.1207(g), including the appeal process. [See GKA]

Optional Internet Postings

A district that maintains an internet website has the following options:

1. A board may broadcast an open meeting over the internet, under Government Code 551.128. [See BE]
2. A district may publish the superintendent's employment contract on the district's website instead of publishing it in the annual financial management report under 19 Administrative Code 109.1001(q)(3)(B)(i). [See CFA]
3. Notice of a vacant position for which a certificate or license is required may be provided by posting the position on the district's internet website, rather than on a bulletin board, under Education Code 11.1513. [See DC]
4. A district may place on its internet website a current copy of the procedural safeguards notice regarding special education and related services, under 34 C.F.R. 300.504(b). [See EHBAE]
5. A district may provide the annual notice to the parent of each student enrolled in grade 9 or above of the availability of subsidies for certain exam fees and the availability and enrollment qualifications for programs under which a student may earn college credit and career and technology education programs or other work-based education programs in the district, under Education Code 28.010. [See EHDD]
6. A board may post a mailing address and email address designated for receiving written requests for public information on its website under Government Code 552.234(d). [See GBAA]

Geospatial Data Products

"Geospatial data product" means a document, computer file, or internet website that contains geospatial data; a map; or information about a service involving geospatial data or a map. *Gov't Code 2051.101(1)*

Notice

A district shall include a notice on each geospatial data product that:

1. Is created or hosted by the district;
2. Appears to represent property boundaries; and
3. Was not produced using information from an on-the-ground survey conducted by or under the supervision of a registered

professional land surveyor or land surveyor authorized to perform surveys under laws in effect when the survey was conducted.

The notice must be in substantially the following form: "This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries."

The notice may include language further defining the limits of liability of a geospatial data product producer; apply to a geospatial data product that contains more than one map; or for a notice that applies to a geospatial data product that is or is on an internet website, be included on a separate page that requires the person accessing the website to agree to the terms of the notice before accessing the geospatial data product.

Gov't Code 2051.102

Exemption

A district is not required to include the notice on a geospatial data product that:

1. Does not contain a legal description, a property boundary monument, or the distance and direction of a property line;
2. Is prepared only for use as evidence in a legal proceeding;
3. Is filed with the clerk of any court; or
4. Is filed with the county clerk.

Gov't Code 2051.103

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[1] TDSHS Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis: https://www.dshs.texas.gov/uploadedFiles/Content/Prevention_and_Preparedness/schoolhealth/SHAC/Guidelines-Food%20Allergy-Final.pdf

Definitions

Participating Entity — "Participating entity" means an entity participating in the uniform group coverage program established under Insurance Code Chapter 1579.

Program — "Program" means the uniform group coverage program established under Insurance Code Chapter 1579 (TRS-ActiveCare).

Insurance Code 1579.002(5), (6)

Coverage Requirements — A district shall participate in the uniform group coverage program established under Insurance Code Chapter 1579 as provided by Subchapter D of that chapter. *Education Code 22.004(a)*

Districts with 500 or Fewer Employees — Each district with 500 or fewer employees is required to participate in the program. *Insurance Code 1579.151(a)*

Self-Funded Districts — Notwithstanding the above, a district otherwise subject to the requirement that, on January 1, 2001, was individually self-funded for the provision of health coverage to its employees may elect not to participate in the program. *Insurance Code 1579.151(b)*

Districts with More Than 500 Employees — A district with more than 500 employees may elect to participate in the program. A district that elects to participate shall apply for participation in the manner prescribed by TRS rule. *Insurance Code 1579.152*

TRS-ActiveCare — The Teacher Retirement System (TRS) shall implement and administer the uniform group coverage program described by Insurance Code Chapter 1579. TRS shall establish plans of group coverages for employees participating in the program and their dependents. *Insurance Code 1579.051, .101*

Eligibility — Participation in the program is limited to employees of participating districts who are full-time employees and to part-time employees who are participating members in TRS. *Insurance Code 1579.202(a)*

Full-Time Employees — A "full-time employee" is a participating member who is currently employed by a district in a position that is eligible for membership in TRS and who is not receiving coverage as an employee or retiree from a uniform group insurance or health benefits program under Insurance Code Chapters 1551 (Texas Employees Group Benefits Act), 1601 (State University Employees Uniform Insurance Benefits Act), or 1575 (Texas Public School Retired Employees Group Benefits Act [TRS-Care]). *34 TAC 41.33(2)*

Certain Part-Time Employees — A part-time employee of a district who is not a participating member in TRS is eligible to participate in the program only if the employee pays all of the premiums and other costs associated with

the health coverage plan selected by the employee. *Insurance Code 1579.204*

A "part-time employee" is an individual who:

1. Is currently employed by a district for ten hours or more each week;
2. Is employed in a position that is not eligible for membership in TRS or is not eligible for membership in TRS because of a service or disability retirement; and
3. Is not receiving coverage as an employee or retiree from a uniform group insurance or health benefits program under Insurance Code Chapters 1551, 1601, or 1575 (TRS-Care).

34 TAC 41.33(6)

Alternative Group Health Coverage Prohibited

Notwithstanding any other law, a participating entity may not offer or make available to the entity's employees or their dependents group health coverage not provided under the program. *Insurance Code 1579.1045; 34 TAC 41.30(e)*

If, contrary to 34 Administrative Code 41.30(e) and Insurance Code 1579.1045, a participating entity offers alternative group health coverage, TRS may pursue remedies for noncompliance, including but not limited to removal from or denial of entry into TRS-ActiveCare. TRS may impose or pursue one or more remedies. The pursuit of one remedy does not constitute a waiver of any other remedy that TRS may have at law or equity. If TRS discovers that a participating entity is in violation of 34 Administrative Code 41.30(e) after the beginning of a plan year, in addition to any other available remedy, TRS will remove the entity from the program effective at the end of the month in which TRS discovers the situation; and it will be the entity's liability to procure alternative coverage or provide other remedies for the employees and their dependents that lose coverage under these circumstances. *34 TAC 41.30(f)*

Participation Election

Election to Discontinue

Effective September 1, 2022, a participating entity may elect to discontinue the entity's participation in the program by providing written notice to TRS not later than December 31 of the year preceding the first day of the plan year in which the election will be effective.

A participating entity that elects to discontinue participation in the program may not elect to:

1. Participate in the program until the fifth anniversary of the effective date of the entity's election to discontinue participation; or

2. Discontinue the entity's participation after an election described by item 1 until the fifth anniversary of the effective date of that election.

Election to Continue

Effective September 1, 2022, an entity that elects to participate in the program shall provide written notice to TRS not later than December 31 of the year preceding the first day of the plan year in which the election will be effective. The entity may not elect to discontinue the entity's participation until the fifth anniversary of the effective date of the entity's election to participate.

Insurance Code 1579.155; 34 TAC 41.30

An eligible entity that submits a written election to participate in TRS-ActiveCare under 34 Administrative Code 41.30 must include with the notice of election the information specified in 34 Administrative Code 41.45. Written notices of election to participate in TRS-ActiveCare without the information required will be considered incomplete and will be denied by TRS. *34 TAC 41.45*

Optional Coverages

Education Code 22.004 does not preclude a district that is participating in the uniform group coverage program established under Insurance Code Chapter 1579 from entering into contracts to provide optional insurance coverages for district employees. *Education Code 22.004(j)*

Other Health Coverage Programs

A district that does not participate in the program shall make available to its employees group health coverage provided by a risk pool established by one or more districts under Local Government Code Chapter 172 ("authorized risk pool"), or under a policy of insurance or group contract issued by an insurer, a company subject to Insurance Code Chapter 842, or a health maintenance organization under Insurance Code Chapter 843.

Comparability

The coverage provided by a district that does not participate in the program must meet the substantive coverage requirements of Insurance Code Chapter 1251, Subchapter A, Chapter 1364, and Chapter 1366, Subchapter A, and any other law applicable to group health insurance policies or contracts issued in this state. The coverage must include major medical treatment but may exclude experimental procedures. "Major medical treatment" means a medical, surgical, or diagnostic procedure for illness or injury. The coverage may include managed care or preventive care and must be comparable to the basic health coverage provided under Insurance Code Chapter 1551 (Texas Employees Group Benefits Act).

The following factors shall be considered in determining whether the district's coverage is comparable to the basic health coverage specified above:

1. The deductible amount for service provided inside and outside of the network;
2. The coinsurance percentages for service provided inside and outside of the network;
3. The maximum amount of coinsurance payments a covered person is required to pay;
4. The amount of the copayment for an office visit;
5. The schedule of benefits and the scope of coverage;
6. The lifetime maximum benefit amount; and
7. Verification that the coverage is issued by a provider licensed to do business in this state by the Texas Department of Insurance (TDI) or is provided by an authorized risk pool or that a district is capable of covering the assumed liabilities in the case of coverage provided through district self-insurance.

Education Code 22.004(b)

Financial Statement

A district that does not participate in the program may not contract with an insurer, a company subject to Insurance Code Chapter 842, or a health maintenance organization to issue a policy or contract under Education Code 22.004, or with any person to assist the district in obtaining or managing the policy or contract unless, before the contract is entered, the insurer, company, organization, or person provides the district with an audited financial statement showing the financial condition of the insurer, company, organization, or person. *Education Code 22.004(f)*

Small Employer Market Election

A district may elect to participate as a small employer without regard to the number of employees in the district. A district that makes this election is treated as a small employer under Insurance Code Chapter 1501 for all purposes.

A district that is participating in the uniform group coverage program established under Insurance Code Chapter 1579 may not participate in the small employer market under this provision and may not renew a health insurance contract obtained in accordance with this provision after the date on which the program of coverages provided under Chapter 1579 is implemented. This provision does not affect a contract for the provision of optional coverages not included in a health benefit plan under Insurance Code Chapter 1501.

Insurance Code 1501.009

Employee Election — Spouses

A district employee who is eligible for coverage under a large or small employer health benefit plan providing coverage to the district's employees and who is the spouse of another district employee covered under the plan may elect whether to be treated under the plan as an employee or as the dependent of the other employee. *Insurance Code 1501.0095*

Self-Funded Health-Care Plan

The board may establish a health-care plan for district employees and their dependents. In implementing the plan, the board shall establish a fund to pay, as authorized under the plan, all or part of the actual costs for hospital, surgical, medical, dental, or related health care incurred by employees or any dependent whose participation in the program is being supported by deductions from an employee's salary. Under the plan, the fund also may be used to pay the costs of administering the fund. The fund consists of money contributed by the district and money deducted from salaries of employees for dependent or employee coverage. Money for the fund may not be deducted from an employee's salary unless the employee authorizes the deduction in writing. The plan shall attempt to protect the district against unanticipated catastrophic individual loss, or unexpectedly large aggregate loss, by securing individual stop-loss coverage, or aggregate stop-loss coverage, or both, from a commercial insurer.

The board may amend or cancel the district's health-care plan at any regular or special board meeting. If the plan is canceled, any valid claim against the fund for payment of health-care costs resulting from illness or injury occurring during the time the plan was in effect shall be paid out of the fund. If the fund is insufficient to pay the claim, the costs shall be paid out of other available district funds.

Education Code 22.005

Compliance Report

Each district that does not participate in the program shall prepare a report addressing its compliance with Education Code 22.004. The report must be available for review, together with the policy or contract for the group health coverage plan, at the central administrative office of each campus in the district and be posted on the district's internet website if the district maintains a website, must be based on the district group health coverage plan in effect during the current plan year, and must include:

1. Appropriate documentation of:

    a. The district's contract for group health coverage with a provider licensed to do business in this state by TDI or an authorized risk pool; or

b. A resolution of the board authorizing a self-insurance plan for district employees and of the district's review of district ability to cover the liability assumed;

2. The schedule of benefits;

3. The premium rate sheet, including the amount paid by the district and employee;

4. The number of employees covered by the health coverage plan offered by the district; and

5. Information concerning the ease of completing the report.

Education Code 22.004(d)

Cost of Coverage

The cost of coverage under the program shall be paid by the state, the district, and the employees in the manner provided by Insurance Code, Chapter 1579, Subchapter F, below. *Education Code 22.004(c)*

TRS-ActiveCare

State Contribution

The state shall provide for each covered employee the amount of $900 each state fiscal year or a greater amount as provided by the General Appropriations Act. The state contribution shall be distributed through the school finance formulas under Education Code Chapters 48 and 49 and used by districts as provided by Education Code 48.275*. Insurance Code 1579.251(a)*

Employee Contribution

An employee covered by the program shall pay that portion of the cost of coverage selected by the employee that exceeds the amount of the state contribution and a district’s contribution.

District Contribution

A district may pay any portion of what otherwise would be the employee share of premiums and other costs associated with the coverage selected by the employee.

Insurance Code 1579.253

A district shall make contributions for the program as provided by Insurance Code Chapter 1581. *Insurance Code 1579.252* [See District Required Minimum Effort, below]

Other Health Coverage Programs

The cost of coverage under a plan adopted by a district that does not participate in the program shall be shared by the employees and the district, using the contributions by the state described by Insurance Code Chapter 1579, Subchapter F. [See State Contribution, above] *Education Code 22.004(c)*

District Required Minimum Effort

A district shall, for each fiscal year, use to provide health coverage an amount equal to the number of participating employees of the district multiplied by $1,800. *Insurance Code 1581.052(a)*

Designation of Compensation for Benefits

An employee who is covered by a cafeteria plan or who is eligible to pay health-care premiums through a premium conversion plan may elect to designate a portion of the employee's compensation to be used as health-care supplementation. [See DEA] *Education Code 22.103(a), (c)*

Use

An employee may use compensation designated for health-care supplementation for any employee benefit, including depositing the designated amount into a cafeteria plan in which the employee is enrolled or using the designated amount for health-care premiums through a premium conversion plan. *Education Code 22.106*

Written Election

Each year, an active employee must elect in writing whether to designate a portion of the employee's compensation to be used as health-care supplementation. An election must be made at the same time that the employee elects to participate in a cafeteria plan, if applicable. *Education Code 22.105*

Continuation Coverage

After Resignation

Notwithstanding any other law, an employee whose resignation is effective after the last day of an instructional year is entitled to participate or be enrolled in the uniform group coverage plan or the district's group health coverage through the earlier of:

1. The first anniversary of the date participation in or coverage under the uniform group coverage plan or the group health coverage was first made available to district employees for the last instructional year in which the employee was employed by the district; or
2. The last calendar day before the first day of the instructional year immediately following the last instructional year in which the employee was employed by the district.

If an employee's resignation is effective after the last day of an instructional year, the district may not diminish or eliminate the amount of a contribution available to the employee under Insurance Code Chapter 1581 [see District Required Minimum Effort, above] before the last date on which the employee is entitled to participation or enrollment.

Education Code 22.004(k), (l); 34 TAC 41.38

During Military Leave

An employee who is absent from a position of employment by reason of service in the uniformed services may elect to continue coverage under a health plan. The maximum period of coverage of such a person and the person's dependents shall be the lesser of:

1. The 24-month period beginning on the date on which the person's absence begins; or

2. The day after the date on which the person fails to apply for or return to a position of employment. [See DECB]

38 U.S.C. 4317(a)

During FMLA Leave

During any period of leave under the Family and Medical Leave Act (FMLA), a district shall maintain coverage under any group health plan for the duration of the leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. *29 U.S.C. 2614(c); 29 C.F.R. 825.209, .210, .213* [See also DECA]

Upon Termination or Other Qualifying Event (COBRA)

In accordance with regulations that the Secretary of Health and Human Services shall prescribe, each group health plan that is maintained by any state that receives funds under 42 U.S.C. Chapter 6A, by any political subdivision of such a state, or by any agency or instrumentality of such a state or political subdivision, shall provide, in accordance with 42 U.S.C. Chapter 6A, Subchapter XX, that each qualified beneficiary who would lose coverage under the plan as a result of a qualifying event is entitled, under the plan, to elect, within the election period, continuation coverage under the plan. *42 U.S.C. 300bb-1(a)*

[For more information on the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), see 42 U.S.C. 300bb-1 through 300bb-8.]

Note: See DEB for continuation benefits that are available to survivors of district peace officers under certain conditions.

Coverage of Preexisting Conditions

Notwithstanding any other law, group health benefit coverage provided by or offered through a district to its employees under any law other than the uniform group coverage program is subject to the requirements of Insurance Code Sections 1501.102–.105, which limit exclusion for preexisting conditions. This provision applies to all group health benefit coverage provided by or offered through a district to its employees, including a standard health benefit plan issued under Insurance Code Chapter 1507 and health and accident coverage provided through a risk pool established under Local Government Code Chapter 172. *Education Code 22.004(m)*

TRS-ActiveCare

Coverage provided under the uniform group coverage program may not be made subject to a preexisting condition limitation during the initial period of eligibility. *Insurance Code 1579.105*

Federal Law

A group health plan and a health insurance issuer offering group or individual health insurance coverage may not impose any preexisting condition exclusion with respect to such plan or coverage. *42 U.S.C. 300gg-3(a)*

Privacy of Health Information

To the extent a district is a covered entity under the Administrative Simplification provisions of HIPAA (42 U.S.C. Chapter 7, Subchapter XI, Part C; 45 C.F.R. Parts 160, 162, 164), the district must maintain the privacy of protected health information in accordance with the Privacy Rule, 45 C.F.R. Part 164, Subpart E.

Definitions

"Covered entity" means:

Covered Entity

1. A health plan;
2. A health-care clearinghouse; or
3. A health-care provider who transmits any health information in electronic form in connection with a transaction covered by 45 C.F.R. Subtitle A, Subchapter C.

45 C.F.R. 160.103

Protected Health Information

"Protected health information" means individually identifiable health information that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any form or medium. "Protected health information" excludes individually identifiable health information:

1. In education records covered by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. [See FL]
2. In records described at 20 U.S.C. 1232g(a)(4)(B)(iv) (medical treatment records on a student who is at least 18 years of age).
3. In employment records held by a covered entity in its role as employer.

45 C.F.R. 160.103

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Note: For information regarding construction of school facilities, see CV series.

In addition to the facility standards contained in this policy, additional requirements are set out in 19 Administrative Code 61.1036 and 61.1040.

All new facilities must meet the commissioner's standards for adequacy of school facilities to be eligible to be financed with state or local tax funds. *Education Code 46.008*

State Standards for Construction on or After November 1, 2021

Applicability

The school facilities standards established in 19 Administrative Code 61.1040 ("section 61.1040") shall apply to all district capital improvement projects as follows, regardless of the type of school facility or the type of construction delivery method used by the district.

1. A district capital improvement project of any type or size relating to a school facility subject to section 61.1040 must comply with applicable requirements established in section 61.1040(d), (e), (f), (j), and (k).

2. A project for new construction or major renovation at an instructional facility must comply with the requirements established in section 61.1040(d), (e), (f), (g), (j), and (k) and one of the methods required to demonstrate compliance with minimum space requirements established in section 61.1040(h) and (i).

3. A project for minor renovation at an instructional facility must comply with applicable requirements established in section 61.1040(d)(1), (e), (f), (j), and (k).

4. A project for new construction, major renovation, or minor renovation at a specialized instructional facility, noninstructional facility, or noninstructional specialized assembly facility must comply with applicable requirements established in section 61.1040(d)(1), (e), (f), (j), and (k).

5. A project for major renovation that includes minor scopes of work in an area of a school facility that is separate and distinct from the project scope of the major renovation may be performed as a part of a construction services contract for the major renovation without the minor scope of work becoming subject to the standards in section 61.1040(g), (h), or (i) if:

    a. The minor scopes of work would not, on a stand-alone basis, be considered a major renovation project; and

b. The cost of the minor scopes of work is included in the total cost of the project construction budget to determine the appropriate scope of work to be included in the project, as specified in section 61.1040(k)(1)(B).

19 TAC 61.1040(b)(1)

Definitions

The words and terms used in section 61.1040 shall have the meanings set out in section 61.1040(a).

Capital Improvement Project

Any school facility project consisting of new construction, major renovation, or minor renovation for which construction services are procured under Government Code Chapter 2269, in accordance with Education Code 44.031(a)(5). *19 TAC 61.1040(a)(4)* [See CV]

Implementation

The school facilities standards established in section 61.1040 shall apply to a capital improvement project for which at least one of the following has occurred on or after November 1, 2021:

1. A board adopts a fiscal year maintenance and operations budget where a capital improvement project title and a design or design and construction budget are delineated;

2. A board calls a bond election where one or more capital improvement project titles and design or design and construction budgets are delineated; or

3. A new contract or amendment to an existing contract for architectural services for new construction or a major renovation project or a contract for engineering services for a major renovation or minor renovation has been agreed to and signed and dated by both parties to the agreement.

19 TAC 61.1040(c)(1)

A district shall consider implementing the safety and security standards under section 61.1040(k) for any safety and security upgrades to an existing instructional facility that does not require compliance with section 61.1040. *19 TAC 61.1040(c)(4)*

Option for Actions Taken Before November 1, 2021

A board may elect to treat a capital improvement project, for which an action listed above was taken prior to November 1, 2021, under standards established in 19 Administrative Code 61.1036, below, or under the standards established in section 61.1040. If an election to comply with section 61.1040 is made by a board, the district and architect may mutually agree that the contract for design services may be adjusted and then must signify in writing that the project will become subject to the facilities standards established in section 61.1040 through an affirmative indication on the required

certification form for the project or through some other written document or addendum to the contract signifying election under section 61.1040 and any modifications to the contract terms agreed to by the parties.

If a board makes an election to comply with section 61.1036, it may still elect to comply with section 61.1040(k) (safety and security standards).

19 TAC 61.1040(c)(2)–(3)

Educational Adequacy

A district shall ensure that a capital improvement project subject to section 61.1040 complies with the requirements and standards as follows.

Long-Range Facility Plan

Elements

The long-range facility plan shall include all of the following elements that apply to the facility and project and must also be updated prior to commencement of construction to include the access control document required in section 61.1040(k)(1)(B):

1. Existing and proposed instructional programs at the project campus, including special education, dual language, course offerings, and partnerships;
2. The age and condition of all buildings and systems at the project campus;
3. History of completed capital improvement projects at the facility;
4. Site evaluation of the project campus, including, but not limited to, overall site; shape; useable land; suitability for intended use as well as planned improvements; adequate vehicular, pedestrian, and emergency access; queueing; parking; and site amenities;
5. The district's educational specifications;
6. The district's enrollment projections, maximum student enrollment of the facility, and the facility's maximum instructional capacity, if applicable; and
7. The noncompliance, partial compliance, or full compliance with each of the safety and security standards required in section 61.1040(k).

Process

The process of developing the long-range facility plan shall consider input from teachers, students, parents, taxpayers, and other district stakeholders.

Compliance

The requirement for a long-range facility plan is met when a district completes the long-range facility plan, presents it to the board, and makes it available to the prime design professional for a capital improvement project. The long-range facility plan expires after five years from the date of the final plan presented to the board and must be updated prior to commencement of a subsequent capital improvement project. A long-range facility plan developed as part of a district-wide long-range facilities plan may be used to satisfy this requirement.

19 TAC 61.1040(d)(1)

Educational Specifications

A district shall ensure that a project for new construction and major renovation subject to section 61.1040 complies with the requirements and standards as follows.

Elements

Educational specifications are a written document prepared by the district and approved by the board and shall include all of the following:

1. The district mission, vision, goals, and pedagogy;
2. Preliminary details related to facility type, grades served, and maximum student enrollment;
3. Pertinent provisions of the multi-hazard emergency operations plan that may inform the functionality of the built environment, including how the district complies with Education Code 37.108 [see CKC];
4. A written statement that includes:
    a. Inclusive design goals and considerations supported by the district; and
    b. How inclusive design should be addressed in new and renovated facility designs;
5. Minimum total square footage required to comply with the quantitative method of compliance; and
6. Innovative teaching or operational practices intended for implementation at the instructional facility that may lead to the use of the qualitative method of compliance.

Schedule

An educational specification shall be created for each campus type. If the design and construction of a new campus or major renovation of an existing campus differs substantially from an educational specification that exists for the same campus type, a separate educational specification must be developed. Educational specifications shall be initiated upon the first proposed project of its

type and must be completed prior to initiating the planning or programming phase of a project. Each educational specification must be updated after five years from the date of approval.

Compliance

The requirement for educational specifications is met when a district delivers the approved document to the architect.

19 TAC 61.1040(d)(2)

Exceptions

A district is exempt from the requirements of section 61.1040(d) (Educational Adequacy):

1. If a school facility experiences catastrophic damage and the board approves a capital improvement project in accordance with Education Code 44.0312(c) (delegation of contracting authority); or
2. In a situation deemed urgent by action of the board that warrants immediate action because, if left unresolved, it would impair the conduct of classes.

19 TAC 61.1040(d)(3)

Administration

Section 61.1040(e) establishes standards for the administration and procurements of design professional services and other professional services and for the administration of competitive bids and contracting requirements for construction services. A district shall comply with requirements in section 61.1040(e) and with all applicable requirements, restrictions, and responsibilities established in state law, administrative code, or by a local authority having jurisdiction.

A district shall comply with the administrative and procedural requirements established in section 61.1040(e) and with the standards established in section 61.1040(j) to promote construction quality and best value for a capital improvement project subject to section 61.1040.

A standard in section 61.1040 that incorporates by reference a key statutory provision or administrative rule is established as a compliance requirement for a district seeking to procure, obtain a competitive bid, or administer a contract for construction services, construction-related services, design professional services, or any other professional service required for a capital improvement project. The requirements establish a method by which a district shall demonstrate compliance with the requirements in section 61.1040(e) and with the construction quality standards and construction code requirements in section 61.1040(j). Any express reference to, or omission of, an applicable statutory provision in section 61.1040(e) may not be construed to diminish, alter, or abate a

provision of law applicable to a district or to a district capital improvement project subject to section 61.1040.

19 TAC 61.1040(e)(1)

District Requirements and Responsibilities

In addition to the provisions below, district requirements and responsibilities are set out in section 61.1040(e)(2).

Procurement Transparency

In accordance with Education Code 46.003(g), the board and voters of a district shall determine district needs concerning construction, acquisition, renovation, or improvement to instructional facilities. District funding is entrusted to the district by the taxpayers, and a district must ensure procurement processes and procedures are transparent and provide the best value to the district by complying with applicable laws governing procurement of professional design services and construction services [see CV] and with the standards established in section 61.1040(e) to promote construction quality. *19 TAC 61.1040(e)(2)(A)*

Superintendent's Duties

In accordance with Education Code 11.201, a superintendent shall oversee and ensure compliance with the standards for school facilities established in section 61.1040 and shall ensure board consideration for any action specified as being required to be made by the board, whether by statute, board rule, or other applicable requirement. *19 TAC 61.1040(e)(2)(B)*

Requirements for Other Services

Requirements for construction services, design professional services, and third-party consultants are set out in section 61.1040(e)(3)–(5).

Contract Compliance and Quality Control

A district shall ensure that services sought by or provided to the district for a school facility capital improvement project, including, but not limited to, professional design services, construction services, construction administration services, third-party inspection services, third-party testing services, or third-party code compliance services, are provided through a project-specific written agreement that meets the requirements of section 61.1040(e)(6). *19 TAC 61.1040(e)(6)*

Certification of Compliance with Standards

A district, design professional, contractor, and prime subcontractors, if applicable, shall certify compliance with all applicable standards required in section 61.1040(d), (g)–(k) as required by section 61.1040(f). *19 TAC 61.1040(f)(1)*

Instructional Facility Space Standards

Standards for space for instructional facilities are set out in section 61.1040(g).

Board Approval of Compliance

A board shall approve compliance with the quantitative method of compliance for instructional facility space requirements under sec-

tion 61.1040(h) or the qualitative method of compliance for instructional facility space requirements under section 61.1040(i) before the commencement of design development for a capital improvement project for an instructional facility. *19 TAC 61.1040(h), (i)*

A district may use the qualitative method of compliance for a capital improvement project only if the board has prior documented approval of one or more instructional or operational practices for the proposed project that distributes or manages student capacity in an innovative or nontraditional manner. Prior to approving the qualitative method of compliance, all instructional and operational practices applicable to the proposed project must have been documented and approved by the board to demonstrate compliance with the requirements in section 61.1040(i). *19 TAC 61.1040(i)*

Construction Quality Standards

A capital improvement project for a school facility must reasonably comply with the following construction code requirements.

Construction Code Requirements

Projects located outside of a municipal jurisdiction in the unincorporated area of a county must reasonably comply with the requirements of section 61.1040(j)(1)(A).

Projects located inside of a municipal jurisdiction must reasonably comply with the requirements of section 61.1040(j)(1)(B).

19 TAC 61.1040(j)(1)

Third-Party Code Compliance Requirement

District responsibilities and other requirements related to third-party code compliance are set out in section 61.1040(j)(2).

Safety and Security Standards

A capital improvement project of a district must include campus-wide implementation of the provisions of section 61.1040(k)(1) related to communications infrastructure and access control. *19 TAC 61.1040(k)(1)*

Requirements for All Instructional Facilities

A district shall develop a document that designates each exterior door of each instructional facility campus-wide as either primary, secondary, or nondesignated entrances and shall ensure that the documented designation of all exterior doors becomes part of the long-range facility plan prior to commencement of construction of a capital improvement project. *19 TAC 61.1040(k)(1)(B)*

Additional Standards Based on Budget

A district shall approve a project construction budget for a capital improvement project at completion of the design development phase of the project and prior to commencement of the construction documents phase. The project construction budget approved by the district shall determine how many of the additional safety and security standards established in section 61.1040(k)(3) are required for the project. A district shall designate in writing which of

the additional safety and security standards in section 61.1040(k)(3) have been approved by the board for a capital improvement project and shall provide to the prime design professional and each design professional of record written documentation of the approved safety and security standards for the proposed facility prior to commencement of the construction documents phase of a capital improvement project. The following standards shall apply to a capital improvement project for an instructional facility until all instructional facilities campus-wide fully comply with all of the additional safety and security standards specified in section 61.1040(k).

1. If a project construction budget is $1 million to $5 million, the facility is required to comply with at least one additional safety and security standard specified in section 61.1040(k)(3).
2. If a project construction budget is $5 million to $10 million, the facility is required to comply with at least two additional safety and security standards specified in section 61.1040(k)(3).
3. If a project construction budget is over $10 million, the facility is required to comply with all of the additional safety and security standards specified in section 61.1040(k)(3).
4. For a capital improvement project that includes new construction, the new construction of an instructional facility is required to comply with all three of the additional safety and security standards specified in section 61.1040(k)(3).

19 TAC 61.1040(k)(2)

Exceptions

A district may opt out of the requirements specified in section 61.1040(k)(2) if:

1. The facility is scheduled to, according to the long-range facilities plan, cease operations as an instructional facility within three years of the project; and
2. The five-year long-range facility plan clearly states that, prior to the end date of the plan, the facility will be compliant with at least two additional safety and security standards if ceasing operation does not occur or operation resumes. The long-range facility plan must specify which two additional safety and security standards will be implemented.

19 TAC 61.1040(k)(4)

Public Disclosure

A board shall ensure information or documents collected, developed, or produced by the district as part of a capital improvement project are reviewed to ensure that any project-specific safety and

security information is adjusted for disclosure if necessary to accommodate the requirement for a district to use protections provided in Education Code 37.108, which directs the district to protect sensitive information, while also providing general information to the public indicating district compliance commitments made in accordance with section 61.1040(k). *19 TAC 61.1040(k)(5)* [See CKC]

State Standards for Construction Before November 1, 2021

The requirements for school facility standards set out in 19 Administrative Code 61.1036 ("section 61.1036") shall apply to projects for new construction or major space renovations if:

1. A board adopts a fiscal year maintenance and operations budget where a capital improvement project title and a design or design and construction budget are delineated;
2. A board calls a bond election where one or more capital improvement project titles as well as design or design and construction budgets are delineated; or
3. A new contract or amendment to an existing contract for architectural services for new construction or a major renovation for a school facility project has been agreed to, and signed and dated by both parties to the agreement after January 1, 2004, and before November 1, 2021.

19 TAC 61.1036(b)

Definitions and Procedures

The words, terms, and procedures used in section 61.1036 shall have the meanings set out in section 61.1036(a) unless the context clearly indicates otherwise.

Certification of Design and Construction

In section 61.1036, "certify" indicates that the architect or engineer has reviewed the standards contained in 19 Administrative Code Chapter 61 and used the best professional judgment and reasonable care consistent with the practice of architecture or engineering in the state of Texas in executing the construction documents. The architect or engineer also certifies that these documents conform to the provisions of section 61.1036, except as indicated on the certification.

The district shall notify and obligate the architect or engineer to provide the required certification. The architect's or engineer's signature and seal on the construction documents shall certify compliance. To ensure that facilities have been designed and constructed according to the provisions of section 61.1036, each involved party shall execute responsibilities as set forth in section 61.1036(c)(3).

19 TAC 61.1036(c)

Construction Quality *Districts with Building Codes*	A district located in an area that has adopted local construction codes shall comply with section 61.1036(f)(1).
Districts without Building Codes	A district located in an area that has not adopted local building codes shall comply with section 61.1036(f)(2).
International Energy Conservation Code	The International Energy Conservation Code as it existed on May 1, 2015, is adopted as the energy code for use in this state for all commercial construction. *Health and Safety Code 388.003(b); 34 TAC 19.53(b)* Because a public school building is not a residential building, it falls within the scope of "commercial" construction for purposes of the International Energy Conservation Code and likely for purposes of Health and Safety Code Chapter 388. *Atty. Gen. Op. KP-148 (2017)*
Portable, Modular Buildings	Any portable, modular building capable of being relocated that is purchased or leased for use as a school facility by a district, whether that building is manufactured off-site or constructed on-site, must comply with all provisions of section 61.1036. *19 TAC 61.1036(a)(11), (f)(3)*
Fire Escapes	School buildings of at least two stories shall be equipped with fire escapes as required by law. *Health and Safety Code 791.002, .035, .036*
Security Criteria	A district that constructs a new instructional facility or conducts a major renovation of an existing instructional facility using Instructional Facilities Allotment funds shall consider, in the design of the instructional facility, appropriate security criteria. *Education Code 46.0081*
Accessibility	No qualified individual with a disability shall, because a district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in or be denied the benefits of the services, programs, and activities of a district or be subject to discrimination. *42 U.S.C. 12132; 28 C.F.R. 35.149; 29 U.S.C. 794; 34 C.F.R. 104.21* A district shall operate each program, service, or activity so that when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities. A district is not required to make each existing facility or every part of a facility accessible to and usable by individuals with disabilities. A district may comply with these requirements by: 1. Redesigning or acquisitioning equipment.

2. Reassigning classes or other services to accessible buildings.
3. Assigning aides to qualified individuals with disabilities.
4. Home visits.
5. Delivery of services at alternate accessible sites.
6. Alteration of existing facilities.
7. Constructing new facilities that comply with 34 C.F.R. 104.23 and 28 C.F.R. 35.151.
8. Any other methods that result in making services, programs, and activities accessible to individuals with disabilities.

A district is not required to make structural changes in existing facilities when other methods will achieve compliance with Title II of the Americans with Disabilities Act and its implementing regulation. In choosing among available alternatives for meeting these requirements, a district shall give priority to methods that offer services, programs, and activities to qualified individuals with disabilities in the most integrated setting appropriate.

28 C.F.R. 35.150; 34 C.F.R. 104.22

Review of Plans

All plans and specifications for construction or for the substantial renovation or modification of a building or facility must be submitted to the Department of Licensing and Regulation for review and approval if the estimated construction cost is at least $50,000. The architect, interior designer, landscape architect, or engineer who has overall responsibility for the design of a constructed or reconstructed building or facility shall submit the plans and specifications required. A district as owner of the building or facility may not allow an application to be filed with a local governmental entity for a building construction permit related to the plans and specifications or allow construction, renovation, or modification of the building or facility to begin before the date the plans and specifications are submitted to the Department. On application to a local governmental entity for a building construction permit, the district as owner shall submit to the entity proof that the plans and specifications have been submitted to the Department under Government Code Chapter 469 (Elimination of Architectural Barriers).

A district, as owner of a building or facility described above is responsible for having the building or facility inspected for compliance with the standards and specifications adopted by the Commission of Licensing and Regulation under Government Code Chapter 469 not later than the first anniversary of the date that the

construction or substantial renovation or modification of the building or facility is completed. The inspection must be performed by the Department, an entity with which the Commission contracts, or a person who holds a certificate of registration under Government Code Chapter 469, Subchapter E.

Gov't Code 469.101, .102(a), (c), .105

Notice

A district shall adopt and implement procedures to ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities. *34 C.F.R. 104.22(f)*

Relocatable Educational Facility

In this section, "relocatable educational facility" means a portable, modular building capable of being relocated, regardless of whether the facility is built at the installation site, that is used primarily as an educational facility for teaching the curriculum required under Education Code 28.002.

A relocatable educational facility that is purchased or leased on or after January 1, 2010, must comply with all provisions applicable to industrialized buildings under Occupations Code Chapter 1202.

Occupations Code 1202.004

Playgrounds

Public funds may not be used to purchase or install:

1. Playground equipment that:
    a. Does not comply with each applicable provision of ASTM Standard F1487-07ae1, "Consumer Safety Performance Specification for Playground Equipment for Public Use," published by ASTM International; or
    b. Has a horizontal bare metal platform or a bare metal step or slide, unless the bare metal is shielded from direct sun by a covering provided with the equipment or by a shaded area in the location where the equipment is installed;
2. Surfacing for the area under and around playground equipment if the surfacing will not comply with each applicable provision of ASTM Standard F2223-04e1, "Standard Guide for ASTM Standards on Playground Surfacing," published by ASTM International.

Exception

Public funds may be used to maintain playground equipment or surfacing that was purchased before September 1, 2009, even if

the equipment or surfacing does not comply with the applicable specifications described above.

Health and Safety Code 756.061

Outdoor Lighting

An outdoor lighting fixture may be installed, replaced, maintained, or operated using state funds only if it meets standards for state-funded outdoor lighting fixtures in Health and Safety Code Chapter 425.

Exceptions

The standards for state-funded outdoor lighting fixtures do not apply if:

1. A federal law, rule, or regulation preempts state law;
2. The fixture is used on a temporary basis:
3. Because emergency personnel temporarily require additional illumination for emergency procedures;
4. For nighttime work;
5. Special events or circumstances require additional illumination;
6. The fixture is used solely to enhance the aesthetic beauty of an object; or
7. A compelling safety interest cannot be addressed by another method.

Special events or situations that may require additional illumination include sporting events and illumination of monuments, historic structures, or flags. Illumination for special events or situations must be installed to shield the outdoor lighting fixtures from direct view and to minimize upward lighting and light pollution.

Health and Safety Code 425.002

Natural Gas Piping Pressure Testing

A district shall perform biennial pressure tests on the natural gas piping system in a school facility before the beginning of the school year. A district with more than one facility may perform the testing on a two-year cycle under which the district pressure tests the natural gas piping system in approximately one-half of the facilities each year. If a district operates the facilities on a year-round calendar, the pressure test in each of those facilities must be conducted and reported not later than July 1 of the year in which the pressure test is performed.

A natural gas piping pressure test performed under a municipal code in compliance with Railroad Commission rules shall satisfy the pressure testing requirements.

Utilities Code 121.502; 16 TAC 8.230(c)(1), (4)

Requirements of Test

A district shall perform the pressure test to determine whether the natural gas piping downstream of a district facility's meter holds at least normal operating pressure over a specified period determined by the Railroad Commission. During the pressure test, each system supply inlet and outlet in the facility must be closed. The pressure test shall be performed by a person authorized under Railroad Commission rules. At a district's request, the Railroad Commission shall assist the district in developing a procedure for conducting the test. *Utilities Code 121.503; 16 TAC 8.230(c)(2), (3)*

Notice

A district shall provide written notice to the district's natural gas supplier specifying the date and result of each pressure test or other inspection. The supplier shall develop procedures for receiving such written notice from the district. *Utilities Code 121.504(a); 16 TAC 8.230(b)(1)*

Termination of Service

A supplier shall terminate service to a district facility if:

1. The supplier receives official notification from the firm or individual conducting the test of a hazardous natural gas leakage in the facility piping system; or
2. A test or other inspection is not performed as required.

Utilities Code 121.505(a)

A supplier shall develop procedures for terminating service to a district if the supplier:

1. Receives notification of a hazardous natural gas leak in the school facility piping system; or
2. Does not receive written notification from the district specifying the completion date and results of the testing.

16 TAC 8.230(b)(2)

Reporting Leaks

An identified natural gas leakage in a district facility must be reported to the board. The firm or individual conducting the natural gas piping pressure test shall immediately report any hazardous natural gas leak in a district facility to the board and the natural gas supplier. *Utilities Code 121.506; 16 TAC 8.230(c)(6)*

LP-Gas Systems Testing

At least biennially, a district shall perform leakage tests on the LP-gas piping system in each district facility before the beginning of the school year. The district may perform the leakage tests on a

two-year cycle under which the tests are performed for the LP-gas piping systems of approximately half of the facilities each year. If a district operates one or more district facilities on a year-round calendar, the leakage test in each of those facilities must be conducted and reported not later than July 1 of the year in which the test is performed.

A test performed under a municipal code satisfies the testing requirements.

Natural Resources Code 113.352; 16 TAC 9.41

Requirements of Test

A district shall perform the leakage test to determine whether the LP-gas piping system holds at least the amount of pressure specified by the Railroad Commission. The leakage test must be conducted in accordance with Railroad Commission rules at 16 Administrative Code 9.41. The leakage test shall be conducted by a person authorized under Railroad Commission rules. At a district's request, the Railroad Commission shall assist the district in providing for the certification of a district employee to conduct the test and in developing a procedure for conducting the test. *Natural Resources Code 113.353; 16 TAC 9.41(b)–(d)*

Notice

Before the introduction of any LP-gas into the LP-gas piping system, a district shall provide verification to its supplier that the piping has been tested.

Documentation

A district shall retain documentation specifying the date and the result of each leakage test or other inspection of each LP-gas piping system until at least the fifth anniversary of the date the test or other inspection was performed. The Railroad Commission may review a district's documentation of each leakage test or other inspection conducted by the district.

Natural Resources Code 113.354; 16 TAC 9.41(b)(3)–(4)

Termination of Service

A supplier shall terminate service to a district facility if:

1. The supplier receives official notification from the district or the person conducting the test that there is leakage in a school LP-gas system;
2. The leakage test performed on a school LP-gas system was not performed as required; or
3. The supplier has not received a copy of the required form from the district verifying that the LP-gas system has been tested in accordance with 16 Administrative Code 9.41.

Natural Resources Code 113.355; 16 TAC 9.41(e)

Reporting Leaks

An identified school LP-gas leakage in a school district facility shall be reported to the board. The district shall immediately remove the affected school district facility from LP-gas service until repairs are made and it passes a subsequent school LP-gas system leakage test. If a district employee performs the initial test, then the subsequent test may not be performed by a district employee. *Natural Resources Code 113.356; 16 TAC 9.41(b)(2)*

Definitions

"School district facility" means each building or structure operated by a school district and equipped with a school LP-gas system in which students receive instruction or participate in school sponsored extracurricular activities, excluding maintenance or bus facilities, vehicle fueling facilities, administrative offices, and similar facilities not regularly used by students.

"School LP-gas system" means all piping, fittings, valves, regulators, appliance connectors, equipment, and connections supplying fuel gas from the outlet of the shutoff valve at each LP-gas storage container or upstream of each meter to the shutoff valve(s) on each appliance in a school district facility.

16 TAC 9.41(a)(3)–(4)

Intrastate Pipeline Emergency Response Plan

The Railroad Commission shall require the owner or operator of each intrastate hazardous liquid or carbon dioxide pipeline facility, any part of which is located within 1,000 feet of a public school building containing classrooms, or within 1,000 feet of another public school facility where students congregate, to:

1. On written request from a district, provide in writing the following parts of a pipeline emergency response plan that are relevant to the school:
    a. A description and map of the pipeline facilities that are within 1,000 feet of the school building or facility;
    b. A list of any product transported in the segment of the pipeline that is within 1,000 feet of the school facility;
    c. The designated emergency number for the pipeline facility operator;
    d. Information on the state's excavation one-call system; and
    e. Information on how to recognize, report, and respond to a product release; and
2. Mail a copy of the requested items by certified mail, return receipt requested, to the superintendent of the district in which the school building or facility is located.

A pipeline operator or the operator's representative shall appear at a regularly scheduled board meeting to explain the above items if requested by the board or district.

The Railroad Commission may not require the release of parts of an emergency response plan that include security sensitive information, including maps or data. Security sensitive information shall be made available for review by but not provided to the board.

Natural Resources Code 117.012(k)–(m); 16 TAC 8.315

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For additional legal requirements applicable to purchases with federal funds, see CBB.

For information on procuring goods and services under Education Code Chapter 44, see CH.

For required vendor disclosures and contract provisions, including prohibitions, see CHE.

For provisions pertaining to criminal history record information on contractors, see CJA(LEGAL).

For legal requirements related to energy savings performance contracts, see CL.

For facility standards, see CS.

Definition

"Public work contract" means a contract for constructing, altering, or repairing a public building or carrying out or completing any public work. *Gov't Code 2253.001(4)*

Board Authority

A district may adopt rules as necessary to implement Government Code Chapter 2269. *Gov't Code 2269.051; 19 TAC 61.1040(e)(2)(H)*

Delegation of Authority

The board may delegate its authority under Government Code Chapter 2269 regarding an action authorized or required by Chapter 2269 to a designated representative, committee, or other person. *Gov't Code 2269.053(a)*

The district shall provide notice of the delegation, the limits of the delegation, and the name or title of each designated person by rule or in the request for bids, proposals, or qualifications or in an addendum to the request. *Gov't Code 2269.053(b); Education Code 44.0312(a)*

If the district fails to provide that notice, a ranking, selection, or evaluation of bids, proposals, or qualifications for construction services other than by the board in an open public meeting is advisory only. *Education Code 44.0312(a); 19 TAC 61.1040(e)(2)(E)*

A superintendent shall ensure that a requirement to specify the level of delegation of authority is included in the bid specifications when procuring construction services to select a contractor, in accordance with Education Code 44.0312. *19 TAC 61.1040(e)(2)(F)*

[For information regarding delegation in the event of a catastrophe, emergency, or natural disaster, see CH.]

Contracts Valued at or Above $50,000

Except as provided by Education Code Chapter 44, Subchapter B, all district contracts for the purchase of goods and services valued at $50,000 or more in the aggregate for each 12-month period shall be made by the method, of the following methods, that provides the best value for a district [see also CH]:

1. An interlocal contract. *Education Code 44.031(a)(4)* [See CH]
2. A method provided by Government Code Chapter 2269 for construction services. *Education Code 44.031(a)(5)*
    a. Competitive bidding. *Gov't Code 2269 Subch. C* [See CVA]
    b. Competitive sealed proposals. *Gov't Code 2269 Subch. D* [See CVB]
    c. Construction manager-agent method. *Gov't Code 2269 Subch. E* [See CVC]
    d. Construction manager-at-risk method. *Gov't Code 2269 Subch. F* [See CVD]
    e. Design-build method. *Gov't Code 2269 Subch. G* [See CVE]
    f. Job order contracting. *Gov't Code 2269 Subch. I* [See CVF]
3. The reverse auction procedure as defined by Government Code 2155.062(d). *Education Code 44.031(a)(6)* [See CH]

Education Code 44.031(a); Gov't Code Ch. 2269

Exceptions

Emergency Damage or Destruction

For information on procurement options when school equipment, a facility, or personal property is destroyed or severely damaged as a result of an unforeseen catastrophe or emergency, under Education Code 44.031, see CH.

Contracts Requiring a Bond

A reverse auction procedure may not be used to obtain services related to a public work contract for which a bond is required under Government Code 2253.021 [see Payment and Performance Bonds, below]. "Reverse auction procedure" has the meaning assigned by Government Code 2155.062 or a procedure similar to that described by Section 2155.062. *Gov't Code 2253.021(h)*

Notice Publication

A board shall advertise or publish notice of requests for bids, proposals, or qualifications in a manner prescribed by law.

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.

Gov't Code 2269.052(a)–(b)

[See CH for additional notice publication requirements.]

Contract Selection Criteria

In determining the award of a contract under Government Code Chapter 2269, the district shall consider and apply:

1. Any existing laws, including any criteria, related to historically underutilized businesses; and
2. Any existing laws, rules, or applicable municipal charters, including laws applicable to local governments, related to the use of women, minority, small, or disadvantaged businesses.

In determining the award of a contract, the district may consider:

1. The price.
2. The offeror's experience and reputation.
3. The quality of the offeror's goods or services.
4. The impact on the ability of the district to comply with rules relating to historically underutilized businesses.
5. The offeror's safety record.
6. The offeror's proposed personnel.
7. Whether the offeror's financial capability is appropriate to the size and scope of the project.
8. Any other relevant factor specifically listed in the request for bids, proposals, or qualifications.

Gov't Code 2269.055

Using Method Other Than Competitive Bidding

Determine Best Value

The board that considers a construction contract using a method authorized by Government Code Chapter 2269 other than competitive bidding must, before advertising, determine which method provides the best value for the district.

Publish Criteria

The district shall base its selection among offerors on applicable criteria listed for the particular method used. The district shall publish in the request for proposals or qualifications:

1. The criteria that will be used to evaluate the offerors;

2. The applicable weighted value for each criterion; and

3. A detailed methodology for scoring each criterion.

Make Evaluations Public

The district shall document the basis of its selection and shall make the evaluations public not later than the seventh day after the date the contract is awarded.

Gov't Code 2269.056

Submission

A person who submits a bid, proposal, or qualification to a governmental entity shall seal it before delivery. *Gov't Code 2269.059*

Documents Related to Evaluation and Ranking

An offeror who submits a bid, proposal, or response to a request for qualifications for a construction contract under Government Code Chapter 2269 may, after the contract is awarded, make a request in writing to the district to provide documents related to the evaluation of the offeror's submission.

Not later than the 30th day after the date a request is made, the district shall deliver to the offeror the documents relating to the evaluation of the submission including, if applicable, its ranking of the submission.

Gov't Code 2269.060

Uniform General Conditions for Contracts

After reviewing the uniform general conditions adopted by the Texas Facilities Commission under Government Code 2166.302, a school district may adopt uniform general conditions to be incorporated in all district building construction contracts. *Education Code 44.035*

Right to Work

While engaged in procuring goods or services, awarding a contract, or overseeing procurement or construction for a public work or public improvement under Government Code Chapter 2269, a district:

1. May not consider whether a person is a member of or has another relationship with any organization; and

2. Shall ensure that its bid specifications and any subsequent contract or other agreement do not deny or diminish the right of a person to work because of the person's membership or other relationship status with respect to an organization.

Gov't Code 2269.054

Collective Bargaining

A district awarding a public work contract funded with state money, including the issuance of debt guaranteed by the state, may not:

1. Prohibit, require, discourage, or encourage a person bidding on the public work contract, including a contractor or subcontractor, from entering into or adhering to an agreement with a collective bargaining organization relating to the project; or

2. Discriminate against a person described by item 1 based on the person's involvement in the agreement, including the person's status or lack of status as a party to the agreement or willingness or refusal to enter into the agreement.

Gov't Code 2269.0541(a)

Out-of-State Bidders

For legal requirements regarding out-of-state bidders, see CH.

Change Orders

If a change in plans or specifications is necessary after the performance of a contract is begun or if it is necessary to decrease or increase the quantity of work to be performed or of materials, equipment, or supplies to be furnished, the district may approve change orders making the changes. The district may grant general authority to an administrative official to approve the change orders.

The total contract price may not be increased because of the changes unless additional money for increased costs is approved for that purpose from available money or is provided for by the authorization of the issuance of time warrants.

A contract with an original contract price of $1 million or more may not be increased by more than 25 percent. If a change order for a contract with an original contract price of less than $1 million increases the contract amount to $1 million or more, the total of the subsequent change orders may not increase the revised contract amount by more than 25 percent of the original contract price.

Education Code 44.0411

Inspection, Verification, and Testing

Independently of the contractor, construction manager-at-risk, or design-build firm, a district shall provide or contract for the construction materials engineering, testing, and inspection services and the verification testing services necessary for acceptance of the facility by the district. The district shall select the services for which it contracts in accordance with Government Code 2254.004. *Gov't Code 2269.058*

Note: For additional requirements related to code compliance, including fees and contracts, see 19 Administrative Code 61.1040(e)(5).

Impact Fees

A district is not required to pay impact fees imposed under Local Government Code Chapter 395 unless the board consents to the

payment of the fees by entering a contract with the political subdivision that imposes the fees. The contract may contain terms the board considers advisable to provide for the payment of the fees. *Local Gov't Code 395.022*

Design Professionals

A district shall designate one design professional to be the prime design professional for a capital improvement project and shall contractually engage the prime design professional to review and coordinate the design of the project, allowing the prime design professional to rely on and contract for other design professionals where appropriate. *19 TAC 61.1040(a)(4), (e)(4)(D)*

A district shall require any design professional contractually engaged to procure professional design services from any other design professional as a subconsultant to select and subcontract the professional design services based on the qualification-based selection process established in Government Code Chapter 2254. [See Procuring Architectural or Engineering Services, below] *19 TAC 61.1040(e)(5)(B)*

Architects and Engineers

An architect or engineer required to be selected or designated under Government Code Chapter 2269 has full responsibility for complying with Occupations Code Chapter 1051 or 1001, as applicable.

If the selected or designated architect or engineer is not a full-time employee of the district, the district shall select the architect or engineer on the basis of demonstrated competence and qualifications as provided by Government Code 2254.004 [see Procuring Professional Services, below].

Gov't Code 2269.057

Registered Architect

An architectural plan or specification for any of the following may be prepared only by an architect:

1. A new building having construction costs exceeding $100,000 that is to be:
    a. Constructed and owned by a district; and
    b. Used for education, assembly, or office occupancy; or
2. An alteration or addition having construction costs exceeding $50,000 that:
    a. Is to be made to an existing building that:
        (1) Is owned by a district; and
        (2) Is or will be used for education, assembly, or office occupancy; and

b. Requires the removal, relocation, or addition of a wall or partition or the alteration or addition of an exit.

This provision does not prohibit an owner of a building from contracting with an architect or engineer as the prime design professional for a building construction, alteration, or addition project. Designation as the prime design professional does not expand the scope of practice of an architect or engineer beyond the scope of practice that the architect or engineer is authorized to practice under Occupations Code Chapter 1001 or 1051.

Occupations Code 1051.703; 22 TAC 1.212

Registered Engineer

A district may not construct a public work involving engineering in which the public health, welfare, or safety is involved, unless:

1. The engineering plans, specifications, and estimates have been prepared by an engineer; and

2. The engineering construction is to be performed under the direct supervision of an engineer.

Occupations Code 1001.407

The following work is exempt from Occupations Code Chapter 1001 (Texas Engineering Practice Act):

1. A public work that involves electrical or mechanical engineering, if the contemplated expense for the completed project is $8,000 or less; or

2. A public work that does not involve electrical or mechanical engineering, if the contemplated expense for the completed project is $20,000 or less.

Occupations Code 1001.053

Certification for Purchases Through Purchasing Cooperatives

A district may not enter into a contract to purchase construction-related goods or services through a purchasing cooperative under Government Code Chapter 791 in an amount greater than $50,000 unless a person designated by the district certifies in writing that:

1. The project for which the construction-related goods or services are being procured does not require the preparation of plans and specifications under Occupation Code Chapter 1001 or 1051; or

2. The plans and specifications required under Occupation Code Chapters 1001 and 1051 have been prepared.

"Purchasing cooperative" means a group purchasing organization that governmental entities join as members and the managing entity of which receives fees from members or vendors.

Gov't Code 791.011(j) [See CH for more information on interlocal contracts and purchasing cooperatives.]

Procuring Architectural or Engineering Services

Education Code 44.031 does not apply to a contract for professional services rendered, including the services of an architect. *Education Code 44.031(f)* [See CH for information on the Professional Services Procurement Act generally.]

In procuring architectural, engineering, or land-surveying services, a district shall:

1. First select the most highly qualified provider on the basis of demonstrated competence and qualifications; and

2. Then attempt to negotiate with that provider a contract at a fair and reasonable price.

If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land-surveying services, a district shall formally end negotiations with that provider, select the next most highly qualified provider, and attempt to negotiate a contract with that provider at a fair and reasonable price. The district shall continue this process to select and negotiate with providers until a contract is entered into.

Gov't Code 2254.004

An interlocal contract between a district and a purchasing cooperative may not be used to purchase engineering or architectural services. *Gov't Code 791.011(h)*

Contracts for Engineering or Architectural Services

Indemnification

A covenant or promise in, in connection with, or collateral to a contract for engineering or architectural services to which a district is a party is void and unenforceable if the covenant or promise provides that a licensed engineer or registered architect whose work product is the subject of the contract must indemnify or hold harmless the district against liability for damage, other than liability for damage to the extent that the damage is caused by or results from an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subcontractor or supplier committed by the indemnitor or the indemnitor's agent, consultant under contract, or another entity over which the indemnitor exercises control.

Duty to Defend

Except as provided below, a covenant or promise in, in connection with, or collateral to a contract for engineering or architectural services to which a district is a party is void and unenforceable if the

covenant or promise provides that a licensed engineer or registered architect whose work product is the subject of the contract must defend a party, including a third party, against a claim based wholly or partly on the negligence of, fault of, or breach of contract by the district, the district's agent, the district's employee, or other entity, excluding the engineer or architect or that person's agent, employee, or subconsultant, over which the district exercises control. A covenant or promise may provide for the reimbursement of a district's reasonable attorney's fees in proportion to the engineer's or architect's liability.

District as Additional Insured

A district may require in a contract for engineering or architectural services to which the district is a party that the engineer or architect name the district as an additional insured under the engineer's or architect's general liability insurance policy and provide any defense provided by the policy.

Standard of Care

A contract for engineering or architectural services to which a district is a party must require a licensed engineer or registered architect to perform services:

1. With the professional skill and care ordinarily provided by competent engineers or architects practicing under the same or similar circumstances and professional license; and
2. As expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer or architect.

In a contract for engineering or architectural services to which a district is a party, a provision establishing a different standard of care than a standard described above is void and unenforceable. If a contract contains a void and unenforceable provision, the standard of care described above applies.

Nothing in these provisions prohibits a district in a contract for engineering or architectural services to which the district is a party from including and enforcing conditions that relate to the scope, fees, and schedule of a project in the contract.

Local Gov't Code 271.904

Payment and Performance Bonds

A district that makes a public work contract with a prime contractor shall require the contractor, before beginning the work, to execute to the district:

1. A performance bond if the contract is in excess of $100,000; and
2. A payment bond if the contract is in excess of $25,000.

A bond required by this provision must be executed by a corporate surety in accordance with Insurance Code Article 7.19-1 (now Insurance Code 3503.001–.005). A bond for a public work contract with a district must be payable to and its form must be approved by the awarding board.

Gov't Code 2253.021(a), (d)–(e)

The performance bond is solely for the protection of the district awarding the public work contract, in the amount of the contract, and conditioned on the faithful performance of the work in accordance with the plans, specifications, and contract documents. *Gov't Code 2253.021(b)*

The payment bond is solely for the protection and use of payment bond beneficiaries who have a direct contractual relationship with the prime contractor or a subcontractor to supply public work labor or material, and in the amount of the contract. *Gov't Code 2253.021(c)*

Failure to Obtain Payment Bond

If a district fails to obtain from a prime contractor a payment bond as required above:

1. The district is subject to the same liability that a surety would have if the surety had issued a payment bond and if the district had obtained the bond; and

2. A payment bond beneficiary is entitled to a lien on money due to the prime contractor in the same manner and to the same extent as if the public work contract were subject to Property Code Chapter 53, Subchapter J (Lien on Money Due Public Works Contractor).

Gov't Code 2253.027(a)

Bond for Insured Loss

A district shall ensure that an insurance company that is fulfilling its obligation under a contract of insurance by arranging for the replacement of a loss, rather than by making a cash payment directly to the district, furnishes or has furnished by a contractor:

1. A performance bond as described above for the benefit of a district; and

2. A payment bond, as described above for the benefit of the beneficiaries described above.

If the payment bond is not furnished, the district is subject to the same liability that a surety would have if the surety had issued the payment bond and the district had required the bond to be provided.

The bonds required to be furnished by the provisions above shall be furnished before the contractor begins work. It is an implied obligation under a contract of insurance for the insurance company to furnish these bonds.

Exception to Bond Requirement

These provisions do not apply to a district when a surety company is complying with an obligation under a bond that had been issued for the benefit of the district.

Gov't Code 2253.022

Prevailing Wage on Public Works

"Worker" includes a laborer or mechanic. *Gov't Code 2258.001(3)*

A worker employed on a public work by or on behalf of a district shall be paid:

1. Not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the work is performed; and
2. Not less than the general prevailing rate of per diem wages for legal holiday and overtime work.

The requirements above do not apply to maintenance work. A worker is employed on a public work for purposes of this provision if the worker is employed by a contractor or subcontractor in the execution of a contract for public work with a district.

Gov't Code 2258.021

For a contract for a public work awarded by a district, the board shall determine the general prevailing rate of per diem wages in the district for each craft or type of worker needed to execute the contract and the prevailing rate for legal holiday and overtime work by:

1. Conducting a survey of the wages received by classes of workers employed on projects of a character similar to the contract work in the district in which the public work is to be performed; or
2. Using the prevailing wage rate as determined by the U.S. Department of Labor in accordance with the Davis-Bacon Act (40 U.S.C. Section 276a et seq.), and its subsequent amendments.

The board shall determine the general prevailing rate of per diem wages as a sum certain, expressed in dollars and cents. A board shall specify in the call for bids for the contract and in the contract itself the wage rates determined under these provisions. The

board's determination of the general prevailing rates of per diem wages is final.

Gov't Code 2258.022(a), (c)–(e)

Government Code 2258.022(b) applies to a public work located in a county bordering the United Mexican States or in a county adjacent to a county bordering the United Mexican States. *Gov't Code 2258.022(b)*

Enforcement

A board awarding a contract, and an agent or officer of the board, shall:

1. Take cognizance of complaints of all violations of Government Code Chapter 2258 committed in the execution of the contract; and
2. Withhold money forfeited or required to be withheld under Government Code Chapter 2258 from the payments to the contractor under the contract, except that the board may not withhold money from other than the final payment without a determination by the board that there is good cause to believe that the contractor has violated Government Code Chapter 2258.

On receipt of information, including a complaint by a worker, concerning an alleged violation of Government Code 2258.023 [see Penalty for Noncompliance, below] by a contractor or subcontractor, a board shall make an initial determination as to whether good cause exists to believe that the violation occurred. A board must make its determination before the 31st day after the date the board receives the information. A board shall notify in writing the contractor or subcontractor and any affected worker of its initial determination.

Gov't Code 2258.051–.052(a)–(c)

Retainage and Reimbursement

A board shall retain any amount due under the contract pending a final determination of the violation. *Gov't Code 2258.052(d)*

Note: Arbitration of unresolved issues is governed by Government Code 2258.053–.055.

A board shall use any amounts retained under Government Code Chapter 2258 to pay the worker the difference between the amount the worker received in wages for labor on the public work at the rate paid by the contractor or subcontractor and the amount the worker would have received at the general prevailing rate as provided in the arbitrator's award. The board may adopt rules, orders,

or ordinances relating to the manner in which the reimbursement is made. *Gov't Code 2258.056(a)–(b)*

Penalty for Noncompliance

The contractor who is awarded a contract by a district or a subcontractor of the contractor shall pay not less than the rates determined under these provisions to a worker employed by it in the execution of the contract. A contractor or subcontractor who violates this provision shall pay to the district on whose behalf the contract is made, $60 for each worker employed for each calendar day or part of the day that the worker is paid less than the wage rates stipulated in the contract. A board awarding a contract shall specify this penalty in the contract. A contractor or subcontractor does not violate this section if a board awarding a contract does not determine the prevailing wage rates and specify the rates in the contract as required by these provisions. The board shall use any money collected under this provision to offset the costs incurred in the administration of Government Code Chapter 2258. *Gov't Code 2258.023*

Criminal Offense

An officer, agent, or representative of a district commits an offense if the person willfully violates or does not comply with a provision of Government Code 2258. *Gov't Code 2258.058(a)*

Required Workers' Compensation Coverage

A district shall ensure a contract for construction services required to be procured by a method in Government Code Chapter 2269 specifies the contractor's responsibilities for site safety and requires compliance with the requirement to provide workers' compensation insurance in accordance with Labor Code 406.096, below. *19 TAC 61.1040(e)(3)(D)*

A district that enters into a building or construction contract shall require the contractor to certify in writing that the contractor provides workers' compensation insurance coverage for each employee of the contractor employed on the public project. Each subcontractor shall provide such a certificate relating to coverage of the subcontractor's employees to the general contractor, who shall provide the subcontractor's certificate to the district. *Labor Code 406.096(a)–(b)*

A district that enters into a building or construction contract on a project shall:

1. Include in the bid specifications all the duties and responsibilities of contractors pertaining to required workers' compensation coverage, using the language required by 28 Administrative Code 110.110(c)(7).

2. As part of the contract, using the language required by 28 Administrative Code 110.110(c)(7), require the contractor to perform the duties and responsibilities pertaining to required workers' compensation coverage as set out in 28 Administrative Code 110.110(d).

3. Obtain from the contractor a certificate of coverage for each person providing services on the project, prior to that person beginning work on the project.

4. Obtain from the contractor a new certificate of coverage showing extension of coverage:

   a. Before the end of the current coverage period, if the contractor's current certificate shows that the coverage period ends during the duration of the project; and

   b. No later than seven days after the expiration of the coverage for each other person providing services on the project whose current certificate shows that the coverage period ends during the duration of the project.

5. Retain certificates of coverage on file for the duration of the project and for three years thereafter.

6. Provide a copy of the certificate of coverage to the Texas Department of Insurance, Division of Workers' Compensation upon request and to any person entitled to a copy by law.

7. Use the language contained in 28 Administrative Code 110.110(c)(7) for bid specifications and contracts, without any additional words or changes, except those required to accommodate the specific document in which they are contained or to impose stricter standards of documentation.

28 TAC 110.110(c)

Exception

This coverage requirement does not apply to sole proprietors, partners, and corporate officers who meet the requirements of Labor Code 406.097(c), and who are explicitly excluded from coverage in accordance with Labor Code 406.097(a). *28 TAC 110.110(i)*

Definitions

"Persons providing services on the project" includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes but is not limited to independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity furnishing persons to perform services on

the project. “Services” includes but is not limited to providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. “Services” does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets. *28 TAC 110.110(a)(7)*

“Project” includes the provision of all services related to a building or construction contract for a district. *28 TAC 110.110(a)(8)*

Criminal Offenses

For information on criminal offenses for violations of Education Code 44.031, see CH.

Enforcement Actions

Government Code Chapter 2269 may be enforced through an action for declaratory or injunctive relief filed not later than the 15th day after the date on which the contract is awarded. *Gov’t Code 2269.452*

Defects in Facilities

A district that brings an action for recovery of damages for the defective design, construction, renovation, or improvement of a district facility financed by bonds shall provide the commissioner with written notice of the action by registered or certified mail, return receipt requested, not later than the 30th day after the date the action is filed. If the district fails to comply with this provision, the court or an arbitrator or other adjudicating authority shall dismiss the action without prejudice. The dismissal of an action under this provision extends the statute of limitations on the action for a period of 90 days.

The notice must include a copy of the petition and an itemized list of the defects in the design, construction, renovation, or improvement for which the district is seeking damages under the action.

In an action involving an instructional facility financed by bonds for which the district receives state assistance under Education Code Chapter 46, Subchapter A (Instructional Facilities Allotment), the commissioner may join in the action on behalf of the state to protect the state’s share in the action.

A district that brings an action under these provisions shall use the net proceeds from the action for:

1. The repair of the defective design, construction, renovation, or improvement of the facility on which the action is brought, including the repair of any ancillary damage to furniture and fixtures;

2. The replacement of the facility on which the action is brought;

3. The reimbursement of the district for a repair or replacement; or

4. Any other purpose with written approval from the commissioner.

Education Code 46.008 applies to the repair. A district shall provide to the commissioner an itemized accounting of any repairs made.

The state's share resulting from an action brought under these provisions involving an instructional facility financed by bonds for which the school district receives state assistance under Education Code Chapter 46, Subchapter A is state property. The district shall send to the comptroller any portion of the state's share not used by the district to repair the defective design, construction, renovation, or improvement of the instructional facility on which the action is brought or to replace the facility. Education Code 48.272 applies to the state's share.

Definitions

"Net proceeds" means the difference between the amount recovered by or on behalf of a school district in an action, by settlement or otherwise, and the legal fees and litigation costs incurred by the district in prosecuting the action.

"State's share" means an amount equal to the district's net proceeds from the recovery multiplied by a percentage determined by dividing the amount of state assistance under Education Code Chapter 46, Subchapter A used to pay the principal of and interest on bonds issued in connection with the instructional facility that is the subject of the action by the total amount of principal and interest paid on the bonds as of the date of the judgment or settlement.

Education Code 44.151

Attorney General Enforcement

If the attorney general believes that a district has violated or is violating Education Code 44.151(d), (e), or (f) (use of proceeds, accounting, and the state's share), the attorney general may, after providing at least two weeks' notice to the district, bring an action on behalf of the state to enjoin the district from violating those sections.

In such an action, the attorney general may request and the court may order any other appropriate relief that is in the public interest, including payment of:

1. A civil penalty in an amount not to exceed $20,000 for each violation;

2. The attorney general's reasonable costs for investigating and prosecuting the violation; or

3. If applicable, the amount of the state's share.

Education Code 44.152(a)–(b)

Attorney Fees

A governmental contract may not provide for the award of attorney's fees to a district in a dispute in which the district prevails unless the contract provides for the award of attorney's fees to each other party to the contract if that party prevails in the dispute.

"Governmental contract" means a contract awarded by a governmental entity for general construction, an improvement, a service, or a public works project or for a purchase of supplies, materials, or equipment.

Gov't Code 2252.904

Construction Liability Claims

To assert a claim against a contractor, subcontractor, supplier, or design professional for damages arising from damage to or loss of real or personal property caused by an alleged construction defect in an improvement to real property that is a public building or public work in which the district has an interest, the district must comply with Government Code Chapter 2272. *Gov't Code 2272.002(a)*

Note: The Board has adopted an innovation plan[1] that affects application of provisions in this legally referenced policy.

Employment Policies

A board shall adopt a policy providing for the employment and duties of district personnel. The policy shall provide that:

1. A board employs and evaluates the superintendent;
2. A superintendent has sole authority to make recommendations to a board regarding the selection of all personnel, except that the board may delegate final authority for those decisions to the superintendent [see Superintendent Recommendation, below];
3. Each principal must approve each teacher or staff appointment to the principal's campus as provided by Education Code 11.202 [see DK and DP];
4. Notice will be provided of vacant positions [see Posting of Vacancies, below]; and
5. Each employee has the right to present grievances to the board. [See Grievances, below]

Education Code 11.1513

Tax Identifier

A board shall adopt a policy prohibiting the use of social security numbers as employee identifiers other than for tax purposes [see Social Security Numbers, below]. *Education Code 11.1514* [See DBA]

Contract Positions

A board shall establish a policy designating specific positions of employment, or categories of positions based on considerations such as length of service, to which continuing contracts or term contracts apply. *Education Code 21.002(c)* [See DCB and DCC]

Delegation of Authority

A district's employment policy may specify the terms of district employment or delegate to the superintendent the authority to determine the terms of employment with the district. *Education Code 11.1513(c)* [For nepotism implications, see BBFB and DBE]

Availability

A district shall post on its internet website, if the district has a website, the employment policy adopted by the board under Education Code 11.1513(a) and the full text of any regulations referenced in the policy.

A district shall make available any forms referenced in its employment policy on an intranet website that is maintained by the district and accessible to district employees, or at a district administrative

office designated by the district if the district does not maintain an intranet website.

Education Code 11.1513(k)

Internal Auditor

If a district employs an internal auditor, the board shall select the internal auditor and the internal auditor shall report directly to the board. *Education Code 11.170* [See CFC]

Superintendent Recommendation

A board may accept or reject a superintendent's recommendation regarding the selection of district personnel and shall include the board's acceptance or rejection in the minutes of the board's open meeting, in the certified agenda or tape recording of a closed meeting, or in the recording required under Government Code 551.125 or 551.127, as applicable. If a board rejects a superintendent's recommendation, the superintendent shall make alternative recommendations until the board accepts a recommendation. *Education Code 11.1513(b)*

Posting of Vacancies

A district's employment policy must provide that not later than the tenth school day before the date on which a district fills a vacant position for which a certificate or license is required as provided by Education Code 21.003 [see DBA], other than a position that affects the safety and security of students as determined by the board, the district must provide to each current district employee:

1. Notice of the position by posting the position on:
    a. A bulletin board at:
        (1) A place convenient to the public in the district's central administrative office, and
        (2) The central administrative office of each campus during any time the office is open; or
    b. The district's internet website, if the district has a website; and
2. A reasonable opportunity to apply for the position.

Education Code 11.1513(d)

Exception

If, during the school year, a district must fill a vacant position held by a teacher, as defined by Education Code 21.201 [see DCB], in less than ten school days, the district must provide notice of the position in the manner described above as soon as possible after the vacancy occurs. However, a district is not required to provide the notice for ten school days before filling the position or to provide a reasonable opportunity to apply for the position. *Education Code 11.1513(e)*

Grievances

A district's employment policy must provide each employee with the right to present grievances to the board. The policy may not restrict the ability of an employee to communicate directly with a member of the board regarding a matter relating to the operation of a district, except that the policy may prohibit ex parte communication relating to:

1. A hearing under Education Code Chapter 21, Subchapter E (Term Contracts) or F (Hearing Examiners); and
2. Another appeal or hearing in which ex parte communication would be inappropriate pending a final decision by the board.

Education Code 11.1513(i)–(j) [See DGBA]

Transfers

A district's employment policy may include a provision for providing each current district employee with an opportunity to participate in a process for transferring to another school in or position with the district. *Education Code 11.1513(c)(3)* [See DK]

Contract Employees

A district shall employ each classroom teacher, principal, librarian, nurse, or school counselor under a probationary contract, a continuing contract, or a term contract. A district is not required to employ a person other than these listed employees under a probationary, continuing, or term contract. *Education Code 21.002*

Classroom Teacher

"Classroom teacher" means an educator who is employed by a district and who, not less than an average of four hours each day, teaches in an academic instructional setting or a career and technology instructional setting. The term does not include a teacher's aide or a full-time administrator. *Education Code 5.001(2)*

Minimum Length of Contract

A contract between a district and an educator must be for a minimum of ten months of service. An educator employed under a ten-month contract must provide a minimum of 187 days of service. *Education Code 21.401(a), (b)*

Proportionate Reduction

If a district anticipates providing less than 180 days of instruction for students during a school year, as indicated by the district's academic calendar, the district may reduce the number of days of service proportionately. A reduction by the district does not reduce an educator's salary. *Education Code 21.401(c-1)*

Commissioner Waiver

The commissioner of education may reduce the number of days of service if disaster, flood, extreme weather conditions, fuel curtailment, or another calamity causes the closing of schools. A reduction by the commissioner does not reduce an educator's salary. *Education Code 21.401(c), 25.081(b)*

Educational Aides

A board shall establish a plan to encourage the hiring of educational aides who show a willingness to become certified teachers. *Education Code 54.363(f)*

Employment of Retirees

A district shall submit to the Teacher Retirement System of Texas (TRS) a monthly certified statement of employment for all retirees employed by the district during each month of a school year. A district shall inform TRS of changes in status of the district that affect the district's reporting responsibilities.

Monthly Certified Statement

Deadline

A district must submit the monthly certified statement and all required employer surcharges under 34 Administrative Code 31.3 (relating to Return-to-Work Employer Pension Surcharges) for each report month from September through July before the eleventh day of the month following the applicable report month. For the monthly certified statement for the report month of August, the employer shall submit the monthly certified statement and all required employer surcharges before the seventh day of September.

If the due date for submission of a monthly certified statement and required employer surcharges falls on a weekend or federal holiday, a district shall submit the monthly certified statement and required employer surcharges on the last business day prior to the due date.

Late Submissions

A district that fails to timely submit a monthly certified statement and all required employer surcharges must also pay all applicable interest and late fees. A district must pay to TRS the late fee established by rule for each business day that the monthly certified statement is past due.

Required Information

A monthly certified statement is not considered submitted to TRS until it is completed. To be complete, the monthly certified statement must include all the following information regarding a retiree employed by the employer during the report month:

1. The number of hours and days worked by the retiree;
2. Whether the retiree's employment qualifies as one or more of the following types:
    a. Substitute employment;
    b. One-half time or less employment;
    c. Employment as a tutor under Education Code 33.913;
    d. Employment in a federally funded COVID-19 personnel position that meets the requirements of Government Code 824.6021 and 34 Administrative Code 31.16 (relating to Federally Funded COVID-19 Personnel);

e. Full-time employment;

f. Trial employment of a disability retiree for up to three months; or

g. Any combination of these types;

3. The amount of gross compensation paid to the retiree during the report month;

4. The total amount due under 34 Administrative Code 41.4 (relating to Employer Health Benefit Surcharge); and

5. Any other information requested by TRS.

An administrator of a district who is responsible for filing the statement, and who knowingly fails to file the statement, commits an offense.

Gov't Code 824.6022, 825.403(k); 34 TAC 31.2

Former Board Member Employment

A board member is prohibited from accepting employment with the district until the first anniversary of the date the board member's membership on a board ends. *Education Code 11.063* [See BBC]

New Hires

I-9 Forms

A district shall ensure that an employee properly completes section 1—"Employee Information and Verification"—on Form I-9 at the time of hire.

A district must verify employment eligibility, pursuant to the Immigration Reform and Control Act, and complete Form I-9 by the following dates:

1. Within three business days of initial hiring. If a district hires an individual for employment for a duration of less than three business days, the district must verify employment at the time of hire. A district shall not be deemed to have hired an individual if the individual is continuing in his or her employment and has a reasonable expectation of employment at all times. When a district rehires an individual, the district may, in lieu of completing a new I-9, inspect a previously completed I-9 executed within three years of the date of rehire, to determine whether the individual is still eligible to work.

2. For an individual whose employment authorization expires, not later than the date of expiration.

8 C.F.R. 274a.2(b)(1)(ii), (iii), (vii), (viii)

New Hire Reporting

A district shall furnish to the Directory of New Hires (Texas Attorney General's Office) a report that contains the name, address, and social security number of each newly hired employee. The report

shall also contain a district's name, address, and employer identification number.

A district may also provide, at its option, the employee's date of hire, date of birth, expected salary or wages, and the district's payroll address for mailing of notice to withhold child support.

A district shall report new hire information on a Form W-4 or an equivalent form, by first class mail, telephonically, electronically, or by magnetic media, as determined by the district and in a format acceptable to the attorney general.

Deadline

New hire reports are due:

1. Not later than 20 calendar days after the date a district hires the employee; or
2. In the case of a district transmitting reports magnetically or electronically, by two monthly transmissions (if necessary) not less than 12 days nor more than 16 days apart.

New hire reports shall be considered timely if postmarked by the due date or, if filed electronically, upon receipt by the agency.

Penalties

A district that knowingly violates the new hire provisions may be liable for a civil penalty, as set forth at Family Code 234.105.

42 U.S.C. 653a(b), (c); Family Code 234.101–.105; 1 TAC 55, Subch. I

Donations for Supplemental Educational Staff

A district shall accept from a parent-teacher organization or association recognized by the district a donation designated to fund supplemental educational staff positions at a school campus and spend the donation accepted for the designated purpose at the direction of and within the time period specified by the school campus for which the donation was designated. This provision expires September 1, 2025. *Education Code 11.156(c), (d)*

Social Security Numbers

A board shall adopt a policy prohibiting the use of the social security number of an employee of the district as an employee identifier other than for tax purposes. *Education Code 11.1514* [See DBA]

Federal Law

A district shall not deny to any individual any right, benefit, or privilege provided by law because of the individual's refusal to disclose his or her social security number.

Exceptions

The federal law does not apply to:

1. Any disclosure that is required by federal statute. The United States Internal Revenue Code provides that the social secu-

rity number issued to an individual for purposes of federal income tax laws shall be used as the identifying number for taxpayers;

2. Any disclosure to a district maintaining a system of records in existence and operating before January 1, 1975, if such disclosure was required under statute or regulation adopted before such date to verify the identity of an individual; or

3. Any use for the purposes of establishing the identity of individuals affected by any tax, general public assistance, driver's license, or motor vehicle registration law within a district's jurisdiction.

Statement of Uses

A district that requests disclosure of a social security number shall inform that individual whether the disclosure is mandatory or voluntary, by what statutory authority such number is solicited, and what uses will be made of it.

Privacy Act of 1974, Pub. L. No. 93-579, Sec. 7, 88 Stat. 1896, 1897 (1974)

Employment Assistance Prohibited

Federal Law

A district that receives Title I funds shall have regulations or policies that prohibit any individual who is a school employee, contractor, or agent, or a district, from assisting a school employee in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or district knows, or has probable cause to believe, that such school employee engaged in sexual misconduct regarding a minor or student in violation of the law.

This requirement shall not apply if the information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and has been properly reported to any other authorities as required by federal, state, or local law, including Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and the implementing regulations under Part 106 of Title 34, Code of Federal Regulations, or any succeeding regulations; and:

1. The matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee engaged in sexual misconduct regarding a minor or student in violation of the law;

2. The school employee has been charged with and acquitted or otherwise exonerated of the alleged misconduct; or

3. The case or investigation remains open and there have been no charges filed against, or indictment of, the school employee within four years of the date on which the information was reported to a law enforcement agency.

20 U.S.C 7926 [See also CJ]

State Law

SBEC may suspend or revoke a certificate, impose other sanctions against the person, or refuse to issue a certificate to the person if:

1. The person assists another person in obtaining employment at a school district, private school, or open-enrollment charter school, other than by the routine transmission of administrative and personnel files; and

2. The person knew that the other person has previously engaged in sexual misconduct with a minor or student in violation of the law.

The commissioner may require a school district to revoke or decline to issue a school district teaching permit under Education Code 21.055 issued to or requested by a person subject to SBEC action above.

Education Code 21.0581; 19 TAC 249.15(b)(13)

[1] Innovation Plan: https://harletonisd.net/220977_2

Incentive Grants—Contract Provision

A district shall provide in employment contracts that qualifying employees may receive an incentive payment under an awards program established under Education Code Chapter 21, Subchapter O (Educator Excellence Award Program and Educator Excellence Innovation Program) if the district participates in the program. A district shall indicate that any incentive payment distributed is considered a payment for performance and not an entitlement as part of an employee's salary. *Education Code 21.415*

Educator Excellence Innovation Program

The Educator Excellence Innovation Program (EEIP) is a grant program under which a district may receive a competitive grant for the purposes of systematically transforming educator quality and effectiveness. The Texas Education Agency (TEA) will give priority to districts that receive Title I funding and have at a majority of district campuses a student enrollment that is at least 50 percent educationally disadvantaged.

Eligibility

A district is eligible to apply for EEIP grant funds if the district:

1. Completes and submits a Notice of Intent to Apply to TEA by the date established by the commissioner of education;
2. Complies with all assurances in the Notice of Intent to Apply and grant application;
3. Participates in the required technical assistance activities established by the commissioner, including establishing leadership teams, master teachers, mentor teachers, and instructional coaches and developing career pathways;
4. Agrees to participate for four years; and
5. Complies with any other activities set forth in the program requirements.

An eligible district must submit an application in a form prescribed by the commissioner. Each eligible applicant must meet all deadlines, requirements, and assurances specified in the application. The commissioner may waive any eligibility requirements as specified in 19 Administrative Code 102.1073.

Local Plan

An eligible district that intends to participate in the EEIP shall submit a local educator excellence innovation plan to TEA. A local educator excellence innovation plan must address the elements at 19 Administrative Code 102.1073(e)(2).

A district must act pursuant to its local board policy [see DEAA (LOCAL)] for submitting a local educator excellence innovation plan and grant application to TEA. A local decision to approve and

submit a plan and grant application may not be appealed to the commissioner.

A district may renew its local educator excellence innovation plan for three consecutive school years without resubmitting a full grant application to TEA. With TEA approval, a district may amend its local plan in accordance with 19 Administrative Code 102.1073(c) and (h) for each school year the district receives a program grant.

Use of Grant Funds

A district may use grant funds only to carry out purposes of the program as described at Education Code 21.7011, in accordance with the district's local plan, which may include the following specific methods or procedures:

1. Implementation and administration of a high-quality mentoring program for teachers in the first three years of classroom teaching using mentors who meet the qualifications prescribed by Education Code 21.458 [see Mentor Teachers, below];
2. Implementation of a teacher evaluation system using multiple measures that include:
    a. The results of classroom observation, which may include student comments;
    b. The degree of student educational growth and learning; and
    c. The results of teacher self-evaluation;
3. To the extent permitted under Education Code Chapter 25, Subchapter C, restructuring of the school day or school year to provide for embedded and collaborative learning communities for the purpose of professional development [see EC];
4. Establishment of an alternative teacher compensation or retention system; and
5. Implementation of incentives designed to reduce teacher turnover.

Waiver Request

A district may apply to the commissioner in writing for a waiver to exempt the district or one or more district campuses from one or more of the statutory sections listed at Education Code 21.7061(a).

The application for the waiver must demonstrate:

1. Why waiving the identified section of the Education Code is necessary to carry out the purposes of the program;

2. Approval for the waiver by a vote of a majority of the members of the board;

3. Approval for the waiver by a vote of a majority of the educators employed at each campus for which the waiver is sought; and

4. Evidence that the voting occurred during the school year and in a manner that ensured that all educators entitled to vote had a reasonable opportunity to participate in the voting.

Neither the board nor the superintendent may compel a waiver of rights under Education Code 21.7061.

Not later than April 1 of the year in which the waiver application is submitted, the commissioner shall notify the district in writing whether the application has been granted or denied. A waiver expires when the waiver is no longer necessary to carry out the purposes of the program, in accordance with the district's local educator excellence innovation plan.

Education Code Ch. 21, Subch. O; 19 TAC 102.1073

Local Optional Teacher Designation System

A district may designate a classroom teacher as a master, exemplary, or recognized teacher for a five-year period based on the results from single year or multiyear appraisals [see DNA]. *Education Code 21.3521(a)*

Commissioner's Rules

The commissioner's rules specify the requirements for districts to implement local teacher designation systems, including:

1. Teacher eligibility;

2. Application procedures and approval process;

3. System expansion, spending modifications, and changes;

4. Monitoring and annual program evaluation of approved local designation systems;

5. Continuing approval and renewal; and

6. Funding.

19 TAC 150.1012

Standards

The commissioner's rules establish performance and validity standards for each local optional teacher designation system that:

1. Must provide a mathematical possibility that all teachers eligible for a designation may earn the designation; and

2. May not require a district to use an assessment instrument adopted under Education Code 39.023 to evaluate teacher performance.

Education Code 21.3521(b); 19 TAC 150.1014

A classroom teacher that holds a National Board Certification issued by the National Board for Professional Teaching Standards may be designated as recognized in accordance with the commissioner's rules for eligibility. *Education Code 21.3521(c); 19 TAC 150.1013*

Assistance

TEA shall develop and provide technical assistance for districts that request assistance in implementing a local optional teacher designation system, including assistance in prioritizing high needs campuses. *Education Code 21.3521(e)*

No Property Right

A teacher has no vested property right in a teacher designation assigned under a local optional teacher designation system. A teacher designation is void in the determination that the designation was issued improperly, and the Administrative Procedure Act does not apply to the voiding of a local optional teacher designation. *Education Code 21.3521(f)*

Teacher Incentive Allotment

For each classroom teacher with a local optional teacher designation, a district is entitled to an allotment, adjusted by high needs and rural factors, as determined under Education Code 48.112.

A district shall annually certify that:

1. Funds received were used as follows:
    a. At least 90 percent was used for the compensation of teachers employed at the campus at which the teacher for whom the district received the allotment is employed; and
    b. Any other funds were used for costs associated with implementing the local optional teacher designation system, including efforts to support teachers in obtaining designations; and
2. The district prioritized high needs campuses in the district in using funds.

Education Code 48.112(c), (i)

Evaluations

TEA shall periodically conduct evaluations of the effectiveness of the local optional teacher designation systems and the teacher incentive allotment and report the results of the evaluations to the legislature. A district that has implemented a local optional teacher

designation system or received funds under the teacher incentive allotment shall participate in the evaluations. *Education Code 21.3521(g)*

Mentor Teachers

A district may assign a mentor teacher to each classroom teacher who has less than two years of teaching experience in the subject or grade level to which the teacher is assigned. A teacher assigned as a mentor must:

1. To the extent practicable, teach in the same school;
2. To the extent practicable, teach the same subject or grade level, as applicable; and
3. Meet the qualifications prescribed by commissioner's rules.

Education Code 21.458(a)

Commissioner's Rules

The commissioner's rules for receiving funds under the mentor program allotment specify the requirements for districts to implement a mentor training program, including:

1. Program requirements related to mentor selection, mentor assignment, training, roles and responsibilities, and meetings;
2. An application approval process;
3. Ongoing verification of compliance with program requirements;
4. Allowable expenditures; and
5. Program review through periodic reports.

19 TAC 153.1011

Assignment of Mentor

To be assigned as a mentor, a teacher must agree to serve as a mentor teacher for at least one school year. The assignment must begin not later than the 30th day of employment of the classroom teacher to whom the mentor teacher is assigned. A district must agree to assign a mentor to a new classroom teacher for at least two school years. *Education Code 21.458(a-1)*

Requirements for Mentor

The commissioner's rules must require that a mentor teacher:

1. Complete a research-based mentor and induction training program approved by the commissioner;
2. Complete a mentor training program provided by the district, which the district may allow to be satisfied by completing the commissioner's research-based mentor and induction training program above;

3. Have at least three complete years of teaching experience with a superior record of assisting students, as a whole, in achieving improvement in student performance; and

4. Demonstrate interpersonal skills, instructional effectiveness, and leadership skills.

Education Code 21.458(b)

Training

A district must provide the training program described above to mentor teachers and any appropriate district and campus employees who work with the classroom teacher or supervise the classroom teacher. A district may allow the commissioner's research-based mentor and induction training program to qualify for the district's required training. The training must be completed by the mentor teacher and the district and campus employees before the beginning of the school year. A district shall also provide supplemental training to mentor teachers and employees during the school year. The training must include content related to best mentorship practices. *Education Code 21.458(b-1)*

Mentoring Sessions

A mentor teacher must meet with each classroom teacher assigned to the mentor not less than 12 hours each semester. Observations of the mentor by the classroom teacher being mentored or of the classroom teacher being mentored by the mentor may count toward the 12 hours of meeting time required for the semester.

Unless the district has created a mentoring curriculum as provided below, the mentoring sessions must address the following topics:

1. Orientation to the context, policies, and practices of the school district;

2. Data-driven instructional practices;

3. Specific instructional coaching cycles, including coaching regarding conferences between parents and the classroom teacher;

4. Professional development; and

5. Professional expectations.

Subject to approval by TEA, in determining the topics to be addressed in the mentoring sessions, a school district may create an appropriate curriculum that meets the district needs.

A district must:

1. Designate a specific time during the regularly contracted school day for meetings between mentor teachers and classroom teachers assigned to a mentor; and

2. Schedule release time or a reduced teaching load for mentor teachers and classroom teachers under this section to facilitate mentoring activities, including classroom observations or participation in supportive coaching.

Education Code 21.458(f), (f-1)

Allotment

A school district that has implemented a mentoring program is entitled to an allotment to fund the mentoring program and provide stipends for mentor teachers under a formula adopted by the commissioner.

Funding may be used only for providing:

1. Mentor teacher stipends;
2. Scheduled release time for mentor teachers and the classroom teachers to whom they are assigned for meeting and engaging in mentoring activities; and
3. Mentoring support through providers of mentor training.

Education Code 48.114

Achievement Academy Stipends

A stipend received by a teacher who attends a literacy or mathematics achievement academy is not considered in determining whether a district is paying the teacher the minimum monthly salary under Education Code 21.402. *Education Code 21.4552(d), .4553(d)*

A stipend received by a school counselor or teacher who attends a postsecondary education and career counseling academy under Education Code 33.009 is not considered in determining whether a district is paying the school counselor or teacher the minimum monthly salary under Education Code 21.402. *Education Code 33.009(h)*

Autism Training

A district may provide a salary incentive or similar compensation to a teacher who completes training provided by a regional education service center (ESC) relating to autism. A school district that decides to provide an incentive or compensation shall adopt a policy to implement this section. *Education Code 21.465*

Retirement Incentives

A district may not offer or provide a financial or other incentive to an employee to encourage the employee to retire from the Teacher Retirement System of Texas. *Education Code 22.007*

Attendance Supplement

A district shall not deny an educator a salary bonus or similar compensation given in whole or in part on the basis of educator attendance because of the educator's absence from school for observance of a religious holy day observed by a religion whose places of worship are exempt from property taxation under Tax Code 11.20. *Education Code 21.406*

Note: This policy addresses leave for an employee's military service. For provisions on leaves in general, see DEC. For provisions regarding the Family and Medical Leave Act (FMLA), including family and medical leave for an employee seeking leave because of a relative's military service, see DECA.

Federal Military Leave

Reemployment

Any person who is absent from a position of employment by reason of voluntary or involuntary service in the uniformed services shall be entitled to certain reemployment rights and benefits under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 U.S.C. 4301–4335, and its regulations at 20 C.F.R. Part 1002 if:

1. Unless notice is precluded by military necessity or is otherwise unreasonable or impossible, the person, or an appropriate officer of the uniformed service in which such service is performed, has given advance written or verbal notice of such service to such person's employer;

2. The cumulative length of the absence and of all previous absences from a position of employment with that employer by reason of service in the uniformed services does not exceed five years, calculated in accordance with 38 U.S.C. 4312(c); and

3. The person reports to or submits an application for reemployment to such employer in accordance with the provisions of 38 U.S.C. 4312(e) and (f) and 20 C.F.R. Part 1002, Subpart C.

38 U.S.C. 4312(a)–(c); 20 C.F.R. 1002.5(1)

For purposes of federal military leave, the term "uniformed services" means the Armed Forces; the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Services; the commissioned officer corps of the National Oceanic and Atmospheric Administration (NOAA); system members of the National Urban Search and Rescue Response System during a period of appointment into federal service under Section 327 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act; and any other category of persons designated by the president in time of war or emergency.

The term "service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty; active

duty for training; initial active duty for training; inactive duty training; full-time National Guard duty; state active duty for a period of 14 days or more; state active duty in response to a national emergency declared by the president under the National Emergencies Act, 50 U.S.C. 1601 et seq.; state active duty in response to a major disaster declared by the president under Section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5170; a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty; a period for which a system member of the National Urban Search and Rescue Response System is absent from a position of employment due to an appointment into federal service under Section 327 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act; and a period for which a person is absent from employment for the purpose of performing funeral honors duty.

The term “state active duty” means training or other duty, other than inactive duty, performed by a member of the National Guard of a state not under 32 U.S.C. 502 or under U.S.C. Title 10; in service to the governor of a state; and for which the member is not entitled to pay from the federal government.

A person who is reemployed under USERRA is entitled to the seniority, and other rights and benefits determined by seniority, that the person had on the date of the commencement of uniformed service, plus the additional seniority, rights, and benefits that such person would have attained if the person had remained continuously employed.

38 U.S.C. 4303(13), (15)–(16), 4316(a)

Exceptions

An employer, including a school district is not required to reemploy a person if:

1. The employer’s circumstances have so changed as to make reemployment impossible or unreasonable;
2. The person is entitled to reemployment under 38 U.S.C. 4313(a)(3), 4313(a)(4), or 4313(b)(2)(B), and the reemployment of the person would impose an undue hardship on the employer; or
3. The employment from which the person leaves to serve in the uniformed services is for a brief, nonrecurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period.

38 U.S.C. 4312(d)

A person's entitlement to the benefits of 38 U.S.C. Chapter 43 by reason of the service of such person in one of the uniformed services terminates upon the occurrence of any of the following events:

1. A separation of such person from such uniformed service with a dishonorable or bad conduct discharge.
2. A separation of such person from such uniformed service under other than honorable conditions, as characterized pursuant to regulations prescribed by the U.S. secretary concerned.
3. A dismissal of such person permitted under or a dropping of such person from the rolls pursuant to 10 U.S.C. 1161(a) (dismissal of commissioned officers).

38 U.S.C. 4304

Notice

Each employer shall provide to persons entitled to rights and benefits under 38 U.S.C. Chapter 43 a notice of the rights, benefits, and obligations of such persons and such employers. The requirement for the provision of notice may be met by the posting of the notice where employers customarily place notices for employees. The U.S. Secretary of Labor shall provide to employers the text of the notice. *38 U.S.C. 4334*

State Protections for Member of Military or Rescue Team

Paid Leave of Absence

A person who is an officer or employee of the state, a municipality, a county, or another political subdivision of the state, including a school district, who is a member of the state military forces, a reserve component of the armed forces, or a member of a state or federally authorized urban search and rescue team is entitled to a paid leave of absence from the person’s duties on a day on which the person is engaged in authorized training or duty ordered or authorized by proper authority for not more than 15 workdays in a fiscal year. During a leave of absence, the person may not be subjected to loss of time, efficiency rating, personal time, sick leave, or vacation time. *Gov’t Code 437.202(a)*

In addition to the leave provided under Government Code 437.202(a), a person described by Section 437.202(a) called to state active duty by the governor or another appropriate authority in response to a disaster is entitled to a paid leave of absence from the person's duties for each day the person is called to active duty during the disaster, not to exceed seven workdays in a fiscal year. During a leave of absence under this provision, the person may not be subjected to loss of time, efficiency rating, personal time, sick leave, or vacation time. For purposes of this provision, "disaster" has the meaning assigned by Government Code 418.004. *Gov’t Code 437.202(a-1)*

Notice

This state, a municipality, a county, or another political subdivision of this state, including a school district, shall provide written notice of the number of workdays of paid leave to which an officer or employee is entitled each fiscal year under Government Code 437.202(a) on employment, in the case of an employee, or as soon as practicable after appointment or election, in the case of an officer.

This state, a municipality, a county, or another political subdivision of this state, including a school district, shall, on the request of an officer or employee described by Government Code 437.202(a), provide to that officer or employee a statement that contains the number of workdays for which the officer or employee claimed paid leave under section 437.202(a) in that fiscal year.

Gov't Code 437.202(e)–(f)

Return to Employment

An employee of this state or a municipality, a county, or another political subdivision of this state with at least five full-time employees who is a member of the Texas military forces, a reserve component of the armed forces, or a member of a state or federally authorized urban search and rescue team and who is ordered to duty by proper authority is entitled, when relieved from duty, to be restored to the position that the employee held when ordered to duty. An employer, including a school district, may not terminate the employment of an employee who is a member of the military forces of this state or any other state because the employee is ordered to authorized training or duty by a proper authority. The employee is entitled to return to the same employment held when ordered to training or duty and may not be subjected to loss of time, efficiency rating, vacation time, or any benefit of employment during or because of the absence. The employee, as soon as practicable after release from duty, must give written or actual notice of intent to return to employment. *Gov't Code 437.202(d), .204(a)*

Reemployment

A public employee, other than a temporary employee, who leaves a state position or a position with a local governmental entity, including a school district, to enter active military service is entitled to be reemployed by the state or the local governmental entity in the same department, office, commission, or board of this state, a state institution, or local governmental entity in which the employee was employed at the time of the induction, enlistment, or order, or to a position of similar seniority, status, and pay. To be entitled to reemployment, the employee must be discharged, separated, or released from active military service under honorable conditions not later than the fifth anniversary after the date of induction, enlistment, or call to active military service and must be physically and mentally qualified to perform the duties of the position.

"Military service" means service as a member of the Armed Forces of the United States, a reserve component of the Armed Forces of the United States, the Texas National Guard, or the Texas State Guard.

Gov't Code 613.001(2)–(3), .002

Exception

A public employee who cannot perform the duties of the position because of a disability sustained during military service is entitled to reemployment in the department, office, commission, or board of the state, a state institution, or a local governmental entity in a position that the employee can perform and that has like seniority, status, and pay as the former position, or the nearest possible seniority, status, and pay. *Gov't Code 613.003*

Application

To be reemployed, a veteran must apply for reemployment not later than the 90th day after the date the veteran is discharged or released from active military service. The application must be made in writing to the head of the department, office, commission, or board of this state, the state institution, or the local governmental entity and have attached to it evidence of the veteran's discharge, separation, or release from military service under honorable conditions. *Gov't Code 613.004*

Discharge

A person reemployed under Government Code Chapter 613 shall not be discharged without cause before the first anniversary of the date of the reemployment. *Gov't Code 613.005*

Application of Federal Laws to Texas Military Members Called to Duty

A service member of the Texas military forces who is ordered to state active duty or to state training or other duty by the governor, the adjutant general, or another proper authority under the law of this state is entitled to the same benefits and protections provided to persons:

1. Performing service in the uniformed services as provided by 38 U.S.C. 4301–4313 and 4316–4319 (USERRA); and
2. In the military service of the United States as provided by 50 U.S.C. 3901–3959, 3991, and 4011–4026 (Servicemembers Civil Relief Act).

Gov't Code 437.213

Use of Personal Leave

An employee with available personal leave is entitled to use the leave for compensation during a term of active military service. This provision applies to any personal or sick leave available under former law or provided by local policy.

A district may adopt a policy providing for paid leave for active military service as part of the consideration of employment.

Education Code 22.003(d), (e)

Resignation without Consent (Unilateral Resignation)

An educator employed under a probationary contract for the following school year, or under a term or continuing contract, may relinquish the position and leave district employment at the end of the school year without penalty by filing a written resignation with a board or a board's designee not later than the 45th day before the first day of instruction of the following school year.

A written resignation mailed by prepaid certified or registered mail to a board president or a board's designee at the post office address of the district is considered filed at the time of mailing.

Education Code 21.105(a), .160(a), .210(a)

An unequivocal resignation filed not later than the 45th day before the first day of instruction of the following school year is effective upon filing with a district and the district cannot reject such a resignation. The resignation cannot be withdrawn by the teacher based on an argument that the district has not accepted the resignation. *Fantroy v. Dallas Indep. Sch. Dist., Tex. Comm'r of Educ. Decision. No. 034-R8-0206 (Mar. 5, 2009); Garcia v. Miles Indep. Sch. Dist., Tex. Comm'r of Educ. Decision No. 055-RI-503 (Nov. 30, 2006).*

Resignation with Consent

The educator may resign, with the consent of the board or the board's designee, at any other time. *Education Code 21.105(b), .160(b), .210(b)*

Acceptance or approval of a resignation indicates consent to abandonment of contract. *Quitman Indep. Sch. Dist. v. Wilkerson, Tex. Comm'r of Educ. Decision No. 142-TTC-698 (Dec. 2, 1999); Houston Indep. Sch. Dist. v. Johnson, Tex. Comm'r of Educ. Decision No. 054-TTC-1196 (Sept. 28, 1998)*

Contract Abandonment

Written Complaint

On written complaint by a district, the State Board for Educator Certification (SBEC) may impose sanctions against an educator who is employed under a probationary contract, or under a continuing or term contract, for the following school year, and who:

1. Resigns;
2. Fails without good cause to comply with the resignation deadline or the provision regarding resignation by consent; and
3. Fails without good cause to perform the contract.

Education Code 21.105(c), .160(c), .210(c)

SBEC shall not pursue sanctions against an educator who is alleged to have abandoned his or her contract unless a board:

1. Submits a written complaint within 30 calendar days after the effective date of the educator's separation from employment

from the district. Unless the district and the educator have a written agreement to the contrary, the effective date of separation from employment is the first day that, without district permission, the educator fails to appear for work under the contract.

2. Renders a finding that good cause did not exist under Education Code 21.105(c)(2) (probationary contract), 21.160(c)(2) (continuing contract), or 21.210(c)(2) (term contract). This finding constitutes prima facie evidence of the educator's lack of good cause but is not a conclusive determination.

3. Submits the following required attachments to the written complaint:

   a. The educator's resignation letter, if any;

   b. The agreement with the educator regarding the effective date of separation from employment, if any;

   c. The educator's contract; and

   d. Board meeting minutes indicating a finding of "no good cause." If the board does not meet within 30 calendar days of the educator's separation from employment, the minutes may be submitted within ten calendar days after the next board meeting.

19 TAC 249.14(j)

Notice to Teacher

If a district submits a complaint regarding a teacher to SBEC, the district shall promptly notify the teacher of the complaint. The notice must include:

1. The basis of the complaint;

2. Information regarding how the teacher may contact SBEC; and

3. A reminder that the teacher should verify that the teacher's mailing address on file with SBEC is current.

SBEC Review

Before imposing sanctions against a teacher for abandonment of contract, SBEC:

1. Must consider any mitigating factors relevant to the teacher's conduct; and

2. May consider alternatives to sanctions, including additional continuing education or training.

If a teacher files a written resignation after the 45th day but not later than the 30th day before the first day of instruction of the following school year, SBEC may not suspend or revoke the teacher's certificate.

Education Code 21.105(d)–(f), .160(d)–(f), .210(d)–(f)

Good Cause

SBEC may consider the following factors good cause when an educator is reported to have abandoned a contract in violation of Education Code 21.105(c), 21.160(c), or 21.210(c):

1. Serious illness or health condition of the educator or close family member of the educator;
2. Relocation to a new city as a result of change in employer of the educator's spouse or partner who resides with the educator;
3. Significant change in the educator's family needs that requires the educator to relocate or to devote more time than allowed by current employment; or
4. The educator's reasonable belief that the educator had written permission from the school district administration to resign.

Mitigating Factors

SBEC shall consider the following factors in seeking, proposing, or making a decision regarding an educator who has abandoned a contract in violation of Education Code 21.105(c), 21.160(c), or 21.210(c). The educator:

1. Gave written notice to the school district 30 days or more in advance of the first day of instruction for which the educator will not be present;
2. Assisted the school district in finding a replacement educator to fill the position;
3. Continued to work until the school district hired a replacement educator;
4. Assisted in training the replacement educator;
5. Showed good faith in communications and negotiations with the school district;
6. Provided lesson plans for classes following educator's resignation;
7. Changed careers within the field of education:

a. To a position that required a different class of educator certification as defined in 19 Administrative Code 230.33(b) (relating to Classes of Certificates);

b. To a position with a higher level of authority within the principal class of certificate; or

c. To a position in an open-enrollment charter school or a district of innovation that is equivalent to the positions described above;

8. Had a reduction in base pay, excluding stipends, as compared to the educator's base pay for the prior year at the same school district;

9. Resigned due to working conditions that reasonably posed an immediate threat of significant physical harm to the educator; or

10. Any other relevant circumstances or facts.

19 TAC 249.17(d)

Required Report to SBEC

A superintendent shall report the educator's resignation to SBEC if the conditions set forth at Education Code 21.006 exist. [See DHB] *Education Code 21.006*

Investigation

A superintendent of a district, including a district of innovation, shall complete an investigation of an educator that involves evidence that the educator may have abused or otherwise committed an unlawful act, was involved in a romantic relationship with, or solicited or engaged in sexual contact with a student or minor, despite the educator's resignation from employment before completion of the investigation. *Education Code 21.006(b-1); 19 TAC 249.14(d)(3)(C)*

Report by Principal

A person who serves as a principal in a district, including a district of innovation, must notify the superintendent, and may be subject to sanctions for failure to do so, not later than the seventh business day after the date of an educator's resignation following an alleged incident of misconduct described by Education Code 21.006(b) [see DP]. *Education Code 21.006(b-2); 19 TAC 249.14(e)*

Employee Free Speech

District employees do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate.

However, neither an employee nor anyone else has an absolute constitutional right to use all parts of a school building or its immediate environs for unlimited expressive purposes. When a public employee makes statements pursuant to his or her official duties, the employee is not speaking as a citizen for First Amendment purposes, and the Constitution does not insulate the communications from employer discipline.

Garcetti v. Ceballos, 547 U.S. 410 (2006); Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969) [See also GKD]

Whistleblower Protection

A board or its agents shall not suspend or terminate the employment of, or take other adverse personnel action against, an employee who in good faith reports a violation of law by a district or another public employee to an appropriate law enforcement authority.

A "report" is made to an "appropriate law enforcement authority" if the authority is a part of a state or local governmental entity or the federal government that the employee in good faith believes is authorized to:

1. Regulate under or enforce the law alleged to be violated in the report; or
2. Investigate or prosecute a violation of criminal law.

Gov't Code 554.002

A supervisor who suspends or terminates the employment of or takes an adverse personnel action against an employee for reporting a violation of law shall be subject to civil penalties. *Gov't Code 554.008*

Definitions

"Employee" means an employee or appointed officer who is paid to perform services for a district. It does not include independent contractors. *Gov't Code 554.001(4)*

"Law" means a state or federal statute, an ordinance of a local governmental entity, or a rule adopted under a statute or ordinance. *Gov't Code 554.001(1)*

A "good faith" belief that a violation of the law occurred means that:

1. The employee believed that the conduct reported was a violation of law; and

2. The employee's belief was reasonable in light of the employee's training and experience.

Wichita County v. Hart, 917 S.W.2d 779 (Tex. 1996)

A "good faith" belief that a law enforcement authority is an appropriate one means:

1. The employee believed the governmental entity was authorized to:

   a. Regulate under or enforce the law alleged to be violated in the report, or

   b. Investigate or prosecute a violation of criminal law; and

2. The employee's belief was reasonable in light of the employee's training and experience.

Tex. Dep't of Transp. v. Needham, 82 S.W.3d 314 (Tex. 2002)

Whistleblower Complaints

An employee who alleges a violation of whistleblower protection may sue a district for injunctive relief, actual damages, court costs, and attorney's fees, as well as other relief specified in Government Code 554.003. *Gov't Code 554.003*

Initiate Grievance

Before suing, an employee must initiate action under a district's grievance policy or other applicable policies concerning suspension or termination of employment or adverse personnel action.

The employee must invoke a district's grievance procedure not later than the 90th day after the date on which the alleged suspension, termination, or other adverse employment action occurred or was discovered by the employee through reasonable diligence.

Legal Action

If a board does not render a final decision before the 61st day after grievance procedures are initiated, the employee may elect to:

1. Exhaust a district's grievance procedures, in which case the employee must sue not later than the 30th day after the date those procedures are exhausted to obtain relief under Government Code Chapter 554; or

2. Terminate district grievance procedures and sue within the timelines established by Government Code 554.005 and 554.006.

Gov't Code 554.005, 554.006 [See DGBA regarding grievance procedures]

Burden of Proof	If the employee brings a lawsuit, the employee has the burden of proof unless the suspension, termination, or adverse personnel action occurred within 90 days after the employee reported a violation of law, in which case the suspension, termination, or adverse personnel action is presumed, subject to rebuttal, to be because the employee made the report.
Affirmative Defense	It is an affirmative defense to a whistleblower suit that the district would have taken the action against the employee that forms the basis of the suit based solely on information, observation, or evidence that is not related to the fact that the employee made a report protected under the whistleblower law. *Gov't Code 554.004*
Notice of Rights	A board shall inform its employees of their rights regarding whistleblower protection by posting a sign in a prominent location in the workplace. The design and content of the sign shall be as prescribed by the attorney general. *Gov't Code 554.009*

Right to Report a Crime

A district employee may report a crime witnessed at the school to any peace officer with authority to investigate the crime. A district may not adopt a policy requiring a school employee to refrain from reporting a crime witnessed at the school or to report a crime witnessed at the school only to certain persons or peace officers. *Education Code 37.148*

Protection for Reporting Child Abuse

A district may not suspend or terminate the employment of, discriminate against, or take other adverse employment action against a professional employee who in good faith:

1. Reports child abuse or neglect to:
    a. The person's supervisor,
    b. An administrator of the facility where the person is employed,
    c. A state regulatory agency, or
    d. A law enforcement agency; or
2. Initiates or cooperates with an investigation or proceeding by a governmental entity relating to an allegation of child abuse or neglect.

"Adverse employment action" means an action that affects an employee's compensation, promotion, transfer, work assignment, or performance evaluation, or any other employment action that would dissuade a reasonable employee from making or supporting a report of abuse or neglect under Family Code 261.101.

A person may sue for injunctive relief, damages, or both if the person is suspended or terminated from the person's employment; is discriminated against; or suffers any other adverse employment action.

A district employee who has a cause of action under the provisions at Whistleblower Protection, above, may not bring an action under Protection for Reporting Child Abuse.

Family Code 261.110(a)–(c), (l)

Protection from Disciplinary Proceedings

For purposes of the following provisions, "disciplinary proceeding" means discharge or suspension of a professional employee, or termination or nonrenewal of a professional employee's term contract. [See DGC regarding immunity] *Education Code 22.0512(b)*

Reporting Child Abuse or Maltreatment

A district employee may not be subject to any disciplinary proceeding resulting from an action taken in compliance with Education Code 38.0041 [prevention of child abuse and other maltreatment, see FFG]. *Education Code 38.0041(g)*

Use of Physical Force

A professional employee may not be subject to disciplinary proceedings for the employee's use of physical force against a student to the extent justified under Penal Code 9.62. This provision does not prohibit a district from enforcing a policy relating to corporal punishment or bringing a disciplinary proceeding against a professional employee of the district who violates the district policy relating to corporal punishment. *Education Code 22.0512(a); Tex. Att'y Gen. Op. GA-0202 (2004)*

Penal Code 9.62 provides that the use of force, other than deadly force, against a person is justified:

1. If the actor is entrusted with the care, supervision, or administration of the person for a special purpose; and
2. When and to the degree the actor reasonably believes the force is necessary to further the special purpose or to maintain discipline in a group.

Penal Code 9.62

Failure to Follow Scope and Sequence

A district may not penalize a teacher who does not follow a recommended or designated scope and sequence for a subject in the required curriculum under Education Code 28.002(a) in a particular grade level based on the teacher's determination that the teacher's students need more or less time in a specific area to demonstrate proficiency in the essential knowledge and skills for that subject and grade level [see EHAA].

A district may take appropriate action with respect to a teacher for conduct described above based on documented evidence of a deficiency in classroom instruction obtained through observation or substantiated and documented third-party information.

Education Code 28.0027(b), (c)

Instructional Materials and Technological Equipment

A board may not require an employee who acts in good faith to pay for instructional materials or technological equipment that is damaged, stolen, misplaced, or not returned. An employee may not waive this provision by contract or any other means.

Exception

A district may enter into a written agreement with an employee whereby the employee assumes financial responsibility for electronic instructional material or technological equipment usage off school property or outside of a school-sponsored event in consideration for the ability of the employee to use the electronic instructional material or technological equipment for personal business.

The written agreement shall be separate from the employee's contract of employment, if applicable, and shall clearly inform the employee of the amount of the financial responsibility and advise the employee to consider obtaining appropriate insurance. An employee may not be required to enter into such an agreement as a condition of employment.

Education Code 31.104(e); 19 TAC 66.107(c)

Controversial Topics

For any course or subject, including an innovative course, for a grade level from kindergarten through grade 12, a teacher may not be compelled to discuss a widely debated and currently controversial issue of public policy or social affairs. *Education Code 28.0022(a)*

Note: For instructional requirements and prohibitions, including requirements for student discussion, see EMB.

Jury Duty

A district may not discharge, threaten to discharge, intimidate, or coerce any permanent employee because the employee serves as a juror or grand juror, or for the employee's attendance or scheduled attendance in connection with the service, in any court in the United States. An employee who is discharged, threatened with discharge, intimidated, or coerced is entitled to return to the same employment that the employee held when summoned for jury or grand jury service if the employee, as soon as practical after release from jury or grand jury service, gives the employer actual notice that the employee intends to return. *Civ. Prac. & Rem. Code 122.001*

A district may not discharge, discipline, reduce the salary of, or otherwise penalize or discriminate against a school district employee because of the employee's compliance with a summons to appear as a juror. For each regularly scheduled workday on which a nonsalaried employee serves in any phase of jury service, a school district shall pay the employee the employee's normal daily compensation [see DEC]. *Education Code 22.006(a), (b)*

Breaks for Nursing Mothers—Nonexempt Employees

A district shall provide a nonexempt employee a reasonable break to express breast milk, each time the employee needs to express breast milk for her nursing child, for one year after the child's birth. The district shall provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

A district is not required to compensate the employee receiving reasonable break time for any work time spent for such purpose.

A district that employs fewer than 50 employees is not subject to these requirements if the requirements would impose an undue hardship by causing the district significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the district.

29 U.S.C. 207(r)

Right to Express Breast Milk

A district employee is entitled to express breast milk at the employee's workplace. *Gov't Code 619.002*

The district shall develop a written policy on the expression of breast milk by employees under Government Code Chapter 619. The policy must state that the district shall support the practice of expressing breast milk and make reasonable accommodations for the needs of employees who express breast milk.

A district shall provide a reasonable amount of break time for an employee to express breast milk each time the employee has need to express the milk. The district shall provide a place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk.

A district may not suspend or terminate the employment of, or otherwise discriminate against, an employee because the employee has asserted the employee's rights under Government Code Chapter 619. Government Code Chapter 619 does not create a private or state cause of action against a district.

Gov't Code Ch. 619

Charitable Contributions

A board or a district employee may not directly or indirectly require or coerce any district employee to:

1. Make a contribution to a charitable organization or in response to a fund-raiser; or
2. Attend a meeting called for the purpose of soliciting charitable contributions.

A board or district employee may not directly or indirectly require or coerce any district employee to refrain from the same acts.

Education Code 22.011

Protection of Nurses

A district may not suspend, terminate, or otherwise discipline or discriminate against a nurse who refuses to engage in an act or omission relating to patient care that:

1. Would constitute grounds for reporting the nurse to the Board of Nurse Examiners under Occupations Code Chapter 301, Subchapter I;
2. Constitutes a minor incident, as defined at Occupations Code 301.419; or
3. Would violate Occupations Code Chapter 301 or a rule of the Board of Nurse Examiners, if the nurse notifies the district at the time of the refusal that this is the reason for refusing to engage in the act or omission.

Occupations Code 301.352(a)

Note: The provisions of this policy apply to a district of innovation under Education Code, Chapter 12A. [See AF]

Definitions

"Abuse" has the meaning assigned by Family Code 261.001(1).

"Employee" means a person who is employed by a school district, district of innovation, charter school, service center, or shared services arrangement and does not hold a certification issued by the State Board for Educator Certification (SBEC) under Education Code, Chapter 21, Subchapter B.

19 TAC 153.1201(b), (d)

Misconduct of Noncertified Employees

Education Code 22.093 applies to a district employee who does not hold certification issued by SBEC or a school district teaching permit.

Notice to TEA of Termination or Resignation

A person who serves as the superintendent shall notify the commissioner of education in writing by filing a report within seven business days of the date the person either receives a report from a principal or knew that an employee was terminated or resigned from employment and there is evidence that the employee committed any of the following acts:

1. Abused or otherwise committed an unlawful act with a student or minor; or
2. Was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor.

Principal Notification

A person who serves as principal must notify the superintendent no later than seven business days after an employee resigns or is terminated following an alleged incident of misconduct described above.

Investigation

A superintendent shall complete an investigation of an employee if there is reasonable cause to believe the employee may have engaged in misconduct described above, despite the employee's resignation from district employment before completion of the investigation.

Form of Report

The report must include:

1. The name or names of any student or minor who is the victim of abuse or unlawful conduct by an employee;
2. The factual circumstances requiring the report and the subject of the report by providing the following available information:

a. Name and any aliases and certificate number, if any, or social security number;

b. Last known mailing address and home and daytime phone numbers;

c. All available contact information for any alleged victim or victims;

d. Name or names and any available contact information of any relevant witnesses to the circumstances requiring the report;

e. Current employment status of the subject, including any information about proposed termination, notice of resignation, or pending employment actions; and

f. Involvement by a law enforcement or other agency, including the name of the agency.

The name of the student or minor is not public information under Government Code Chapter 552 (Public Information Act).

Notice to the Board and Employee

A superintendent shall notify the board and the employee of the filing of the report.

Immunity

A superintendent or principal who in good faith and while acting in an official capacity files a report or makes a notification is immune from civil or criminal liability that might otherwise be incurred or imposed.

Sanctions for Failure to Report

The commissioner shall refer an educator who fails to file a report to SBEC, which will determine whether to impose sanctions against the educator.

Criminal Offense

A superintendent commits an offense if the superintendent fails to timely file the report with intent to conceal an employee's criminal record or alleged incident of misconduct.

A principal commits an offense if the principal fails to timely provide notice with intent to conceal an employee's alleged incident of misconduct.

An offense under Education Code 22.093(k) is a state jail felony.

Review of District Records

The commissioner may review district records to ensure compliance with the requirement to report misconduct.

Education Code 22.093; 19 TAC 153.1203

Solicitation of Sexual Contact

"Solicitation of sexual contact" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an employee of a relationship with a student that is sexual in nature. Solicitation of sexual contact is often characterized by a strong emotional or sexual attachment and/or by patterns of exclusivity but does not include appropriate relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an employee of sexual contact with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the employee's job duties and evidence a sexual intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the intent of such communications or behavior, include, without limitation:
    a. The nature of the communications;
    b. The timing of the communications;
    c. The extent of the communications;
    d. Whether the communications were made openly or secretly;
    e. The extent that the employee attempts to conceal the communications;
    f. If the employee claims to be counseling a student, the commissioner of education may consider whether the employee's job duties included counseling, whether the employee reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the employee reported the abuse or neglect to the appropriate authorities; and
    g. Any other evidence tending to show the context of the communications between employee and student;
2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images;
3. Making sexually demeaning comments to a student;
4. Making comments about a student's potential sexual performance;

5. Requesting details of a student's sexual history;
6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the employee;
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party;
8. Inappropriate hugging, kissing, or excessive touching;
9. Providing the student with drugs or alcohol;
10. Violating written directives from school administrators regarding the employee's behavior toward a student;
11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage; and
12. Any other acts tending to show that the employee solicited sexual contact with a student.

19 TAC 153.1201(a)

Note: The Board has adopted an innovation plan[1] that affects application of provisions in this legally referenced policy.

Staff Development

Educator

The staff development provided by a district to an educator other than a principal must be conducted in accordance with standards developed by the district and designed to improve education in the district.

Principal

The staff development provided by a district to a principal shall be governed by Education Code 21.3541 and rules adopted under that section. [See DNB]

Education Code 21.451(a), (a-1)

Professional Development Policy

A board shall annually review the SBEC continuing education and training clearinghouse published under Education Code 21.4514 and adopt a professional development policy that must:

1. Be guided by the recommendations for training in the clearinghouse;
2. Note any differences in the policy adopted by the district or school from the recommendations in the clearinghouse; and
3. Include a schedule of all training required for educators or other school personnel at the district or school.

To the extent of any conflict, a frequency requirement for the completion of training provided by statute prevails over a frequency requirement for that training included in the professional development policy.

Education Code 21.4515(a), (b)

Note: SBEC must publish the continuing education and training clearinghouse not later than June 1, 2022.

A district must adopt its professional development policy for district personnel not later than August 1, 2022.

Requirements for Training

In designing staff development for educators other than principals, a district must use procedures that, to the greatest extent possible, ensure the training included in the staff development:

1. Incorporates proactive instructional planning techniques using a framework that:
   a. Provides flexibility in the ways:
      (1) Information is presented;

(2) Students respond or demonstrate knowledge and skills; and

(3) Students are engaged;

b. Reduces barriers in instruction;

c. Provides appropriate accommodations, supports, and challenges; and

d. Maintains high achievement expectations for all students, including students with disabilities and students of limited English proficiency; and

2. Integrates inclusive and evidence-based instructional practices for all students, including students with disabilities.

Staff development shall be predominantly campus-based, related to achieving campus performance objectives, and developed and approved by the campus-level committee.

A district may use district-wide staff development that has been developed and approved through the district-level decision process. [See BQA and BQB, as appropriate]

Education Code 21.451(a-2), (b), (c)

Optional Training

Staff development may include training in:

1. Technology and digital learning; and

2. Positive behavior intervention and support strategies, including classroom management, district discipline policies, and the Student Code of Conduct.

Technology and digital learning training must:

1. Discuss basic technology proficiency expectations and methods to increase an educator's digital literacy; and

2. Assist an educator in the use of digital technology in learning activities that improve teaching, assessment, and instructional practices.

Staff development may include instruction as to what is permissible under law, including opinions of the United States Supreme Court, regarding prayer in public school.

Education Code 21.451(d)(1), (d-3), (g)

Required Training

Staff development must include training on:

1. Suicide prevention;

2. Strategies for establishing and maintaining positive relationships among students, including conflict resolution; and

3. Preventing, identifying, responding to, and reporting incidents of bullying.

Required training above must be provided in accordance with the board's professional development policy and use a best practice-based program recommended by the Health and Human Services Commission under Education Code 38.351 [see FFEB]. Required training may include two or more topics listed together.

Education Code 21.451(d)(3), (d-1)

Instruction of Students with Disabilities

Definition

"Student with a disability" means a student who is:

1. Eligible to participate in a school district's special education program under Education Code 29.003;

2. Covered by Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794); or

3. Covered by the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

Education Code 21.001(4)

Requirements

Staff development must include training that is evidence-based, as defined by Section 8101, Every Student Succeeds Act (20 USC 7801), and that:

1. Relates to the instruction of students with disabilities, including students with disabilities who also have other intellectual or mental health conditions; and

2. Is designed for educators who work primarily outside the area of special education.

A district is required to provide the training to an educator who works primarily outside the area of special education only if the educator does not possess the knowledge and skills necessary to implement the individualized education program developed for a student receiving instruction from the educator. A district may determine the time and place at which the training is delivered.

In developing or maintaining the training, a district must consult with persons with expertise in research-based practices for students with disabilities, including colleges, universities, private and nonprofit organizations, regional education service centers, qualified district personnel, and any other persons identified as qualified

by the district, regardless of whether the training is provided at the campus or district level.

Education Code 21.451(d)(2), (e)–(f)

Suicide Prevention

The required suicide prevention training may be satisfied through independent review of suicide prevention training material that complies with the guidelines developed by TEA and is offered online. *Education Code 21.451(d-2); 19 TAC 153.1013(d)*

Suicide prevention programs on TEA's list of recommended best practice-based programs [see FFEB] must include components that provide for training school counselors, teachers, nurses, administrators, and other staff, as well as law enforcement officers and social workers who regularly interact with students, to:

1. Recognize students at risk of attempting suicide, including students who are or may be the victims of or who engage in bullying;
2. Recognize students displaying early warning signs and a possible need for early mental health or substance abuse intervention, which warning signs may include declining academic performance, depression, anxiety, isolation, unexplained changes in sleep or eating habits, and destructive behavior toward self and others;
3. Intervene effectively with students described above by providing notice and referral to a parent or guardian so appropriate action, such as seeking mental health or substance abuse services, may be taken by a parent or guardian; and
4. Assist students in returning to school following treatment of a mental health concern or suicide attempt.

A district shall provide training described in the components above for teachers, school counselors, principals, and all other appropriate personnel. A district is required to provide the training at an elementary school campus only to the extent that sufficient funding and programs are available. A school district may implement a program on TEA's list of recommended best practice-based programs [see FFEB] to satisfy this training requirement.

If a district provides the training, a district shall require completion in accordance with the district's professional development policy and maintain records that include district employees who participated in the training.

Education Code 38.351(e), (g), (h); 19 TAC 153.1013

Staff Development Account

A district that receives resources from the commissioner of education's staff development account must pay to the commissioner for deposit in the account an amount equal to one-half of the cost of the resources provided to the district. *Education Code 21.453(c)*

Child Abuse, Trafficking, and Maltreatment

A district's methods for increasing awareness of issues regarding sexual abuse, sex trafficking, and other maltreatment of children [see District Improvement Plan at BQ and Sexual Abuse, Trafficking, and Maltreatment Policies and Programs at FFG] must include training concerning prevention techniques for and recognition of sexual abuse, sex trafficking, and all other maltreatment of children, including the sexual abuse, sex trafficking, and other maltreatment of children with significant cognitive disabilities.

The training must be provided in accordance with the district's professional development policy and as part of new employee orientation to all new employees.

The training must include:

1. Factors indicating a child is at risk for sexual abuse, trafficking, or other maltreatment;
2. Warning signs indicating a child may be a victim of sexual abuse, trafficking, or other maltreatment;
3. Internal procedures for seeking assistance for a child who is at risk for sexual abuse, trafficking, or other maltreatment, including referral to a school counselor, a social worker, or another mental health professional;
4. Techniques for reducing a child's risk of sexual abuse, trafficking, or other maltreatment; and
5. Information on community organizations that have relevant research-based programs and that are able to provide training or other education for district staff, students, and parents.

A district must maintain records that include staff members who participated in the training.

To the extent that resources are not yet available from TEA or the commissioner of education, districts shall implement the policies and trainings with existing or publicly available resources. The district may also work in conjunction with a community organization to provide the training at no cost to the district.

Education Code 38.0041(c)–(f); 19 TAC 61.1051(d)

Trauma-Informed Care

A district's efforts to increase awareness and implementation of trauma-informed care must include training to new and existing

employees in accordance with the district's professional development policy. [See BQ, FFBA] *Education Code 38.036(c)*

Student Discipline

Each principal or other appropriate administrator who oversees student discipline shall, at least once every three school years, attend professional development training regarding Education Code Chapter 37, Subchapter G. The professional development shall include training relating to the distinction between a discipline management technique used at the principal's discretion under Education Code 37.002(a) and the discretionary authority of a teacher to remove a disruptive student under Education Code 37.002(b) [see FOA].

The professional development training may be provided in coordination with an education service center through the use of distance learning methods, such as telecommunications networks, and using available TEA resources.

Education Code 37.0181

Test Administration Training

The commissioner may require training for district employees involved in the administration of assessment instruments. The commissioner may only require the employee at each district campus who oversees the administration of the assessment instruments to annually receive the training. The district employee who oversees test administration on a district campus may, with discretion, require other district employees involved in the administration of assessment instruments to repeat the training. *Education Code 39.0304(a), (b-1), (b-2)*

Cybersecurity Training

Employees identified by the district with access to a district computer system or database and who use a computer to perform at least 25 percent of the employee's required duties must complete a cybersecurity training program selected by the board. The district, in consultation with its cybersecurity coordinator, shall determine how frequently employees must complete the training. [See CQB] *Gov't Code 2054.5191(a-1); Education Code 11.175(g)*

Special Programs Training

Teacher Literacy Achievement Academies (Reading Academies)

A district shall ensure that:

1. Not later than the 2022–23 school year, each classroom teacher in kindergarten or first, second, or third grade and each principal at a campus with kindergarten or first, second, or third grade has attended a teacher literacy achievement academy developed under Education Code 21.4552; and
2. Each classroom teacher and each principal initially employed in a grade level or at a campus described above for the 2022–23 school year or a subsequent school year has attended a

teacher literacy achievement academy developed under Education Code 21.4552 by the end of the teacher's or principal's first year of placement in that grade level or campus.

Education Code 28.0062(a)(2)

[See EHAB for kindergarten–grade 3 reading standards.]

Gifted and Talented Education

A district shall ensure that:

1. Before assignment to the program for gifted students, teachers who provide instruction and services that are part of the program have a minimum of 30 hours of staff development that includes nature and needs of gifted/talented students, assessment of student needs, and curriculum and instruction for gifted students.
2. Teachers without the required training who provide instruction and services that are part of the gifted/talented program complete the 30-hour training requirement within one semester.
3. Teachers who provide instruction and services that are part of a program for gifted students receive a minimum of six hours annually of professional development in gifted education.
4. Administrators and counselors who have authority for program decisions have a minimum of six hours of professional development that includes nature and needs of gifted/talented students and program options.

19 TAC 89.2

Elective Bible Course

A teacher of an elective Bible course offered under Education Code 28.011 [see EMI] must hold a certificate in language arts, social studies, or history that qualifies the teacher to teach at the grade level at which the course is offered with, where practical, a minor in religious or biblical studies. The teacher must successfully complete staff development training developed by the commissioner for elective Bible courses. An elective Bible course may be taught only by a teacher who has successfully completed the commissioner's training under Education Code 21.459. *Education Code 28.011(f)*

Texas English Language Proficiency Assessment System Training

The employee assigned to oversee the administration of the Texas English Language Proficiency Assessment System (TELPAS) at a district campus may, with discretion, require other district employees involved in administering the TELPAS to complete training or online calibration activities described by Education Code 21.4571(a). An employee may not be required to complete a training or online calibration activity in one sitting. *Education Code 21.4571(b), (c)*

Automated External Defibrillators

A district shall, in accordance with its professional development policy, make available to employees and volunteers instruction in the principles and techniques of cardiopulmonary resuscitation and the use of an automated external defibrillator (AED).

Each school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the commissioner, and each student who serves as an athletic trainer, must:

1. Participate in the instruction; and
2. Receive and maintain certification in the use of an AED from the American Heart Association, the American Red Cross, or a similar nationally recognized association.

Education Code 22.902

Extracurricular Activity Safety Training

The following persons must satisfactorily complete an extracurricular activity safety training program in accordance with the district's professional development policy:

1. A coach, trainer, or sponsor for an extracurricular athletic activity; and
2. A director responsible for a school marching band.

The safety training program must include:

1. Certification of participants by the American Red Cross, the American Heart Association, or a similar organization or by the University Interscholastic League;
2. Current training in:
    a. Emergency action planning;
    b. Communicating effectively with 9-1-1 emergency service operators and other emergency personnel; and
    c. Recognizing symptoms of potentially catastrophic injuries, including head and neck injuries, concussions, injuries related to second impact syndrome, asthma attacks, heatstroke, cardiac arrest, and injuries requiring use of a defibrillator; and
3. A safety drill that incorporates the training and simulates various injuries described above.

Education Code 33.202(b), (c); 19 TAC 76.1003

Records

A superintendent shall maintain complete and accurate records of the district's compliance and the district shall make available to the

public proof of compliance for each person employed by or volunteering for the district who is required to receive safety training.

A campus that is determined by a superintendent to be out of compliance with the safety training requirements shall be subject to the range of penalties determined by the UIL.

Education Code 33.206; 19 TAC 76.1003(e)

Steroids

A district shall require that each employee who serves as an athletic coach at or above the seventh grade level for an extracurricular athletic activity sponsored or sanctioned by the UIL complete:

1. The educational program developed by the UIL regarding the health effects of steroids; or
2. A comparable program developed by the district or a private entity with relevant expertise.

Education Code 33.091(c-1)

Concussions

At least once every two years, the following employees shall take a training course from an authorized provider in the subject matter of concussions:

1. A coach of an interscholastic athletic activity shall take a course approved by the UIL.
2. An athletic trainer who serves as a member of a district's concussion oversight team shall take a course approved by the Texas Department of Licensing and Regulation (TDLR) or a course approved for continuing education credit by the licensing authority for athletic trainers.
3. A school nurse or licensed health-care professional, other than an athletic trainer, who serves as a member of a district's concussion oversight team shall take a course approved by the UIL, TDLR, or the appropriate licensing authority for the profession.

The employee must submit proof of timely completion of an approved course to the superintendent or designee. A school nurse or licensed health-care professional who is not in compliance with these training requirements may not serve on a concussion oversight team in any capacity. [See FM]

Education Code 38.158

Seizure Recognition and Related First Aid

A school nurse employed by a district must complete a TEA-approved online course of instruction for school nurses regarding managing students with seizure disorders that includes information about seizure recognition and related first aid.

A district employee, other than a school nurse, whose duties at the school include regular contact with students must complete a TEA-approved online course of instruction for school personnel regarding awareness of students with seizure disorders that includes information about seizure recognition and related first aid.

Education Code 38.033(a), (b)

[See FFAF for information about a seizure management and treatment plan.]

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[1] Innovation Plan: https://harletonisd.net/220977_2

Note: This local policy has been revised in accordance with the District's innovation plan.[1]

Staff Development

In accordance with the District's innovation plan, the District shall be exempt from the state laws requiring staff development.

During the first year of employment with the District, each employee shall complete formal training on the following subjects:

- Sexual harassment;
- Bullying prevention;
- Child abuse, sexual abuse, and other maltreatment of children;
- FERPA (privacy of student records);
- Suicide prevention;
- Anaphylaxis and auto-injectors;
- Bloodborne pathogens;
- Diabetes overview;
- Illegal steroid use; and
- Concussions.

Three-Year Cycle

Following initial training, each employee shall participate every three years in formal training on each of these subjects.

Exception

Employees in certain positions shall be required to have annual training regarding concussions, in accordance with UIL rules.

Staff Development Plan

The Superintendent shall recommend the District's professional development plan for all District employees. The Board shall annually review the professional development clearinghouse published by the State Board for Educator Certification (SBEC) and annually approve the District's professional development plan. The District's professional development plan must:

1. Be guided by the SBEC clearinghouse training recommendations;
2. Note any differences in the District's plan from the clearinghouse recommendations; and
3. Include a schedule of the required professional development for all District employees.

[1] Innovation Plan: https://harletonisd.net/220977_2

Principal

Qualifications

A board, by local policy, shall adopt qualifications for principals. *Education Code 11.202(c)*

Certification

State Board for Educator Certification (SBEC) rules establish the requirements for receiving a principal certificate and for first-time principals in Texas. *19 TAC Ch. 241*

Duties

The principal shall be the instructional leader of the school and shall be provided with adequate training and personnel assistance to assume that role. *Education Code 11.202(a)*

A principal shall:

1. Approve all teacher and staff appointments for the campus. [See DK]
2. Set specific education objectives for the campus, through the planning process.
3. Develop budgets for the campus.
4. Assume administrative responsibility and instructional leadership, under the supervision of the superintendent, for discipline at the campus.
5. Assign, evaluate, and promote all personnel assigned to the campus.
6. Recommend to the superintendent the termination, suspension, or nonrenewal of an employee assigned to the campus.
7. Perform any other duties assigned by the superintendent pursuant to board policy.
8. Regularly consult with the campus-level committee in the planning, operation, supervision, and evaluation of the campus educational program. [See BQ series]
9. Each school year, with the assistance of the campus-level committee, develop, review, and revise the campus improvement plan. [See BQ]
10. For high school principals, serve, or appoint someone to serve, as deputy voter registrar for the county in which the school is located. *Election Code 13.046; 1 TAC 81.7*

Education Code 11.202(b), .253(c), (h) [See also DMA]

Principal's Report to Superintendent

A principal must notify the superintendent not later than the seventh business day after the date:

Educators

1. Of an educator's termination of employment or resignation following an alleged incident of misconduct under Education Code 21.006(b); or

2. The principal knew about an educator's criminal record under Education Code 21.006(b)(1).

Education Code 21.006(b-2); 19 TAC 249.14(e) [See Required Reports at DHB(LEGAL)]

Noncertified Employees

A principal must notify the superintendent not later than the seventh business day after the date of a noncertified employee's termination or resignation following allegations that the employee:

1. Abused or otherwise committed an unlawful act with a student or minor; or

2. Was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor.

Education Code 22.093(e) [See Principal Notification at DHC(LEGAL)]

Sanctions and Administrative Penalty

SBEC determines whether to impose sanctions, including an administrative penalty, against a principal who fails to provide notification to a superintendent. *Education Code 21.006(f), 22.093(i); 19 TAC 249.14(e), (h)*

If a principal is required to notify a superintendent about an educator's criminal record or alleged incident of misconduct and fails to provide the notice by the required date, SBEC may impose an administrative penalty of not less than $500 and not more than $10,000. SBEC may not renew the certification of an educator against whom an administrative penalty is imposed until the penalty is paid. *Education Code 21.006 (i)*

Criminal Offense

A principal required to notify a superintendent about an employee's criminal record or alleged incident of misconduct commits a state jail felony if the principal fails to provide the notice by the required date with intent to conceal an educator's criminal record or alleged incident of misconduct. *Education Code 21.006(j), 22.093(k)*

School Nurse

Minimum Salary Schedule

For purposes of the minimum salary schedule, a school nurse is an educator employed to provide full-time nursing and health-care services and who meets all the requirements to practice as a registered nurse (RN) pursuant to the Nursing Practice Act and the rules and regulations relating to professional nurse education, licensure, and practice and has been issued a license to practice professional nursing in Texas. *19 TAC 153.1022(a)(1)(D)*

Licensed Vocational Nurse

The practice of vocational nursing must be performed under the supervision of an RN, physician, physician assistant, podiatrist, or dentist. *Occupations Code 301.353*

Supervision is the process of directing, guiding, and influencing the outcome of an individual's performance of an activity. *22 TAC 217.11(2)*

Nursing Peer Review Committee

"Nursing peer review committee" includes a committee established under the authority of the governing body of a political subdivision for the purpose of conducting peer review.

A person shall establish a nursing peer review committee to conduct nursing peer review under Occupations Code Chapter 303 and Chapter 301:

1. For vocational nurses, if the person regularly employs, hires, or contracts for the services of eight or more nurses; and
2. For professional nurses, if the person regularly employs, hires, or contracts for the services of eight or more nurses, at least four of whom are RNs.

A person required to establish a nursing peer review committee under this section may contract with another entity to conduct peer review for the person.

Occupations Code 303.001(4), .0015

Note: Education Code 33.002 regarding certified school counselors applies only to school districts that apply for, receive, and allocate funds under Education Code 33.002(a).

Certified School Counselor

A district with 500 or more students enrolled in elementary school grades shall employ a certified school counselor for each elementary school and at least one school counselor for each 500 elementary school students [see DBA].

A district with fewer than 500 students enrolled in elementary school grades shall provide guidance and counseling services to elementary school students by any of the following methods:

1. Employing a part-time certified school counselor.
2. Employing a part-time teacher who is also certified as a school counselor.
3. Entering into a shared services agreement with one or more other districts to share a certified school counselor.

Education Code 33.002

Note: Education Code 33.006 applies to all districts that employ school counselors.

School Counselor Duties

The primary responsibility of a school counselor is to counsel students to fully develop each student's academic, career, personal, and social abilities. In addition, a school counselor shall:

1. Participate in planning, implementing, and evaluating a comprehensive developmental guidance program to serve all students and to address the special needs of students who are:
    a. At risk of dropping out of school, becoming substance abusers, participating in gang activity, or committing suicide;
    b. In need of modified instructional strategies; or
    c. Gifted and talented, with emphasis on identifying and serving gifted and talented students who are educationally disadvantaged;
2. Consult with students' parents or guardians and make referrals as appropriate in consultation with parents or guardians;
3. Consult with school staff, parents, and other community members to help them increase the effectiveness of students' education and promote student success;
4. Coordinate people and resources in the school, home, and community;
5. With the assistance of school staff, interpret standardized test results and other assessment data that help a student make educational and career plans;
6. Deliver classroom guidance activities or serve as a consultant to teachers conducting lessons based on the school's guidance curriculum; and
7. Serve as an impartial, non-reporting resource for interpersonal conflicts and discord involving two or more students, including accusations of bullying under Education Code 37.0832.

Nothing in item 7, above, exempts a school counselor from any mandatory reporting requirements imposed by other provisions of law.

School Counselor Policy

A board shall adopt a policy that requires a school counselor to spend at least 80 percent of the school counselor's total work time

on duties that are components of the district's comprehensive school counseling program under Education Code 33.005. [See FFEA] Time spent in administering assessment instruments or providing other assistance in connection with assessment instruments, except time spent in interpreting data from assessment instruments, is not considered time spent on counseling.

Each school in the district shall implement the policy. A copy of the policy shall be maintained in the office of each school in the district and made available on request during regular school hours to district employees, parents of district students, and the public.

Exception

If a board determines that, because of staffing needs in the district or at a school in the district, a school counselor must spend less than 80 percent of the school counselor's total work time on duties that are components of the district's comprehensive school counseling program, the policy shall:

1. Include the reasons why the counselor needs to spend less than 80 percent of the counselor's work time on duties that are components of the counseling program;
2. List the duties the counselor is expected to perform that are not components of the counseling program; and
3. Set the percentage of work time that the counselor is required to spend on components of the counseling program.

Counselor Contracts

A district may not include a provision in an employment contract with a school counselor under Education Code Chapter 21 that conflicts with the policy or, except as provided below, has the effect of authorizing a school principal or school district superintendent to require a school counselor to generally perform duties that are not primarily related to a counseling function.

A district that complies with the exception above may not include a provision in an employment contract under Education Code Chapter 21 with an affected school counselor that has the effect of requiring the counselor to generally perform a duty that is not primarily related to a counseling function unless the duty is specified in the district's policy as required above.

Annual Assessment

A district shall annually assess its compliance with its school counselor policy and, on request by the commissioner, provide a written copy of the assessment to the Texas Education Agency (TEA) on or before the date specified by the commissioner.

Education Code 33.006

Nonphysician Mental Health Professional

A school district may employ or contract with one or more nonphysician mental health professionals.

In this section, "nonphysician mental health professional" means:

1. A psychologist licensed to practice in this state and designated as a health-service provider;
2. An RN with a master's or doctoral degree in psychiatric nursing;
3. A licensed clinical social worker;
4. A professional counselor licensed to practice in this state; or
5. A marriage and family therapist licensed to practice in this state.

Education Code 38.0101

Note: For information about mental health treatment, including counseling, see FFEA.

School Psychological Services

The Texas Behavioral Health Executive Council (TBHEC) has authority over the delivery of school psychological services in public schools. Recognizing the purview of the State Board of Education (SBOE) and TEA in safeguarding the rights of school children in Texas, the TBHEC adopts and enforces rules establishing multidisciplinary team decision making, hierarchy of supervision, regulatory provisions, and past traditions of school psychological service delivery both nationally and in Texas. Incorporating these factors allow for rules that reflect the occupational distinctions between the delivery of school psychological services in public schools and psychological services in the private sector. *22 TAC 465.38(a)*

Licensed Specialist in School Psychology (LSSP)

Licensed specialist in school psychology (LSSP) means a person who holds a license to engage in the practice of psychology under Occupations Code 501.260. *Occupations Code 501.002(2)*

School psychological services may be provided in Texas public schools only by LSSPs and interns and post-doctoral fellows working towards licensure as a psychologist. *22 TAC 465.38(e)*

Scope of Practice

An LSSP is trained to address psychological and behavioral problems manifested in and associated with educational systems by utilizing psychological concepts and methods in programs or actions that attempt to improve the learning, adjustment and behavior of students. These activities include, but are not limited to:

1. Addressing special education eligibility;

2. Conducting manifestation determinations;

3. Assisting with the development and implementation of individual educational programs (IEPs);

4. Conducting behavioral assessments; and

5. Designing and implementing behavioral interventions and supports.

The assessment of emotional or behavioral disturbance, solely for educational purposes, using psychological techniques and procedures is considered the practice of school psychology.

An LSSP may not provide psychological services in any context or capacity outside of a public or private school.

22 TAC 465.38(b), (c)

Standards

The delivery of school psychological services in Texas public schools shall be consistent with nationally recognized standards for the practice of school psychology. *Occupations Code 501.260(c); 22 TAC 465.38(b)(3)*

Notice of Assignment or Subcontract

An LSSP who contracts with a school to provide school psychological services must notify the school of any intent or plan to subcontract or assign those services to another provider prior to entering into the agreement. An LSSP shall be responsible for ensuring the school psychological services delivered comply with TBHEC standards. *22 TAC 465.38 (e)(3)*

Compliance with Applicable Education Laws

LSSPs shall comply with all applicable state and federal laws affecting the practice of school psychology, including, but not limited to:

1. Texas Education Code;

2. Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g;

3. Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.;

4. Texas Public Information Act, Texas Government Code, Chapter 552;

5. Section 504 of the Rehabilitation Act of 1973; and

6. Americans with Disabilities Act (ADA) 42 U.S.C. 12101.

22 TAC 465.38 (f)

Please Note: *This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.*

SECTION E: INSTRUCTION

EA	INSTRUCTIONAL GOALS AND OBJECTIVES
EB	SCHOOL YEAR
EC	SCHOOL DAY
ED	ORGANIZATION OF INSTRUCTION
EE	INSTRUCTIONAL ARRANGEMENTS
EEA	Grouping for Instruction
EEB	Class Size
EEC	Scheduling for Instruction
EED	Student Schedules
EEH	Homebound Instruction
EEJ	Individualized Learning
EEL	Contracts with Outside Agencies
EEM	Juvenile Residential Facilities
EEP	Lesson Plans
EF	INSTRUCTIONAL RESOURCES
EFA	Instructional Materials
EFB	Library Materials
EH	CURRICULUM DESIGN
EHA	Basic Instructional Program
EHAA	Required Instruction (All Levels)
EHAB	Required Instruction (Elementary)
EHAC	Required Instruction (Secondary)
EHAD	Elective Instruction
EHB	Special Programs
EHBA	Special Education
EHBAA	Identification, Evaluation, and Eligibility
EHBAB	ARD Committee and Individualized Education Program
EHBAC	Students in Non-District Placement
EHBAD	Transition Services
EHBAE	Procedural Requirements
EHBAF	Video/Audio Monitoring
EHBB	Gifted and Talented Students
EHBC	Compensatory/Accelerated Services
EHBD	Federal Title I
EHBE	Bilingual Education/ESL
EHBF	Career and Technical Education
EHBG	Prekindergarten
EHBH	Other Special Populations

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SECTION E: INSTRUCTION

EHBI	Adult and Community Education
EHBJ	Innovative and Magnet Programs
EHBK	Other Instructional Initiatives
EHBL	High School Equivalency
EHBM	Travel Study
EHBN	Honors
EHD	Alternative Methods for Earning Credit
EHDA	Summer School
EHDB	Credit by Examination with Prior Instruction
EHDC	Credit by Examination without Prior Instruction
EHDD	College Course Work/Dual Credit
EHDE	Distance Learning
EHDF	Local Remote Learning Program
EI	ACADEMIC ACHIEVEMENT
EIA	Grading/Progress Reports to Parents
EIAA	Examinations
EIAB	Makeup Work
EIB	Homework
EIC	Class Ranking
EID	Honor Rolls
EIE	Retention and Promotion
EIF	Graduation
EK	TESTING PROGRAMS
EKB	State Assessment
EKBA	English Learners/Emergent Bilingual Students
EKC	Reading Assessment
EKD	Mathematics Assessment
EL	CAMPUS OR PROGRAM CHARTERS
ELA	Partnership Charters
EM	MISCELLANEOUS INSTRUCTIONAL POLICIES
EMA	Academic Freedom
EMB	Teaching About Controversial Issues
EMD	Ceremonies and Observances
EMG	Non-Service Animals
EMI	Study of Religion

School Library

A district possesses significant discretion to determine the content of its school libraries. A district must, however, exercise its discretion in a manner consistent with the First Amendment.

Removal of Library Materials

Students' First Amendment rights are implicated by the removal of books from the shelves of a school library. A district shall not remove materials from a library for the purpose of denying students access to ideas with which the district disagrees. A district may remove materials because they are pervasively vulgar or based solely upon the educational suitability of the books in question.

Bd. of Educ. v. Pico, 457 U.S. 853 (1982)

Instructional Materials

Instructional materials selected for use in the public schools shall be furnished without cost to students attending those schools. Except as provided by Education Code 31.104(d), a district may not charge a student for instructional material or technological equipment purchased by the district with the district's technology and instructional materials allotment [see CMD]. *Education Code 31.001*

Parental Access

A parent is entitled to:

1. Review all teaching materials, instructional materials, including while the child is participating in virtual or remote learning, and other teaching aids used in the classroom of the parent's child;
2. Review each test administered to the child after the test is administered; and
3. Observe virtual instruction while the parent's child is participating in virtual or remote learning to the same extent the parent would be entitled to observe in-person instruction of the child.

A district shall make teaching materials and tests readily available for parental review and may specify reasonable hours for such review.

Taking Home Materials

A student's parent is entitled to request that a district allow the student to take home any instructional materials used by the student. Subject to the availability of the instructional materials, a district or school shall honor the request. A student who takes home instructional materials must return the instructional materials to school at the beginning of the next school day if requested to do so by the student's teacher.

Students Without Reliable Access to Technology

A district must provide the instructional materials to the student in printed format if the student does not have reliable access to technology at the student's home. This requirement does not require a

district to purchase printed copies of instructional materials that the district would not otherwise purchase. A district may comply with this requirement by providing the student a printout of the relevant electronic instructional materials.

Learning Management System or Online Portal

A district that uses a learning management system or any online learning portal to assign, distribute, present, or make available instructional materials as defined by Education Code 31.002 [see EFA] to students shall provide login credentials to the system or portal to each student's parent.

Education Code 26.006

Information Collection and Access

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education (ED), to submit to a survey, analysis, or evaluation that reveals information concerning the topics listed at Protected Information, below, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent. *20 U.S.C. 1232h(b)*

U.S. ED–Funded Surveys

Consent Required

Parental Inspection

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material, that will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. ED shall be available for inspection by the parents or guardians of the children. *20 U.S.C. 1232h(a)*

Information Collection Funded by Other Sources

Policies

Except as provided by 20 U.S.C. 1232h(a) or (b) [see U.S. ED Funded Surveys, above], as a condition of receiving funds for a program funded in whole or in part by the U.S. ED, a district shall develop and adopt policies, in consultation with parents, pursuant to 20 U.S.C. 1232h(c)(1), regarding the following:

1. The parent's right to inspect a survey created by a third party before the survey is administered or distributed by a school to the student and any applicable procedures for granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received.

2. A district's arrangements to protect student privacy in the event a survey containing one or more of the items listed under Protected Information, below, is administered or distributed to a student.

3. The parent's right to inspect any instructional material used in the educational curriculum for the student and any applicable procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

4. The administration of physical examinations or screenings that a district may administer to the student.

5. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information. This provision does not apply to use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as recruiters, book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs.

6. The parent's right to inspect any instrument used in collection of personal information in item 5 above, before the instrument is administered and any applicable procedures for granting a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

A district need not develop and adopt new policies if TEA or the district had in place, on January 8, 2002, policies covering the requirements of 20 U.S.C. 1232h(c)(1). [See CRD, FFAA, FL, and FNG]

Parental Notification

A district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of the students enrolled in schools served by the district. At a minimum, a district shall:

1. Provide notice at least annually, at the beginning of the school year and within a reasonable time after any substantive change in the policies; and

2. Offer an opportunity for the parent to opt the student out of participation in an activity described below.

A district shall directly notify the parent of a student, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when activities, described below, are scheduled or expected to be scheduled. The following activities require notification under this section:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information.

2. The administration of any survey containing one or more items described at Protected Information, below.

3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students.

20 U.S.C. 1232h(c)(1)–(4) [See FFAA]

Protected Information

Protected information addressed by 20 U.S.C. 1232h includes:

1. Political affiliations or beliefs of the student or the student's parents.
2. Mental and psychological problems of the student or the student's family.
3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

20 U.S.C. 1232h(b), (c)(1)(B)

"Personal Information" Defined

The term "personal information" means individually identifiable information, including a student's:

1. First and last name;
2. Home or physical address, including street name and city or town;
3. Telephone number; or
4. Social security identification number.

20 U.S.C. 1232h(c)(6)(E)

Purpose

As a condition of accreditation, a district shall provide instruction in the essential knowledge and skills at appropriate grade levels in the foundation and enrichment curriculum. *Education Code 28.002(c); 19 TAC 74.1(b)*

A district shall ensure that all children in the district participate actively in a balanced curriculum designed to meet individual needs. *Education Code 28.002(g)*

Instruction may be provided in a variety of arrangements and settings, including mixed-age programs designed to permit flexible learning arrangements for developmentally appropriate instruction for all student populations to support student attainment of course and grade-level standards. *19 TAC 74.2*

A primary purpose of the public school curriculum is to prepare thoughtful, informed citizens who understand the importance of patriotism and can function productively in a free enterprise society with appreciation for the fundamental democratic principles of our state and national heritage.

A district shall require the teaching of informed American patriotism, Texas history, and the free enterprise system in the adoption of instructional materials for kindergarten through grade 12, including the founding documents of the United States. In providing instruction required by the State Board of Education under Education Code 28.002(h-1), regarding the founding documents of the United States, a district shall use those documents as part of the instructional materials for the instruction.

Education Code 28.002(h), (h-6)

Required Curriculum

Foundation Curriculum

A district that offers kindergarten through grade 12 shall offer a foundation curriculum that includes:

1. English language arts and reading;
2. Mathematics;
3. Science; and
4. Social studies, consisting of Texas, United States, and world history; government; geography; and economics with emphasis on the free enterprise system and its benefits.

Education Code 28.002(a)(1); 19 TAC 74.1(a)(1)

Enrichment Curriculum

A district that offers kindergarten through grade 12 shall offer an enrichment curriculum that includes:

1. Languages other than English, to the extent possible. American Sign Language is a language for these purposes and the district may offer an elective course in the language;
2. Health, with emphasis on:
    a. Physical health, including the importance of proper nutrition and exercise;
    b. Mental health, including instruction about mental health conditions, substance abuse, skills to manage emotions, establishing and maintaining positive relationships, and responsible decision-making; and
    c. Suicide prevention, including recognizing suicide-related risk factors and warning signs;
3. Physical education;
4. Fine arts;
5. Career and technical education;
6. Technology applications;
7. Religious literature, including the Hebrew Scriptures (Old Testament) and New Testament, and its impact on history and literature; and
8. Personal financial literacy.

Education Code 28.002(a)(2), (e); 19 TAC 74.1(a)(2)

Digital Citizenship

The State Board of Education by rule shall require each district to incorporate instruction in digital citizenship into the district's curriculum, including information regarding the potential criminal consequences of cyberbullying.

"Cyberbullying" has the meaning assigned by Education Code 37.0832. [See FFI]

"Digital citizenship" means the standards of appropriate, responsible, and healthy online behavior, including the ability to access, analyze, evaluate, create, and act on all forms of digital communication.

Education Code 28.002(z)

Positive Character Traits

Beginning with the 2021–22 school year, districts are required to provide instruction in the essential knowledge and skills for positive character traits outlined in 19 Administrative Code Chapter 120, Subchapter A at least once in the following grade bands: kindergarten–grade 2, grades 3–5, grades 6–8, and grades 9–12.

Districts may provide the required instruction in a variety of arrangements, including through a stand-alone course or by integrating the positive character traits standards in the essential knowledge and skills for one or more courses or subject areas at the appropriate grade levels.

19 TAC 120.1

Local Credit

A district may offer courses for local credit, at its discretion, in addition to those in the required curriculum, but it may not delete or omit instruction in the foundation and enrichment curricula specified above. *Education Code 28.002(f); 19 TAC 74.1(b)*

Local Instructional Plan

A district's local instructional plan may draw on state curriculum frameworks and program standards as appropriate. A district is encouraged to exceed minimum requirements of law and State Board rule.

Major Curriculum Initiatives

Before the adoption of a major curriculum initiative, including the use of a curriculum management system, a district must use a process that:

1. Includes teacher input;
2. Provides district employees with the opportunity to express opinions regarding the initiative; and
3. Includes a meeting of the board at which information regarding the initiative is presented, including the cost of the initiative and any alternatives that were considered; and members of the public and district employees are given the opportunity to comment regarding the initiative.

Education Code 28.002(g)

Common Core State Standards

A district may not use common core state standards to comply with the requirement to provide instruction in the essential knowledge and skills at appropriate grade levels. A district may not be required to offer any aspect of a common core state standards curriculum. "Common core state standards" means the national curriculum standards developed by the Common Core State Standards Initiative. *Education Code 28.002(b-1), (b-3), (b-4)*

Scope and Sequence

In adopting a recommended or designated scope and sequence for a subject in the required curriculum under Education Code 28.002(a) in a particular grade level, a district shall ensure sufficient time is provided for teachers to teach and students to learn the essential knowledge and skills for that subject and grade level [see DG]. *Education Code 28.0027(a)*

Coordinated Health Programs

TEA shall make available to each district one or more coordinated health programs in elementary, middle, and junior high school. Each program must provide for coordinating education and services related to:

1. Physical health education, including programs designed to prevent obesity, cardiovascular disease, oral diseases, and Type 2 diabetes and programs designed to promote the role of proper nutrition;
2. Mental health education, including education about mental health conditions, mental health well-being, skills to manage emotions, establishing and maintaining positive relationships, and responsible decision-making;
3. Substance abuse education, including education about alcohol abuse, prescription drug abuse, and abuse of other controlled substances;
4. Physical education and physical activity; and
5. Parental involvement.

Education Code 38.013; 19 TAC 102.1031(a)

A district shall participate in appropriate training to implement TEA's coordinated health program and shall implement the program in each elementary, middle, and junior high school in the district. *Education Code 38.014*

Coordinated school health programs that are developed by districts and that meet TEA criteria may be approved and made available as approved programs. Districts must use materials that are proven effective, such as TEA-approved textbooks or materials developed by nationally recognized and/or government-approved entities. *19 TAC 102.1031(c)*

Physical Education

Each district shall establish specific objectives and goals the district intends to accomplish through the physical education curriculum. The physical education curriculum must be sequential, developmentally appropriate, and designed, implemented, and evaluated to enable students to develop the motor, self-management, and other skills, knowledge, attitudes, and confidence necessary to participate in physical activity throughout life.

A physical education course shall:

1. Offer students an opportunity to choose among many types of physical activity in which to participate;
2. Offer students both cooperative and competitive games; and

3. Be an enjoyable experience for students.

On a weekly basis, at least 50 percent of a physical education class shall be used for actual student physical activity and the activity shall be, to the extent practicable, at a moderate or vigorous level.

Student/Teacher Ratio

The objectives and goals shall include, to the extent practicable, student/teacher ratios [see EEB] that are small enough to enable the district to:

1. Carry out the purposes of and requirements for the physical education curriculum; and
2. Ensure the safety of students participating in physical education.

If a district establishes a student to teacher ratio greater than 45 to 1 in a physical education class, the district shall specifically identify the manner in which the safety of the students will be maintained.

Education Code 25.114, 28.002(d); 19 TAC 74.37

Classification for Physical Education

A district shall classify students for physical education on the basis of health into one of the following categories:

1. Unrestricted—not limited in activities.
2. Restricted—excludes the more vigorous activities. Restricted classification is of two types:
    a. Permanent—A member of the healing arts licensed to practice in Texas shall provide written documentation to the school as to the nature of the impairment and the expectations for physical activity for the student.
    b. Temporary—Students may be restricted from physical activity of the physical education class. A member of the healing arts licensed to practice in Texas shall provide written documentation to the school as to the nature of the temporary impairment and the expected amount of time for recovery. During recovery time, the student shall continue to learn the concepts of the lessons but shall not actively participate in the skill demonstration.
3. Adapted and remedial—specific activities prescribed or prohibited for students as directed by a member of the healing arts licensed to practice in Texas.

19 TAC 74.31

School Health Advisory Council

A board shall establish a local school health advisory council (SHAC) to assist the district in ensuring that local community values are reflected in the district's health education instruction. *Education Code 28.004(a)* [See BDF regarding composition of the SHAC and FFA regarding federal wellness requirements.]

Duties

The SHAC's duties include recommending:

1. The number of hours of instruction to be provided in:
    a. Health education in kindergarten through grade 8; and
    b. If the district requires health education for high school graduation, health education, including physical health education and mental health education, in grades 9 through 12.
2. Policies, procedures, strategies, and curriculum appropriate for specific grade levels designed to prevent physical health concerns, including obesity, cardiovascular disease, Type 2 diabetes, and mental health concerns, including suicide, through coordination of:
    a. Health education, which must address physical health concerns and mental health concerns to ensure the integration of physical health education and mental health education;
    b. Physical education and physical activity;
    c. Nutrition services;
    d. Parental involvement;
    e. Instruction on substance abuse prevention;
    f. School health services, including mental health services;
    g. A comprehensive school counseling program under Education Code 33.005 [see FFEA];
    h. A safe and healthy school environment; and
    i. School employee wellness;
3. Appropriate grade levels and methods of instruction for human sexuality instruction;
4. Strategies for integrating the curriculum components specified by item 2, above, with the following elements in a coordinated school health program:

a. School health services, including physical health services and mental health services, if provided at a campus by the district or by a third party under a contract with the district;

b. A comprehensive school counseling program under Education Code 33.005 [see FFEA];

c. A safe and healthy school environment; and

d. School employee wellness;

5. If feasible, joint use agreements or strategies for collaboration between the district and community organizations or agencies. Any agreement entered into based on a recommendation of the SHAC must address liability for the district and community organization;

6. Strategies to increase parental awareness regarding:

a. Risky behaviors and early warning signs of suicide risks and behavioral health concerns, including mental health disorders and substance use disorders; and

b. Available community programs and services that address risky behaviors, suicide risks, and behavioral health concerns.

7. Appropriate grade levels and curriculum for instruction regarding opioid addiction and abuse and methods for administering an opioid antagonist; and

8. Appropriate grade levels and curriculum for instruction regarding child abuse, family violence, dating violence, and sex trafficking, including likely warning signs that a child may be at risk for sex trafficking, provided that the local SHAC's recommendations under this provision do not conflict with the essential knowledge and skills developed by the State Board of Education.

Education Code 28.004(c), (n)

Policy Recommendations

The SHAC shall consider and make policy recommendations to the district concerning the importance of daily recess for elementary school students. The SHAC must consider research regarding unstructured and undirected play, academic and social development, and the health benefits of daily recess in making the recommendations. The SHAC shall ensure that local community values are reflected in any policy recommendation made to the district concerning the importance of daily recess for elementary school students. *Education Code 28.004(l)*

The SHAC shall make policy recommendations to the district to increase parental awareness of suicide-related risk factors and warning signs and available community suicide prevention services. *Education Code 28.004(o)*

Complaints

A parent may use the grievance procedure at FNG concerning a complaint of a violation of Education Code 28.004. *Education Code 28.004(i-1)*

Human Sexuality Instruction

Definitions

"Human sexuality instruction," "instruction in human sexuality," and "instruction relating to human sexuality" include instruction in reproductive health.

"Curriculum materials" includes the curriculum, teacher training materials, and any other materials used in providing instruction.

Education Code 28.004(p)

Board Selection

The board shall determine the specific content of a district's instruction in human sexuality. *Education Code 28.004(h)*

The board shall select any instruction relating to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) with the advice of the SHAC. The instruction must:

1. Present abstinence as the preferred choice of behavior for unmarried persons of school age;
2. Devote more attention to abstinence than to any other behavior;
3. Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, infection with HIV or AIDS, and the emotional trauma associated with adolescent sexual activity;
4. Direct adolescents to a standard of behavior in which abstinence before marriage is the most effective way to prevent pregnancy, sexually transmitted diseases, and infection with HIV or AIDS; and
5. Teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates, if instruction on contraception and condoms is included in the curriculum.

Education Code 28.004(e)

Notice to Parents

Before each school year, a district shall provide written notice to a parent of each student enrolled in the district of the board's deci-

sion regarding whether the district will provide human sexuality instruction to district students. If instruction will be provided, the notice must include:

1. A statement informing the parent of the human sexuality instruction requirements under state law;
2. A detailed description of the content of the district's human sexuality instruction and a general schedule on which the instruction will be provided;
3. A statement of the parent's right to:
    a. At the parent's discretion, review or purchase a copy of curriculum materials as provided by Education Code 28.004(j) [see EFA];
    b. Remove the student from any part of that instruction without subjecting the student to any disciplinary action, academic penalty, or other sanction imposed by the district or the student's school; and
    c. Use the grievance procedure at FNG or the appeals process under Education Code 7.057 concerning a complaint of a violation of Education Code 28.004;
4. A statement that any curriculum materials in the public domain used for the district's human sexuality instruction must be posted on the district's internet website, if the district has an internet website, and the internet website address at which the curriculum materials are located; and
5. Information describing the opportunities for parental involvement in the development of the curriculum to be used in human sexuality instruction, including information regarding the SHAC.

Education Code 28.004(i)

Parent Consent Before Instruction

Before a student may be provided with human sexuality instruction, a district must obtain the written consent of the student's parent. A request for written consent may not be included with any other notification or request for written consent provided to the parent, other than the notice provided under Education Code 28.004(i), described above, and must be provided to the parent not later than the 14th day before the date on which the human sexuality instruction begins. The requirements in this paragraph expire August 1, 2024. *Education Code 28.004(i-2)–(i-3)*

Condoms

A district may not distribute condoms in connection with instruction relating to human sexuality. *Education Code 28.004(f)*

Separate Classes

If a district provides human sexuality instruction, it may separate students according to sex for instructional purposes. *Education Code 28.004(g)* [See FB regarding single-sex classes under Title IX.]

Adoption of Instructional Materials

The board shall adopt a policy establishing a process for the adoption of curriculum materials for the district's human sexuality instruction. The policy must require:

1. The board to adopt a resolution convening the local SHAC for the purpose of making recommendations regarding the curriculum materials;
2. The local SHAC to:
    a. After the board's adoption of the resolution, hold at least two public meetings [see BDF] on the curriculum materials before adopting recommendations; and
    b. Provide the adopted recommendations to the board at a public meeting of the board; and
3. The board, after receipt of the local SHAC's recommendations under item 2, above, to take action on the adoption of the recommendations by a record vote at a public meeting.

Before adopting curriculum materials for the district's human sexuality instruction, the board shall ensure that the curriculum materials are:

1. Based on the advice of the local SHAC;
2. Suitable for the subject and grade level for which the curriculum materials are intended; and
3. Reviewed by academic experts in the subject and grade level for which the curriculum materials are intended.

Education Code 28.004(e)–(e-1), (e-3)

Abuse Prevention Instruction

Any course materials relating to the prevention of child abuse, family violence, dating violence, and sex trafficking shall be selected by the board with the advice of the local SHAC.

Adoption of Instructional Materials

The board shall adopt a policy establishing a process for the adoption of curriculum materials for the district's instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking. The policy must require:

1. The board to adopt a resolution convening the SHAC for the purpose of making recommendations regarding the curriculum materials;

2. The SHAC to:

    a. After the board's adoption of the resolution, hold at least two public meetings [see BDF] on the curriculum materials before adopting recommendations; and

    b. Provide the adopted recommendations to the board at a public meeting of the board; and

3. The board, after receipt of the SHAC's recommendations, to take action on the adoption of the recommendations by a record vote at a public meeting.

Board Selection

Before adopting curriculum materials for the district's instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking, the board shall ensure that the curriculum materials are:

1. Based on the advice of the local SHAC;

2. Suitable for the subject and grade level for which the curriculum materials are intended; and

3. Reviewed by academic experts in the subject and grade level for which the curriculum materials are intended.

The board shall determine the specific content of the district's instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking, including the essential knowledge and skills addressing these topics developed by the State Board of Education.

Education Code 28.004(q)–(q-1), (q-3)–(q-4)

Notice to Parents

Before each school year, a district shall provide written notice to a parent of each student enrolled in the district of the board's decision regarding whether the district will provide instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking to district students. If instruction will be provided. The notice must include:

1. A statement informing the parent of the requirements under state law regarding instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking;

2. A detailed description of the content of the district's instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking;

3. A statement of the parent's right to:

a. At the parent's discretion, review or purchase a copy of curriculum materials [see below at Availability of Instructional Materials];

b. Remove the student from any part of the district's instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking without subjecting the student to any disciplinary action, academic penalty, or other sanction imposed by the district or the student's school; and

c. Use the grievance procedure at FNG or the appeals process under Education Code 7.057 concerning a complaint of a violation of Education Code 28.004;

4. A statement that any curriculum materials in the public domain used for the district's instruction regarding the prevention of child abuse, family violence, dating violence, and sex trafficking must be posted on the district's internet website address at which the curriculum materials are located; and

5. Information describing the opportunities for parental involvement in the development of the curriculum to be used in instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking, including information regarding the local SHAC.

Parent Consent Before Instruction

Before a student may be provided with instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking, a district must obtain the written consent of the student's parent. A request for written consent:

1. May not be included with any other notification or request for written consent provided to the parent, other than the notice described above; and

2. Must be provided to the parent not later than the 14th day before the date on which the instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking begins.

Education Code 28.004(q-5)–(q-6)

Availability of Materials for Human Sexuality Instruction and Abuse Prevention Instruction

Curriculum materials proposed to be adopted for the district's human sexuality instruction or instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking must be made available as provided below, except copyrighted materials must be provided as described by items (2)(a) or (2)(c), as applicable.

A district shall make all curriculum materials used in human sexuality instruction or instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking available by:

1. For curriculum materials in the public domain:

    a. Providing a copy of the curriculum materials by mail or email to a parent of a student enrolled in the district on the parent's request; and

    b. Posting the curriculum materials on the district's internet website, if the district has an internet website; and

2. For copyrighted curriculum materials, allowing a parent of a student enrolled in the district to:

    a. Review the curriculum materials at the student's campus at any time during regular business hours;

    b. Purchase a copy of the curriculum materials from the publisher as provided by the district's purchase agreement for the curriculum materials; or

    c. Review the curriculum materials online through a secure electronic account in a manner that prevents the curriculum materials from being copied and that otherwise complies with copyright law.

For purchase agreements entered into, amended, or renewed on or after September 1, 2021, if a district purchases from a publisher copyrighted curriculum materials for use in the district's human sexuality instruction, the district shall ensure that the purchase agreement provides for a means by which a parent of a student enrolled in the district may purchase a copy of the curriculum materials from the publisher at a price that does not exceed the price per unit paid by the district for the curriculum materials.

If a district purchases from a publisher copyrighted curriculum materials for use in the district's instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking, the district shall ensure that the purchase agreement provides for a means by which a parent of a student enrolled in the district may purchase a copy of the curriculum materials from the publisher at a price that does not exceed the price per unit paid by the district for the curriculum materials.

Education Code 28.004(e-2), (j)–(j-2), (q-2)

Character Education

A district must adopt a character education program that includes the following positive character education traits and personal skills:

1. Courage;
2. Trustworthiness, including honesty, reliability, punctuality, and loyalty;
3. Integrity;
4. Respect and courtesy;
5. Responsibility, including accountability, diligence, perseverance, self-management skills, and self-control;
6. Fairness, including justice and freedom from prejudice;
7. Caring, including kindness, empathy, compassion, consideration, patience, generosity, charity, and interpersonal skills;
8. Good citizenship, including patriotism, concern for the common good and the community, responsible decision-making skills, and respect for authority and the law;
9. School pride; and
10. Gratitude.

In developing or selecting a character education program under Education Code 29.906, a district shall consult with a committee selected by the district that consists of parents of district students, educators, and other members of the community, including community leaders.

The provisions above do not require or authorize proselytizing or indoctrinating concerning any specific religious or political belief.

Education Code 29.906

Human Sexuality Instruction

The following process shall apply regarding the adoption of curriculum materials for the District's human sexuality instruction:

1. The Board shall adopt a resolution convening the District's school health advisory council (SHAC) to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking

The following process shall apply regarding the adoption of curriculum materials for the District's instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking:

1. The Board shall adopt a resolution convening the District's SHAC to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

In accordance with administrative procedures, the District shall provide regular training opportunities for teachers of students with dyslexia that include new research and practices for educating students with dyslexia.

Identification

Child Find

A district shall ensure that all children residing within the district who have disabilities, regardless of the severity of their disabilities, and who are in need of special education and related services are identified, located, and evaluated. This requirement applies to:

1. Homeless children;
2. Children who are wards of the state;
3. Children attending private schools;
4. Highly mobile children (including migrant children); and
5. Children who are suspected of being in need of special education but who are advancing from grade to grade.

20 U.S.C. 1412(a)(3)(A); 34 C.F.R. 300.111(a)(1)(i), (c)

Private School Students

A district shall conduct a timely and meaningful consultation with private school representatives regarding the child find process and the provision of special education and related services to children enrolled in private schools in the district.

A district shall undertake activities similar to those undertaken for public school children and shall complete the child find process for children enrolled in private schools in a time period comparable to that for other students attending public schools in the district.

20 U.S.C. 1412(a)(10)(A)(ii)–(iv) [See EHBAC regarding students in nondistrict placement.]

Preschool Students

A district shall develop a system to notify district residents with children who are at least three and younger than six and who are eligible for enrollment in a special education program of the availability of the program. *Education Code 29.009*

Requests and Referrals for Evaluation

The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services. *20 U.S.C. 1414(a)(1)(E)*

Referral of students for a full individual and initial evaluation for possible special education services shall be a part of a district's overall general education referral or screening system. Either a parent, TEA, another state agency, or the district may initiate a request for an initial evaluation.

District Obligation to Refer

Students experiencing difficulty in the general classroom should be considered for all support services available to all students, such as tutorial; remedial; compensatory; response to evidence-based intervention; and other academic or behavior support services. A student is not required to be provided with interventions for any

specific length of time prior to a referral being made or a full individual and initial evaluation being conducted. If the student continues to experience difficulty in the general classroom with the provision of interventions, district personnel must refer the student for a full individual and initial evaluation. A referral for a full individual and initial evaluation may be initiated at any time by school personnel, the student's parents or legal guardian, or another person involved in the education or care of the student.

19 TAC 89.1011(a)

Parental Request

If a parent submits a written request to a district's director of special education services or to a district administrative employee for a full individual and initial evaluation of a student, the district shall, not later than the 15th school day after the date the district receives the request:

1. Provide the parent with prior written notice of its proposal to conduct an evaluation consistent with 34 C.F.R. 300.503, a copy of the procedural safeguards notice required by 34 C.F.R. 300.504, and an opportunity to give written consent for the evaluation; or

2. Provide the parent with prior written notice of its refusal to conduct an evaluation consistent with 34 C.F.R. 300.503, and a copy of the procedural safeguards notice required by 34 C.F.R. 300.504.

19 TAC 89.1011(b); Education Code 29.004(c); 20 U.S.C. 1414(a)(1); 34 C.F.R. 300.301

Notice of Rights

A reasonable time before a district proposes or refuses to initiate the identification, evaluation, or educational placement of a student or the provision of a free appropriate public education (FAPE) to a student, the district shall provide written notice to the student's parent or guardian. *20 U.S.C. 1415(b)(3); 34 C.F.R. 300.503(a)* [See EHBAE]

Initial Evaluation Required

A district shall conduct a full individual and initial evaluation before the initial provision of special education and related services. *20 U.S.C. 1414(a)(1)(A)*

Consent for Initial Evaluation

Before a district conducts an initial evaluation, it shall make reasonable efforts to obtain informed parental consent.

If the parent does not provide consent for an initial evaluation, or if the parent fails to respond to a request to provide consent, a district may, but is not required to, pursue the initial evaluation by utilizing due process procedures [see EHBAE], except to the extent inconsistent with state law relating to such parental consent.

Parental consent to initial evaluation shall not be construed as consent for placement for special education and related services.

20 U.S.C. 1414(a)(1)(D)(i)(I); 34 C.F.R. 300.300(b)

Wards of the State

If the child is a ward of the state and is not residing with the child's parent, a district shall make reasonable efforts to obtain the informed consent from the parent for an initial evaluation, unless:

1. Despite reasonable efforts to do so, the district cannot discover the whereabouts of the parent;
2. The rights of the parent have been terminated; or
3. The rights of the parent to make educational decisions have been subrogated and an individual appointed by a judge to represent the student has given consent for an initial evaluation.

20 U.S.C. 1414(a)(1)(D)(iii); 34 C.F.R. 300.300(a)(2)

Time Frame for Completion of Written Report

A district must complete the written report of a full individual and initial evaluation:

1. Not later than the 45th school day following the date on which the district receives written consent for the evaluation from the student's parent. If a student has been absent from school during that period on three or more school days, the period must be extended by a number of school days equal to the number of school days during that period on which the student has been absent; or
2. For students under five years of age by September 1 of the school year and not enrolled in public school and for students enrolled in a private or homeschool setting, not later than the 45th school day following the date on which the district receives written consent for the evaluation from the student's parent.

If a district receives written consent for the evaluation from the student's parent at least 35 but less than 45 school days before the last instructional day of the school year, the written report of a full individual and initial evaluation of a student must be provided to the student's parent not later than June 30 of that year.

If a district receives written consent signed by a student's parent less than 35 school days before the last instructional day of the school year or if the district receives the written consent at least 35 but less than 45 school days before the last instructional day of the school year but the student is absent from school during that period on three or more days, the report must be completed not later

than the 45th school day following the date the district received written consent, except that the period must be extended by a number of school days equal to the number of school days during that period on which the student has been absent.

A student is considered absent for the school day if the student is not in attendance at the school's official attendance taking time or at the alternate attendance taking time set for that student. A student is considered in attendance if the student is off campus participating in an activity that is approved by the school board and is under the direction of a professional staff member of the school district or an adjunct staff member who has a minimum of a bachelor's degree and is eligible for participation in the Teacher Retirement System of Texas.

“School day” does not include a day that falls after the last instructional day of the spring school term and before the first instructional day of the subsequent fall school term.

These time frames shall not apply if the parent repeatedly fails or refuses to produce the child for the evaluation.

Transfer Students

A district shall ensure that evaluations of children who transfer from one district to another in the same academic year are coordinated with the children’s prior and subsequent schools, as necessary and as expeditiously as possible, to ensure prompt completion of evaluations.

If a student was in the process of being evaluated for special education eligibility by a district and enrolls in another school district before the previous district completed the full individual and initial evaluation, the new district must coordinate with the previous district as necessary and as expeditiously as possible to ensure a prompt completion of the evaluation in accordance with 34 C.F.R., 300.301(d)(2) and (e) and 300.304(c)(5).

The timelines above do not apply in such a situation if:

1. The new school district is making sufficient progress to ensure a prompt completion of the evaluation; and

2. The parent and the new school district agree to a specific time when the evaluation will be completed.

20 U.S.C. 1414(a)(1)(C), (b)(3)(D); 34 C.F.R. 300.301(c)–(e); Education Code 29.004; 19 TAC 89.1011

Psychological Examinations

If a district determines that an additional examination or test is required for the initial and individual evaluation, the district shall provide the information required by Education Code 29.0041(a) and

shall obtain additional parental consent. If a parent does not give consent within 20 calendar days after the district provided the information, the parent's consent is considered denied.

The time required for a district to provide information and seek consent may not be counted toward the time frame for completion of an evaluation. [See Time Frame for Completion of Written Report, above]

Education Code 29.0041

Eligibility and Reevaluations

A student is eligible to participate in a district's special education program if:

1. The student is between the ages of 3 and 21, inclusive;
2. The student has one or more of the disabilities listed in federal regulations, state law, or both; and
3. The student's disability(ies) prevents the student from being adequately or safely educated in the public schools without the provision of special services.

20 U.S.C. 1401(3); Education Code 29.003(b); 19 TAC 89.1035

Disability Definitions

To be eligible to receive special education services, a student must be a "child with a disability," as defined in 34 C.F.R. 300.8(a), subject to the provisions of 34 C.F.R. 300.8(c), Education Code 29.003, and 19 Administrative Code 89.1040. The provisions in 19 Administrative Code 89.1040 specify criteria to be used in determining whether a student's condition meets one or more of the definitions in federal regulations or in state law. *19 TAC 89.1040*

Visual and Auditory Impairments

Students with visual impairments or who are deaf or hard of hearing shall be eligible to participate in a district's special education program from birth. *19 TAC 89.1035(b); Education Code 30.002(e), .081*

Determination of Initial Eligibility

Upon completion of the administration of assessments and other evaluation measures, a team of qualified professionals and the parent shall make the determination of whether the child has a disability and of the educational needs of the child.

A district shall provide a copy of the evaluation report and the documentation of determination of eligibility at no cost to the parent.

20 U.S.C. 1414(b)(4); 34 C.F.R. 300.306(a)

The admission, review, and dismissal (ARD) committee must make its decisions regarding a student's initial eligibility determination and, if appropriate, individualized education program (IEP) and placement within 30 calendar days from the date of the completion

of the written full individual and initial evaluation report. If the 30th day falls during the summer and school is not in session, the student's ARD committee has until the first day of classes in the fall to finalize decisions concerning the student's initial eligibility determination, IEP, and placement, unless the full individual and initial evaluation indicates that the student will need extended school year (ESY) services during that summer.

When a report is provided to a parent not later than June 30 as described at Time Frame for Completion of Written Report, above, the ARD committee must meet not later than the 15th school day of the following school year to consider the evaluation. If, however, an evaluation indicates that a student will need ESY services, the ARD committee must meet as expeditiously as possible.

19 TAC 89.1011(d), (e)

Consent for Services

A district must obtain informed consent from the parent for the initial provision of special education and related services. If the parent of a child fails to respond to a request for, or refuses to consent to, the initial provision of services, the district:

Initial Provision of Services

1. May not use the procedures in 34 C.F.R. part 300 subpart E (including the mediation and due process procedures) in order to obtain agreement or a ruling that the services may be provided to the child;
2. Will not be considered to be in violation of the requirement to make FAPE available to the child for the failure to provide the services for which the district requests consent; and
3. Is not required to convene an ARD meeting or develop an IEP for the child for the services.

Revoking Consent

If, at any time after the provision of initial services, the parent of a child revokes consent in writing for the continued provision of services, the district:

1. May not continue to provide services to the child, but must provide prior written notice before ceasing services;
2. May not use the procedures in 34 C.F.R. part 300 subpart E in order to obtain agreement or a ruling that the services may be provided to the child;
3. Will not be considered to be in violation of the requirement to make FAPE available to the child because of the failure to provide the child with further services; and

4. Is not required to convene an ARD meeting or develop an IEP for further provision of services.

34 C.F.R. 300.300(b)

Reevaluations

A district shall ensure that each child with a disability is reevaluated if the district determines that the educational or related services needs of the child, including improved academic achievement and functional performance, warrant a reevaluation, or if the child's parent or teacher requests a reevaluation.

Reevaluation shall occur:

1. No more than once a year, unless the parent and the district agree otherwise; and

2. At least once every three years, unless the parent and district agree that a reevaluation is unnecessary.

A district shall obtain informed parental consent before conducting a reevaluation, except that informed parental consent is not needed if the district can demonstrate that it has taken reasonable measures to obtain consent and the child's parent has failed to respond.

20 U.S.C. 1414(a)(2), (c)(3); 34 C.F.R. 300.303

Evaluation for Change in Eligibility

A district must evaluate a child with a disability before determining that the child is no longer a child with a disability. However, an evaluation is not required before the termination of eligibility due to graduation from secondary school with a regular diploma or due to exceeding the age eligibility for FAPE under state law. If a child's eligibility terminates under the aforementioned circumstances, a district must provide a summary of academic achievement and functional performance, which shall include recommendations on how to assist the child in meeting the child's postsecondary goals. *34 C.F.R. 300.305(e); 20 U.S.C. 1414(c)(5)*

All students graduating under 19 Administrative Code 89.170 [see EIF] must be provided with a summary of academic achievement and functional performance as described above. This summary must consider, as appropriate, the views of the parent and student and written recommendations from adult service agencies on how to assist the student in meeting postsecondary goals. An evaluation as required by 34 C.F.R. 300.305(e)(1), must be included as part of the summary for a student graduating under 19 Administrative Code 89.1070(b)(3)(A), (B), or (C) or (f)(4)(A), (B), or (C).*19 TAC 89.1070(g)*

Independent Evaluation

The parents have a right to obtain an independent educational evaluation of their child. If a parent requests an independent evaluation, a district shall provide the parents with information regarding where one can be obtained and the district's criteria for independent evaluations.

The results of a parent-initiated independent educational evaluation, whether at public or private expense, must be considered by the district if it meets the district's criteria, in any decision made with respect to providing FAPE to the child.

At Public Expense

If a parent requests an independent evaluation at public expense, the district shall, without unnecessary delay, either:

1. File a due process complaint to request a hearing to show that its evaluation is appropriate; or
2. Ensure that an independent evaluation is provided at public expense, unless the district demonstrates that the evaluation obtained by the parent did not meet district criteria.

At Private Expense

If a district initiates a hearing, and the final decision is that the district's evaluation is appropriate, the parent still has a right to an independent evaluation, but not at public expense.

34 C.F.R. 300.502

Prescription Medication

An employee of a district is prohibited from requiring a child to obtain a prescription for a substance covered under the federal Controlled Substances Act (21 U.S.C. 801 et seq.) as a condition of attending school, receiving an evaluation for special education, or receiving special education and related services.

An employee is not prohibited from consulting or sharing classroom-based observations with parents regarding a student's academic and functional performance, behavior in the classroom or school, or the need for evaluation for special education or related services.

20 U.S.C. 1412(a)(25)

When a student transitions from early childhood intervention (ECI) to early childhood special education (ECSE) services, the District shall develop and implement an individualized education program (IEP) by the child's third birthday.

Admission, Review, and Dismissal Committee

Each district must establish an admission, review, and dismissal (ARD) committee for each eligible student with a disability and for each student for whom a full individual and initial evaluation is conducted. The ARD committee is the individualized education program (IEP) team defined in federal law and regulations, including 34 C.F.R. 300.321.

The district is responsible for all of the functions for which the IEP team is responsible under federal law and regulations and for which the ARD committee is responsible under state law, including the responsibilities listed at 19 Administrative Code 89.1050.

19 TAC 89.1050(a); 34 C.F.R. 300.116(a), .321(a)

Committee Members

A district shall ensure that each ARD committee meeting includes all of the following:

1. The parents of a student with a disability;
2. At least one regular education teacher of the student (if the student is, or may be, participating in the regular education environment);
3. At least one special education teacher or, if appropriate, at least one special education provider of the student;
4. A representative of the district who:
    a. Is qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with disabilities;
    b. Is knowledgeable about the general education curriculum; and
    c. Is knowledgeable about the availability of resources of the district;
5. Other individuals who have knowledge or special expertise regarding the student at the discretion of the district or the parent;
6. An individual who can interpret the instructional implications of evaluation results, who may be a member of the ARD committee described in items 2–5;
7. The student, if appropriate;
8. For a student who is suspected to be deaf or hard of hearing, a teacher who is certified in the education of students who are deaf or hard of hearing;

9. For a student with a suspected or documented visual impairment, a teacher who is certified in the education of students with visual impairments;

10. For a student with suspected or documented deaf-blindness, a teacher who is certified in the education of students with visual impairments and a teacher who is certified in the education of students who are deaf or hard of hearing;

11. For a student with limited English proficiency, a member of the language-proficiency assessment committee (LPAC), who may also be a member as described at items 2 or 3;

12. A representative of any participating agency likely to be responsible for providing transition services for a student, as appropriate, and with the consent of the student's parents or a student who has reached the age of majority; and

13. When considering initial or continued placement of a student in a career and technical education program, a representative from career and technical education, preferably the teacher.

The special education teacher or special education provider that participates in the ARD committee meeting must be appropriately certified or licensed as required by 34 C.F.R. 300.18 and 300.156.

19 TAC 75.1023(d)(1), 89.1050(c); 20 U.S.C. 1414(d)(1)(B); 34 C.F.R. 300.321;

A district member of the ARD committee shall not be required to attend an IEP meeting, in whole or in part, if the parent and the district agree in writing that the attendance is not necessary because the member's area of the curriculum or related services is not being modified or discussed during the meeting.

A district member of the ARD committee may be excused from attending an IEP meeting, in whole or in part, when the meeting involves a modification to or discussion of the member's area of curriculum or related services if the parent, in writing, and the district consent to the excusal and the member submits, in writing, to the parent and the ARD committee, input into the development of the IEP before the meeting.

20 U.S.C. 1414(d)(1)(C); 34 C.F.R. 300.321(e)

Regular Education Teacher

If an ARD committee is required to include a regular education teacher, the regular education teacher must, to the extent practicable, be a teacher who is responsible for implementing a portion of the child's IEP. *Education Code 29.005(a)*

Parent Involvement

A district shall take steps to ensure that one or both parents of a student with a disability are present at each ARD committee meeting or are afforded an opportunity to participate, including:

1. Notifying the parents of the meeting early enough to ensure that they will have an opportunity to attend (the notice shall include the purpose, time, and location of the meeting, who will be in attendance, that persons with knowledge or special expertise may be invited by either the parent or the district, and that the Part C service coordinator or other representatives of the Part C system may be invited to the initial meeting for a child previously served under a Part C early childhood intervention program); and
2. Scheduling the meeting at a mutually agreed on time and place.

If the purpose of the meeting is to consider transition services, the notice must also indicate this purpose, indicate that the district will invite the student, and identify any other agency that will be invited to send a representative.

34 C.F.R. 300.322(a)–(b); 19 TAC 89.1050(d)

Alternative Means of Meeting Participation

If neither parent can attend an ARD meeting, the district must allow other methods of participation, such as through telephone calls or video conferencing. *20 U.S.C. 1414(f); 34 C.F.R. 300.322(c); 19 TAC 89.1050(d)*

An ARD meeting may be conducted without a parent in attendance if a district is unable to convince the parents that they should attend, but the district shall have a record of its attempts to arrange a mutually agreed on time and place, such as detailed records of telephone calls, correspondence, or visits made or attempted and the results of any of those actions. *34 C.F.R. 300.322(d)*

Meetings

A district shall initiate and conduct ARD committee meetings for the purpose of developing, reviewing, and revising the IEP of a child with a disability. The committee shall review each child's IEP periodically, and, if appropriate, revise the IEP. A meeting must be held for this purpose at least once a year. The ARD committee must also determine the child's placement once a year.

A "meeting" does not include informal or unscheduled conversations involving district personnel and conversations on issues such as teaching methodology, lesson plans, or coordination of service provisions if those issues are not addressed in the child's IEP. A "meeting" also does not include preparatory activities that district

personnel engage in to develop a proposal or response to a parent proposal that will be discussed at a later meeting.

20 U.S.C. 1414(d)(4); 34 C.F.R. 300.116(b)(1), .324(b), (c)(1), .501(b)(3)

Meeting at Parent's Request

Upon receipt of a written request for an ARD committee meeting from a parent, the school district must schedule and convene a meeting in accordance with the procedures in 19 Administrative Code 89.1050(d) or within five school days, provide the parent with written notice explaining why the district refuses to convene a meeting. *19 TAC 89.1050(e)*

Written Notice

If a parent is unable to speak English, a district must provide the parent with a written notice regarding the ARD committee meeting required under 19 Administrative Code 89.1050(d) (notice for purposes of scheduling) or (e)(2) (notice explaining why the district refuses to convene a meeting) in the parent's native language, unless it is clearly not feasible to do so. If the parent's native language is not a written language, the school district must take steps to ensure that the notice is translated orally or by other means to the parent in his or her native language or other mode of communication so that the parent understands the content of the notice. *19 TAC 89.1050(f)*

Transfer Students

In-State Transfers

When a student transfers to a new district within the state in the same school year and the parents verify that the student was receiving special education services in the previous district or the previous district verifies in writing or by telephone that the student was receiving special education services, the new school district must meet the requirements of 34 C.F.R. 300.323(e) regarding the provision of special education services. The timeline for completing the requirements outlined in 34 C.F.R. 300.323(e)(1) or (2) is 30 school days from the date the student is verified as being a student eligible for special education services.

Transfers from Another State

When a student transfers from a district in another state in the same school year and the parents verify that the student was receiving special education services in the previous district or the previous district verifies in writing or by telephone that the student was receiving special education services, the new district must meet the requirements of 34 C.F.R. 300.323(f) regarding the provision of special education services. If the new district determines that an evaluation is necessary, the evaluation is considered a full individual and initial evaluation and must be completed within the timelines established by 19 Administrative Code 89.1011(c) and (e). The timeline for completing the requirements in 34 C.F.R. 300.323(f)(2), if appropriate, is 30 calendar days from the date of

the completion of the evaluation report. If the school district determines that an evaluation is not necessary, the timeline for completing the requirements outlined in 34 C.F.R. 300.323(f)(2) is 30 school days from the date the student is verified as being a student eligible for special education services.

A student with a disability who has an IEP in place from a previous in- or out-of-state district and who enrolls in a new district during the summer is not considered a transfer student for the purposes of this provision or for 34 C.F.R. 300.323(e) or (f). For these students, the new district must implement the IEP from the previous district in full on the first day of class of the new school year or must convene an ARD committee meeting during the summer to revise the student's IEP for implementation on the first day of class of the new school year.

19 TAC 89.1050(j)

Transfer of Records

The district in which the child enrolls shall take reasonable steps to promptly obtain the child's records, including the IEP and supporting documents and any other records relating to the provision of special education or related services to the child, from the previous district.

The previous district shall take reasonable steps to promptly respond to the request from the new district and must furnish the new school district with a copy of the student's records, including the student's special education records, not later than the tenth working day after the date a request for the information is received by the previous school district.

20 U.S.C. 1414(d)(2)(C)(ii); 34 C.F.R. 300.323(g); 19 TAC 89.1050(j)(3)

Students Who Are Homeless or in Substitute Care

When a student who is homeless or in substitute care transfers into a district after being referred by a previous district for a special education evaluation, the receiving district must accept the referral and ensure that any written report of a full individual and initial evaluation must be completed in accordance with the timelines established in 19 Administrative Code 89.1011 (relating to Full Individual and Initial Evaluation).

When a student who is already eligible for special education and is homeless or in substitute care transfers into a district during the school year, the receiving district must ensure that it meets the student transfer requirements of 19 Administrative Code 89.1050(j) (relating to the Admission, Review, and Dismissal Committee).

19 TAC 89.1615

Military Dependents

A district shall initially provide comparable services to a military student with disabilities based on his or her current IEP. This does not preclude the district from performing subsequent evaluations to ensure appropriate placement of the student. *Education Code 162.002 art. V, C* [See FDD]

Individualized Education Program

A district shall develop, review, and revise an IEP for each child with a disability. *20 U.S.C. 1412(a)(4); 34 C.F.R. 300.320(a)*

At the beginning of each school year, a district shall have in effect, for each child with a disability in its jurisdiction, an IEP. *20 U.S.C. 1414(d)(2)(A); 34 C.F.R. 300.323(a)*

The term "individualized education program" means a written statement for each student with a disability that documents the decisions of the ARD committee with respect to issues discussed at each committee meeting and includes:

1. A statement of the student's present levels of academic achievement and functional performance;
2. A statement of measurable annual goals, including academic and functional goals;
3. A description of how the student's progress toward the annual goals will be measured and when periodic reports on the progress of the student will be provided;
4. A statement of the specific special education and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the student;
5. A statement of the program modifications or supports for school personnel that will be provided for the student;
6. An explanation of the extent, if any, to which the student will not participate with nondisabled students in the regular class and in extracurricular and nonacademic activities;
7. The projected dates for initiation of services and modifications and the anticipated frequency, location, and duration of these services and modifications;
8. A statement of any individual appropriate and allowable accommodations that are necessary to measure the academic achievement and functional performance of the student on state or district-wide assessments;
9. If the ARD committee determines that the student must take an alternative assessment instead of a particular regular state

or district-wide assessment, a statement of why the student cannot participate in the regular assessment and why the particular assessment selected is appropriate for the student;

10. If the ARD committee determines that a student is in need of extended school year (ESY) services, identification of the goals and objectives that will be addressed during ESY services;

11. Beginning not later than when a student reaches 14 years of age and updated annually thereafter, the ARD committee's consideration and decisions regarding the transition issues under 19 Administrative Code 89.1055(h) [see EHBAD];

12. Beginning not later than the first IEP to be in effect when the student is 16, or younger if determined appropriate by the ARD committee, and updated annually thereafter, a statement of appropriate measurable postsecondary goals and transition services needed to assist the student in reaching those goals [see EHBAD];

13. Beginning not later than one year before the student reaches the age of 17, a statement that the student has been informed of the rights that will transfer to the student upon reaching the age of majority;

14. The date of the meeting;

15. The name, position, and signature of each member participating in the meeting; and

16. An indication of whether the child's parents, the adult student, if applicable, and the administrator agreed or disagreed with the decisions of the ARD committee.

20 U.S.C. 1414(d); 34 C.F.R. 300.320; Education Code 29.005(b-1), .011; 19 TAC 89.1055

The written statement of a student's IEP may be required to include only information included in the model form developed by TEA under Education Code 29.0051(a) and posted on the TEA website. A district may use the model form to comply with the requirements for an IEP under 20 U.S.C. 1414(d). *Education Code 29.005(f), .0051*

IEP Supplement

For each child who was enrolled in a district's special education program during the 2019–20 school year or the 2020–21 school year, the district shall prepare a supplement to be included with the written statement of the IEP. For more information about the re-

quired supplement, see Education Code 29.0052 and the commissioner rules, when adopted. This requirement expires September 1, 2023. *Education Code 29.0052*

Supplemental Special Education Services

The ARD committee of a student approved for participation in the supplemental special education services and instructional materials program shall provide to the student's parent at an ARD committee meeting for the student:

1. Information regarding the types of supplemental special education services available under the program and provided by agency-approved providers for which an account maintained under Education Code 29.042(b) for the student may be used; and

2. Instructions regarding accessing the account.

The supplemental special education services and instructional materials program (SSES) expires September 1, 2024.

Education Code 29.048

A district shall notify parents and guardians of students served by special education of the SSES program and how to apply.

A student's ARD committee may not consider a student's current or anticipated eligibility for any supplemental special education instructional materials or services that may be provided under the SSES program when developing or revising a student's IEP, when determining a student's educational setting, or in the provision of a free appropriate public education.

19 TAC 102.1601(i)-(j)

Behavioral Intervention Plan

The ARD committee may determine that a behavior improvement plan or a behavioral intervention plan (BIP) is appropriate for a student for whom the committee has developed an IEP. If the committee makes that determination, the BIP shall be included as part of the student's IEP and provided to each teacher with responsibility for educating the student. *Education Code 29.005(g); 19 TAC 89.1055(g)*

If a behavior improvement plan or a behavioral intervention plan is included as part of a student's IEP, the committee shall review the plan at least annually and more frequently if appropriate to address the safety of the student or others or changes in a student's circumstances that may impact the student's behavior, such as:

1. The placement of the student in a different educational setting;

2. An increase or persistence in disciplinary actions taken regarding the student for similar types of behavioral incidents;

3. A pattern of unexcused absences; or

4. An unauthorized unsupervised departure from an educational setting.

Education Code 29.005(h)

Translation of IEP into Native Language

If the parent is unable to speak English and Spanish is the parent's native language, a district shall provide a written or audiotaped copy of the student's IEP translated into Spanish. If the parent's native language is other than Spanish or English, a district shall make a good faith effort to provide a written or audiotaped copy of the student's IEP translated into the parent's native language. *Education Code 29.005(d)*

A written copy of the student's IEP translated into Spanish or the parent's native language means that all of the text in the student's IEP in English is accurately translated into the target language in written form. The IEP translated into the target language must be a comparable rendition of the IEP in English and not a partial translation or summary of the IEP in English.

An audio recording of the student's IEP translated into Spanish or the parent's native language means that all of the content in the student's IEP in English is orally translated into the target language and recorded with an audio device. A district is not prohibited from providing the parent with an audio recording of an ARD committee meeting at which the parent was assisted by an interpreter as long as the audio recording provided to the parent contains an oral translation into the target language of all of the content in the student's IEP in English.

If a parent's native language is not a written language, the district must take steps to ensure that the student's IEP is translated orally or by other means to the parent in his or her native language or other mode of communication.

Under 34 C.F.R. 300.322(f), a district must give a parent a written copy of the student's IEP at no cost to the parent. A school district meets this requirement by providing a parent with a written copy of the student's IEP in English or by providing a parent with a written translation of the student's IEP in the parent's native language as provided above.

19 TAC 89.1050(i)

Autism/Pervasive Developmental Disorder

For students with autism/pervasive developmental disorders, the following strategies shall be considered by the ARD committee, based on peer-reviewed, research-based educational programming practices to the extent practicable and, when needed, addressed in the IEP:

1. Extended educational programming;
2. Daily schedules reflecting minimal unstructured time and active engagement in learning activities;
3. In-home training and community-based training or viable alternatives that assist the student with the acquisition of social/behavioral skills;
4. Positive behavior support strategies based on relevant information;
5. Beginning at any age, futures planning for integrated living, work, community, and educational environments that considers skills necessary to function in current and postsecondary environments;
6. Parent/family training and support, provided by qualified personnel with experience in Autism Spectrum Disorders (ASD);
7. Suitable staff-to-student ratio appropriate to identified activities and as needed to achieve social/behavioral progress based on the student's developmental and learning level (acquisition, fluency, maintenance, generalization) that encourages work towards individual independence;
8. Communication interventions, including language forms and functions that enhance effective communication across settings;
9. Social skills supports and strategies based on social skills assessment/curriculum and provided across settings;
10. Professional educator/staff support; and
11. Teaching strategies based on peer-reviewed, research-based practices for students with ASD.

If the ARD committee determines that services are not needed in one or more of the areas in 1–11 above, the IEP shall include a statement reflecting that decision and the basis upon which the determination was made.

19 TAC 89.1055(e)–(f)

Visual Impairment

If a district provides special education services to students with visual impairments, it shall have written procedures as required in Education Code 30.002(c)(10) (staff access to resources). *19 TAC 89.1075(b)*

Collaborative Process

All members of the ARD committee shall have the opportunity to participate in a collaborative manner in developing the IEP. Decisions of the ARD committee concerning the required elements of the IEP shall be made by mutual agreement, if possible. The ARD committee may agree to an annual IEP or an IEP of shorter duration.

Ten-Day Recess

When mutual agreement about all required elements of the IEP is not achieved, the parent who disagrees must be offered a single opportunity to recess and reconvene the ARD committee meeting. The period of time for reconvening the ARD committee meeting must not exceed ten school days, unless the parties mutually agree otherwise. The ARD committee must schedule the reconvened meeting at a mutually agreed upon time and place. The opportunity to recess and reconvene is not required when:

1. The student's presence on campus represents a danger of physical harm to the student or others;
2. The student has committed an expellable offense; or
3. The student has committed an offense that may lead to placement in a disciplinary alternative education program. [See FOF]

These requirements do not prohibit the ARD committee from recessing an ARD committee meeting for reasons other than the failure to reach mutual agreement about all required elements of an IEP.

During the recess, the ARD committee members must consider alternatives, gather additional data, prepare further documentation, and/or obtain additional resource persons who may assist in enabling the ARD committee to reach mutual agreement.

Failure to Reach Agreement

If a recess is implemented and the ARD committee still cannot reach mutual agreement, a district shall implement the IEP it has determined to be appropriate for the student. Each member of the ARD committee who disagrees with the IEP developed by the ARD committee is entitled to include a statement of disagreement in the IEP.

If the IEP is not developed by agreement, the written statement of the program must include the basis of the disagreement. Each

member of the ARD committee who disagrees with the IEP developed by the committee is entitled to include a statement of disagreement in the written statement of the program.

Education Code 29.005(c); 19 TAC 89.1050(g)

Modification of Existing IEP

Changes to the IEP may be made either by the entire ARD committee or by amending the IEP by agreement, rather than redrafting the entire IEP.

After the annual IEP meeting for a school year, the parent and district may agree not to convene an IEP meeting for the purposes of making changes to the IEP and instead may develop a written document to amend or modify the child's current IEP.

Upon request, a parent shall be provided with a revised copy of the IEP with amendments incorporated.

To the extent possible, a district shall encourage the consolidation of reevaluation meetings for the child and other ARD meetings for the child.

20 U.S.C. 1414(d)(3)(D)–(F); 34 C.F.R. 300.324(a)(4)–(6)

Teacher Access to IEP

Each district must ensure that each teacher who provides instruction to a student with a disability has access to relevant sections of the student's current IEP, is informed of the teacher's specific responsibilities related to implementation of the IEP, and has an opportunity to request assistance regarding implementation of the student's IEP. *19 TAC 89.1075(c)*

Teacher Request to Review IEP

Each district shall develop a process to be used by a teacher who instructs a student with a disability in a regular classroom setting:

1. To request a review of the student's IEP;
2. To provide input in the development of the student's IEP;
3. That provides for a timely district response to the teacher's request; and
4. That provides for notification to the student's parent or legal guardian of that response.

Education Code 29.001(11); 19 TAC 89.1075(d)

Private School—District Placed

Student Receives IEP

If a district places a child with a disability in a private school or facility, or refers the child to a private school or facility, as a means of carrying out the requirements of the special education laws, the district shall ensure that the child is provided special education and related services, in accordance with an individualized education program (IEP), at no cost to the parents. *20 U.S.C. 1412(a)(10)(B)(i)*

Private School—Parent Placed

When a parentally placed child with a disability is referred to a district, the district shall convene an admission, review, and dismissal (ARD) committee to determine whether the district can offer the child a free appropriate public education (FAPE). If the district determines that it can offer FAPE, it is not responsible for providing educational services to the child, except that the district must develop and implement an individualized services plan (ISP). *19 TAC 89.1096(b)*

Offer of FAPE Rejected

Student Receives ISP

If a district made FAPE available to a child with a disability and the parents elected to place the child in a private school or facility, the district is not required to pay for the cost of education, including special education and related services. However, the district must develop and implement an ISP. *20 U.S.C. 1412(a)(10)(C)(i); 34 C.F.R. 300.148(a)*

FAPE Offered but Not Provided

Reimbursement

If the parents of a child with a disability, who previously received special education and related services under the authority of a district, enroll the child in a private school without the consent or referral by the district, a court or a hearing officer may require the district to reimburse the parents for the cost of that enrollment if the court or hearing officer finds that the district had not made FAPE available to the child in a timely manner before the enrollment. This right of reimbursement is subject to the notice and other requirements set forth at 34 C.F.R. 300.148(d). *20 U.S.C. 1412(a)(10)(C)(ii); 34 C.F.R. 300.148(c)*

Home School Students

A home school student is considered a private school student, for purposes of a district's obligations under IDEA, if the home school provides elementary or secondary education that incorporates an adopted curriculum designed to meet basic educational goals, including scope and sequence of courses, and formal review and documentation of student progress. *19 TAC 89.1096(a)(2)*

Individualized Services Plan (ISP)

Each parentally placed private school child with a disability who has been designated to receive services shall have an ISP that describes the specific special education and related services that a district will provide the child.

Parentally placed private school children with disabilities may receive a different amount of services than children with disabilities in

public schools. No parentally placed private school child has an individual right to receive some or all of the special education and related services that the child would receive if enrolled in a public school.

Decisions about the services that will be provided must be made in accordance with 34 C.F.R. 300.134(c) (consultation process) and 300.137(c) (attendance of private school representatives at services plan committee meetings). A district must make the final decisions with respect to the services to be provided.

34 C.F.R. 300.137, .138

Dual Enrollment

Parents shall have the right to "dual enroll" an eligible student age three or four in both the public school and a private school beginning on the student's third birthday and continuing until the end of the school year in which the student turns five, or until the student is eligible to attend a district's kindergarten program, whichever comes first, subject to the following:

1. The student's ARD committee shall develop an IEP designed to provide the student with FAPE in the least restrictive environment (LRE).
2. From the IEP, the parent and the district shall determine which special education and/or related services will be provided to the student and the location where those services will be provided, based on the requirements concerning placement in the LRE and the policies and procedures of the district.
3. The district shall be responsible for employing and supervising the personnel providing the service, providing the needed instructional materials, and maintaining pupil accounting records. Materials and services provided shall be consistent with those provided for students enrolled only in the public school and shall remain the property of the district.

19 TAC 89.1096(c)

Responsible District

The district where a student resides is responsible for providing special education and related services to a student whose parents choose dual enrollment.

If the parents decline dual enrollment, but request an ISP, the district where the private school is located is responsible for development of the ISP for a student designated to receive services.

19 TAC 89.1096(c), (d)

Transportation

If a student has been placed by his or her parents in a private school or facility, a district shall provide special transportation with federal funds only when the ARD committee determines that the condition of the student warrants the service in order for the student to receive the special education and related services (if any) set forth in the IEP. *19 TAC 89.1096(e)*

District Charter Schools

A district shall serve children with disabilities attending district charter schools in the same manner as it serves children with disabilities in its other schools and shall provide federal special education funds to those schools in the same manner as it provides those funds to its other schools. *20 U.S.C. 1413(a)(5); 34 C.F.R. 300.209(b)*

Residential Facilities

Identification of Students

If a residential facility that is licensed by appropriate state agencies is located within the district's boundaries, the district must provide special education and related services to eligible students residing in the facility.

If, after contacting the facility to offer services to eligible students with disabilities, a district determines that educational services are provided through a charter school, approved non-public school, or a facility operated private school, the district is not required to provide services. However, a district shall annually contact the facility to offer services to eligible students with disabilities.

19 TAC 89.1001(c)

District Placements

A district may contract with a public or private facility, institution, or agency inside or outside of Texas for residential placement for a student with a disability when the ARD committee determines that a residential placement is necessary for the student to receive FAPE. Contracts for residential placement must be approved by the commissioner. *Education Code 29.008(a); 19 TAC 89.1092*

If placement in a public or private residential program is necessary to provide special education and related services, the program, including non-medical care and room and board, must be at no cost to the parents. *34 C.F.R. 300.104*

If a district contracts for education services, rather than providing the services itself, it shall oversee the implementation of the student's IEP and shall annually reevaluate the appropriateness of the arrangement. *Education Code 29.008(d)*

Additional Placement Requirements

A district shall have the responsibilities set forth at 19 Administrative Code 89.1092(a)(4) regarding students in residential placements. A district must contract with residential placements in accordance with 19 Administrative Code 89.1092.

Notification

Within 30 calendar days from an ARD committee's decision to place a student in a residential education program, a district must electronically submit to TEA notice of and information regarding the placement in accordance with submission procedures specified by TEA. *19 TAC 89.1092(b)*

School for the Blind and Visually Impaired and School for the Deaf

A district shall share the cost of education (excluding the summer program) for each of its students enrolled in the Texas School for the Blind and Visually Impaired or Texas School for the Deaf.

Before considering the student's educational placement for special education services, a district shall provide each parent of a student with visual or auditory impairments the following written information regarding the Texas School for the Deaf or Texas School for the Blind and Visually Impaired:

1. The availability of programs offered.
2. The eligibility and admissions requirements.
3. The student's rights to admission and to appeal admission decisions.

Education Code 30.003(a), .004(a); 19 TAC 89.62

A district may request services through the Texas School for the Blind and Visually Impaired or the Texas School for the Deaf in accordance with 19 Administrative Code 89.1085. *19 TAC 89.1085*

Adult Prisons

If a child with a disability is convicted as an adult under state law and incarcerated in an adult prison, the child's ARD committee may modify the child's IEP or placement, notwithstanding the LRE requirements, if the state has demonstrated a bona fide security or compelling penological interest that cannot otherwise be accommodated.

The following requirements do not apply to children with disabilities who are convicted as adults under state law and incarcerated in adult prisons:

1. Federal requirements pertaining to participation of students with disabilities in general assessments;
2. Requirements concerning transition planning and transition services, if the children's eligibility will end, because of their age, before they will be released from prison.

20 U.S.C. 1414(d)(7)

Referral

Students may be referred for the gifted and talented program at any time by teachers, school counselors, parents, or other interested persons.

Screening and Identification Process

The District shall provide assessment opportunities to complete the screening and identification process for referred students at least once per school year.

The District shall schedule a gifted and talented program awareness session for parents that provides an overview of the assessment procedures and services for the program prior to beginning the screening and identification process.

Parental Consent

The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.

Identification Criteria

The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.

Assessments

Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.

Selection

A selection committee shall evaluate each referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law.

Notification

The District shall provide written notification to parents of students who qualify for services through the District’s gifted and talented program. Participation in any program or services provided for gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted and talented program.

Reassessment

If the District reassesses students in the gifted and talented program, the reassessment shall be based on a student's performance in response to services and shall occur no more than once in elementary grades, once in middle school grades, and once in high school grades.

Transfer Students

When a student identified as gifted by a previous school district enrolls in the District, the selection committee shall review the student's records and conduct assessment procedures when necessary to determine if placement in the District's program for gifted and talented students is appropriate.

[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]

Furloughs

The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.

In accordance with the Board-approved program, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted and talented program, be placed on another furlough, or be exited from the program.

Exit Provisions

The District shall monitor student performance in response to gifted and talented program services. If at any time the selection committee or a parent determines it is in the best interest of the student to exit the program, the committee shall meet with the parent and student before finalizing an exit decision.

Appeals

A parent, student, or educator may appeal any final decision of the selection committee regarding selection for or exit from the gifted and talented program. Appeals shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.

Program Evaluation

The District shall annually evaluate the effectiveness of the District's gifted and talented program, and the results of the evaluation shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, school counselors, students in the gifted and talented program, and the community.

Funding

The District's gifted and talented program shall address effective use of funds for programs and services consistent with the standards in the state plan for gifted and talented students.

Community Awareness

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

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Compensatory Education Allotment

Census Block

On a schedule determined by the commissioner of education and in accordance with Education Code 48.104, each district shall report to the agency the census block group in which each student enrolled in the district who is educationally disadvantaged resides. *Education Code 48.104(i)*

Use

At least 55 percent of the district's compensatory education funds must be used to:

1. Fund supplemental programs and services, including services provided by an instructional coach, designed to eliminate any disparity in performance on assessment instruments administered under Education Code Chapter 39, Subchapter B or disparity in the rates of high school completion between:
    a. Students who are educationally disadvantaged and students who are not educationally disadvantaged; and
    b. Students at risk of dropping out of school, as defined below, and all other students; or
2. Support a program eligible under Title I of the Elementary and Secondary Education Act of 1965 [see AID], and its subsequent amendments, and by federal regulations implementing that Act.

Education Code 48.104(k)

Dropout Prevention Strategies

A district with a high dropout rate, as determined by the commissioner, shall submit a plan to the commissioner describing the manner in which the district intends to use its compensatory education allotment for developing and implementing research-based strategies for dropout prevention.

A district shall submit the plan not later than December 1 of each school year preceding the school year in which the district will receive the compensatory education allotment to which the plan applies.

A district may not spend or obligate more than 25 percent of the district's compensatory education allotment unless the commissioner approves the plan.

A district's plan shall:

1. Design a dropout recovery plan that includes career and technology education courses or technology applications courses that lead to industry or career certification;

2. Integrate into the dropout recovery plan research-based strategies to assist students in becoming able academically to pursue postsecondary education, including:

    a. High-quality, college readiness instruction with strong academic and social supports;

    b. Secondary to postsecondary bridging that builds college readiness skills, provides a plan for college completion, and ensures transition counseling; and

    c. Information concerning appropriate supports available in the first year of postsecondary enrollment to ensure postsecondary persistence and success, to the extent funds are available for the purpose; and

3. Plan to offer advanced academic and transition opportunities, including dual credit courses and college preparatory courses, such as advanced placement courses.

A district may enter into a partnership with a public junior college in accordance with Education Code 29.402 [see GNC] in order to fulfill a plan.

Any program designed to fulfill a plan must comply with the requirements of Education Code 29.081(e) and (f).

Education Code 29.918

Reporting

A district shall report financial information relating to expenditure of the state compensatory education allotment under the Foundation School Program to the Texas Education Agency (TEA), according to standards for financial accounting provided in 19 Administrative Code 109.41 (relating to *Financial Accountability System Resource Guide*). Costs charged to state compensatory education shall be for programs and services that supplement the regular education program. *19 TAC 109.25(a)*

A district shall ensure that supplemental direct costs and personnel attributed to compensatory education and accelerated instruction are identified in district and/or campus improvement plans at the summary level for financial units or campuses. A district shall maintain documentation that supports the attribution of supplemental costs and personnel to compensatory education. A district must also maintain sufficient documentation supporting the appropriate identification of students in at-risk situations, under criteria established in Education Code 29.081 [see Definition of At-Risk Student, below]. *19 TAC 109.25(b)*

Educationally Disadvantaged Students

Student Eligibility

To be considered educationally disadvantaged in order to be counted to generate the compensatory education allotment pursuant to Education Code 48.104, a student must meet the income requirements for eligibility under the National School Lunch Program (NSLP), authorized by 42 U.S.C. 1751, et seq.

Districts may use the following approved methods for the purpose of receiving the compensatory education allotment pursuant to Education Code 48.104:

1. Parent certification, where the parent or guardian asserts meeting the income requirements for eligibility;
2. Direct certification, where the process by which eligible children are certified for free meals without the need for a household application based on household participation in one or more federal assistance programs; or
3. Direct verification, where public records are used to verify a student's eligibility for free or reduced-price meals when verification of student eligibility is required.

19 TAC 61.1027(a)

Virtual School Network

Districts must request prior approval from the commissioner to claim students receiving a full-time virtual education through the state virtual school network in their counts of educationally disadvantaged students. The request must include a plan detailing the enhanced services to be delivered to full-time state virtual school network students and submitted in a manner and with a deadline specified by the commissioner. *19 TAC 61.1027(b)(3)(B)*

Definition of At-Risk Student

“Student at risk of dropping out of school” includes each student who is under 26 years of age and who:

1. Except as provided by TEA rule or if retained in prekindergarten under Education Code 28.02124 [see EIE], was not advanced from one grade level to the next for one or more school years, unless the student did not advance from prekindergarten or kindergarten to the next grade level only as a result of the request of the student’s parent;
2. If the student is in grades 7–12, did not maintain an average equivalent to 70 on a scale of 100 in two or more subjects in the foundation curriculum during a semester in the preceding or current school year, or is not maintaining such an average in two or more subjects in the foundation curriculum in the current semester;

3. Did not perform satisfactorily on a state assessment instrument and who has not in the previous or current school year subsequently performed on that instrument or another appropriate instrument at a level equal to at least 110 percent of the level of satisfactory performance on that instrument;

4. If the student is in prekindergarten, kindergarten, or grades 1–3, did not perform satisfactorily on a readiness test or assessment instrument administered during the current school year;

5. Is pregnant or is a parent;

6. Has been placed in a DAEP in accordance with Education Code 37.006 during the preceding or current school year;

7. Has been expelled in accordance with Education Code 37.007 during the preceding or current school year;

8. Is currently on parole, probation, deferred prosecution, or other conditional release;

9. Was previously reported through the Public Education Information Management System (PEIMS) to have dropped out of school;

10. Is an emergent bilingual student, as defined by Section 29.052;

11. Is in the custody or care of the Department of Family and Protective Services or has, during the current school year, been referred to the department by a school official, officer of the juvenile court, or law enforcement official;

12. Is homeless [see FD];

13. Resided in the preceding school year or resides in the current school year in a residential placement facility in a district, including a detention facility, substance abuse treatment facility, emergency shelter, psychiatric hospital, halfway house, cottage home operation, specialized child-care home, or general residential operation;

14. Has been incarcerated, or has a parent or guardian who has been incarcerated, within the lifetime of the student, in a penal institution as defined by Penal Code 1.07; or

15. Is enrolled in a district or a campus that is designated as a dropout recovery school under Education Code 39.0548.

Education Code 29.081(d)(1)

Regardless of the student's age, a student who participates in an adult education program provided under the adult high school charter school program is considered a "student at risk of dropping out of high school." *Education Code 29.081(d)(2)*

Local Eligibility Criteria

In addition to students described above, a student who satisfies local eligibility criteria adopted by a board may receive compensatory education services. The number of students receiving services under local eligibility criteria during a school year may not exceed ten percent of the number of students described above who received services from the district during the preceding school year. *Education Code 29.081(g)*

Designing and Implementing Services

A district shall use student performance data from state basic skills assessment instruments and achievement tests to design and implement appropriate compensatory, intensive, or accelerated instructional services for students in the district's schools that enable the students to perform at grade level at the conclusion of the next regular school term. *Education Code 29.081(a)*

Services After Unsatisfactory Performance on State Assessments

Accelerated Learning Committee

A district shall establish an accelerated learning committee for each student who does not perform satisfactorily on the following state assessment instruments [see EKB]:

1. The third grade mathematics or reading assessment;
2. The fifth grade mathematics or reading assessment; or
3. The eighth grade mathematics or reading assessment.

Education Code 28.0211(a)

Composition

The accelerated learning committee shall be composed of the principal or the principal's designee, the student's parent or guardian, and the teacher of the subject of an assessment instrument on which the student failed to perform satisfactorily. The district shall notify the parent or guardian of the time and place for convening the accelerated learning committee and the purpose of the committee. *Education Code 28.0211(c)*

Educational Plan

An accelerated learning committee shall, not later than the start of the subsequent school year, develop an educational plan for the student that provides the necessary accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the school year. The educational plan must be documented in writing, and a copy must be provided to the student's parent or guardian.

During the school year, the student shall be monitored to ensure that the student is progressing in accordance with the educational

plan. The district shall administer to the student the assessment instrument for the grade level in which the student is placed at the time the district regularly administers the assessment instruments for that school year.

The board shall adopt a policy consistent with the grievance procedure adopted under Education Code 26.011 [see FNG] to allow a parent to contest the content or implementation of an educational plan.

Education Code 28.0211(f)–(f-3)

Failure in a Subsequent School Year

If a student who fails to perform satisfactorily on the third, fifth, or eighth grade math or reading assessment fails in the subsequent school year to perform satisfactorily on an assessment instrument in the same subject, the superintendent, or the superintendent's designee, shall meet with the student's accelerated learning committee to:

1. Identify the reason the student did not perform satisfactorily; and

2. Determine, in order to ensure the student performs satisfactorily on the assessment instrument at the next administration of the assessment instrument, whether the educational plan developed for the student must be modified to provide the necessary accelerated instruction for that student and any additional resources are required for that student.

The superintendent's designee may be an employee of a regional education service center and may not be a person who served on the student's accelerated learning committee.

Education Code 28.0211(f-4)–(f-5)

ARD Meeting

The admission, review, and dismissal (ARD) committee of a student who does not perform satisfactorily on a third, fifth, or eighth grade math or reading assessment must meet to determine the manner in which the student will participate in an accelerated instruction program. *Education Code 28.0211(i)*

Parent Request

Each district shall establish a process allowing for the parent or guardian of a student who fails to perform satisfactorily on a third, fifth, or eighth grade math or reading assessment to make a request for district consideration that the student be assigned to a particular classroom teacher in the applicable subject area for the subsequent school year, if more than one classroom teacher is available. *Education Code 28.0211(a-5)*

Classroom Assignment

A student who fails to perform satisfactorily on a third, fifth, or eighth grade math or reading assessment and is promoted to the next grade level must be assigned in the subsequent school year in each subject in which the student failed to perform satisfactorily on the applicable assessment instrument to an appropriately certified teacher who meets all state and federal qualifications to teach that subject and grade.

In a manner consistent with federal law and notwithstanding any other law, the commissioner may waive the requirement regarding the assignment of a student to an appropriately certified classroom teacher on the request of a district.

Education Code 28.0211(n)–(n-1)

Accelerated Instruction

Each time a student fails to perform satisfactorily on a state assessment instrument in the third, fourth, fifth, sixth, seventh, or eighth grade [see EKB], the district in which the student attends school shall provide to the student accelerated instruction in the applicable subject area during the subsequent summer or school year and either:

1. Allow the student to be assigned a classroom teacher who is certified as a master, exemplary, or recognized teacher under the local optional teacher designation system [see DEAA] for the subsequent school year in the applicable subject area; or
2. Provide the student supplemental instruction under Education Code 28.0211(a-4) [see below].

Participation Requirements

Accelerated instruction provided during the following school year may require participation of the student before or after normal school hours.

In providing accelerated instruction, a district may not remove a student, except under circumstances for which a student enrolled in the same grade level who is not receiving accelerated instruction would be removed, from:

1. Instruction in the foundation curriculum and enrichment curriculum adopted under Education Code 28.002 [see EHA series] for the grade level in which the student is enrolled; or
2. Recess or other physical activity that is available to other students enrolled in the same grade level.

Supplemental Instruction Requirements

If a district receives funding under Education Code 29.0881, the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (Div. M, Pub. L. No. 116-260), or the American Rescue

Plan Act of 2021 (Pub. L. No. 117-2), then supplemental instruction provided by a district must:

1. Include targeted instruction in the essential knowledge and skills for the applicable grade levels and subject area;
2. Be provided in addition to instruction normally provided to students in the grade level in which the student is enrolled;
3. Be provided for no less than 30 total hours during the subsequent summer or school year and, unless the instruction is provided fully during summer, include instruction no less than once per week during the school year;
4. Be designed to assist the student in achieving satisfactory performance in the applicable grade level and subject area;
5. Include effective instructional materials designed for supplemental instruction;
6. Be provided to a student individually or in a group of no more than three students, unless the parent or guardian of each student in the group authorizes a larger group;
7. Be provided by a person with training in the applicable instructional materials for the supplemental instruction and under the oversight of the district; and
8. To the extent possible, be provided by one person for the entirety of the student's supplemental instruction period.

Education Code 28.0211(a-1)–(a-4)

Transportation

A district shall provide students required to attend the accelerated programs described above with transportation to those programs if the programs occur outside of regular school hours. *Education Code 28.0211(j)*

Notice to Parents of Performance and Accelerated Instruction

Whenever a district is required to notify a parent or guardian about the requirements related to promotion and accelerated instruction, the district shall make a good-faith effort to ensure that the notice is provided either in person or by regular mail, is clear and easy to understand, and is written in English or in the parent or guardian’s native language. *Education Code 28.0211(h)*

Assessments Not Required

Education Code 28.0211 does not require the administration of a fifth or eighth grade assessment instrument in a subject under Education Code 39.023(a) to a student enrolled in the fifth or eighth grade, as applicable, if the student:

1. Is enrolled in a course in the subject intended for students above the student’s grade level and will be administered an

assessment instrument adopted or developed under Education Code 39.023(a) [see EKB] that aligns with the curriculum for the course in which the student is enrolled; or

2. Is enrolled in a course in the subject for which the student will receive high school academic credit and will be administered an end-of-course assessment instrument [see EKB] for the course.

Notwithstanding any other provision of Education Code 28.0211, the student may not be denied promotion on the basis of failure to perform satisfactorily on an assessment instrument not required to be administered to the student, nor may a student in grade 5 or grade 8 be denied promotion to the next grade on the basis of failure to perform satisfactorily on a reading or mathematics assessment instrument intended for use above the student's grade level.

Education Code 28.0211(o)–(p)

Accelerated Instruction After EOC Assessments

A district shall provide accelerated instruction to an enrolled student who has taken an end-of-course (EOC) assessment instrument and has not performed satisfactorily or who is at risk of dropping out of school.

A district shall offer before the next scheduled administration of the assessment instrument, without cost to the student, additional accelerated instruction to each student in any subject in which the student failed to perform satisfactorily on an end-of-course assessment instrument required for graduation.

A district that is required to provide accelerated instruction must separately budget sufficient funds for that purpose. [See CE]

A district shall evaluate the effectiveness of accelerated instruction programs and annually hold a public hearing to consider the results.

Education Code 29.081(b), (b-1), (b-2), (b-3), 39.025(b-1)

Each time a student fails to perform satisfactorily on an assessment instrument administered under Education Code 39.023(c), the district in which the student attends school shall provide to the student accelerated instruction in the applicable subject area.

Accelerated instruction may require participation of the student before or after normal school hours and may include participation at times of the year outside normal school operations and must comply with the requirements for accelerated instruction provided under Education Code 28.0211 [see above].

Education Code 28.0217

Effectiveness

A district shall evaluate and document the effectiveness of the accelerated instruction in reducing any disparity in performance on state assessment instruments or disparity in the rates of high school completion between students at risk of dropping out of school and all other district students. *Education Code 29.081(c)*

Dropout Recovery Education Programs

A district may use a private or public community-based dropout recovery education program to provide alternative education programs for students at risk of dropping out of school. The program may be offered at a campus or through the use of an online program that leads to a high school diploma and prepares the student to enter the workforce. A campus-based dropout recovery education program must meet the criteria set forth at Education Code 29.081(e-1)(1)–(5). An online dropout recovery education program must meet the criteria set forth at Education Code 29.081(e-2)(1)–(8).

Students in attendance at a dropout recovery education program shall be included in a district's average daily attendance for funding purposes.

Education Code 29.081(e)–(f)

Communities in Schools

An elementary or secondary school receiving funding under Education Code 33.156 shall participate in the Communities in Schools (CIS) program if the number of students enrolled in the school who are at risk of dropping out of school is equal to at least ten percent of the number of students in average daily attendance at the school, as determined by TEA. *Education Code 33.157*

Optional Extended Year Program

A district may set aside an amount from the district's compensatory education allotment or may apply to the agency for funding of an extended year program. *Education Code 29.082(a); 19 TAC 105.1001*

Optional Flexible Year Program

A district may provide an optional flexible year program (OFYP) for students who did not or are not likely to perform successfully on state assessment instruments or who would not otherwise be promoted to the next grade level. *Education Code 29.0821; 19 TAC 129.1029*

Optional Flexible School Day Program

Notwithstanding Education Code 25.081 or 25.082, a district may apply to the commissioner to provide a flexible school day program (OFSDP) for students who:

1. Have dropped out of school or are at risk of dropping out of school as defined by Education Code 29.081;

2. Attend a campus that is implementing an innovative redesign of the campus or an early college high school under a plan approved by the commissioner; or

3. As a result of attendance requirements under Education Code 25.092, will be denied credit for one or more classes in which the students have been enrolled.

Education Code 29.0822

A district may apply to the commissioner to provide an OFSDP for students, in accordance with 19 Administrative Code 129.1027.

A board must approve the application. The board must include the OFSDP as an item on the regular agenda for a board meeting in compliance with 19 Administrative Code 129.1027(h)(2) before applying to operate an OFSDP. The application shall include the information described in 19 Administrative Code 129.1027.

19 TAC 129.1027(c)

Tutorial Services

A district may provide tutorial services at district schools. If a district provides tutorial services, it shall require a student whose grade in a subject for a reporting period is lower than the equivalent of 70 on a scale of 100 to attend tutorials. [See EC for provisions on loss of class time.]

A district may provide transportation services to accommodate students who are required to attend tutorials and who are eligible for regular transportation.

Education Code 29.084

Basic Skills Programs

A district may apply to the commissioner for funding of basic skills programs for students in grade 9 who are at risk of not earning sufficient credit or who have not earned sufficient credit to advance to grade 10 and who fail to meet minimum skills levels established by the commissioner.

With the consent of a student's parent or guardian, a district may assign a student to the basic skills program.

A basic skills program may not exceed 210 instructional days and must meet the requirements set forth at Education Code 29.086.

Education Code 29.086(a)

After-School and Summer Intensive Mathematics and Science Programs

A district may provide an intensive after-school program or an intensive program during the period that school is recessed for the summer to provide mathematics and science instruction to:

1. Students who are not performing at grade level in mathematics or science to assist those students in performing at grade level;
2. Students who are not performing successfully in a mathematics course or science course to assist those students in successfully completing the course; or
3. Other students as determined by the district.

Before providing a program, a board must adopt a policy for:

1. Determining student eligibility for participating in the program that:
    a. Prescribes the grade level or course a student must be enrolled in to be eligible; and
    b. Provides for considering teacher recommendations in determining eligibility;
2. Ensuring that parents of or persons standing in parental relation to eligible students are provided notice of the program;
3. Ensuring that eligible students are encouraged to attend the program;
4. Ensuring that the program is offered at one or more locations in the district that are easily accessible to eligible students; and
5. Measuring student progress on completion of the program.

Education Code 29.088, .090; 19 TAC 102.1041

Mentoring Services Program

A district may provide a mentoring services program to students at risk of dropping out of school. A board may arrange for any public or nonprofit community-based organization to come to the district's schools and implement the program.

A board shall obtain the consent of a student's parent or guardian before allowing the student to participate in the program.

Education Code 29.089

Accelerated Reading Instruction Program

A district shall implement an accelerated reading instruction program that provides reading instruction that addresses reading deficiencies to each student in kindergarten, first grade, or second grade who is determined, on the basis of reading instrument results [see EKC], to be at risk for dyslexia or other reading difficulties. The district shall determine the form, content, and timing of the program.

A district shall provide additional reading instruction and intervention to each student given the seventh grade reading assessment [see EKC], as appropriate to improve the student's reading skills in the relevant areas identified through the assessment instrument.

Education Code 28.006(g), (g-1)

Intensive Program of Instruction

State Assessments

A district shall offer an intensive program of instruction to a student who does not perform satisfactorily on a state assessment instrument or is not likely to receive a high school diploma before the fifth school year following the student's enrollment in grade 9, as determined by the district.

The program shall be designed to:

1. Enable the student to:
    a. To the extent practicable, perform at the student's grade level at the conclusion of the next regular school term; or
    b. Attain a standard of annual growth specified by a district and reported by the district to TEA; and
2. If applicable, carry out the purposes of Education Code 28.0211. [See EIE]

Students Receiving Special Education Services

For a student in a special education program who does not perform satisfactorily on an assessment instrument administered under Education Code 39.023(a), (b), or (c), the student's admission, review, and dismissal committee shall design the program to:

1. Enable the student to attain a standard of annual growth on the basis of the student's individualized education program (IEP); and
2. If applicable, carry out the purposes of Education Code 28.0211. [See EIE]

Graduation Requirements

A district shall use funds appropriated by the legislature for an intensive program of instruction to plan and implement intensive instruction and other activities aimed at helping a student satisfy state and local high school graduation requirements.

No Cause of Action

A district's determination of the appropriateness of an intensive program of instruction for a student is final and does not create a cause of action.

Education Code 28.0213

College Preparatory Courses

Each district shall partner with at least one institution of higher education to develop and provide courses in college preparatory mathematics and English language arts. The courses must be designed:

1. For students at the 12th grade level whose performance on:
    a. An end-of-course assessment instrument required under Education Code 39.023(c) does not meet college readiness standards; or
    b. Coursework, a college entrance examination, or an assessment instrument designated under Education Code 51.334 [Texas Success Initiative (TSI) assessment] indicates that the student is not ready to perform entry-level college coursework; and
2. To prepare students for success in entry-level college courses.

A course must be provided on the campus of the high school offering the course or through distance learning or as an online course provided through an institution of higher education with which the district partners.

Faculty

Appropriate faculty of each high school offering courses and appropriate faculty of each institution of higher education with which the district partners shall meet regularly as necessary to ensure that each course is aligned with college readiness expectations.

Notice

Each district shall provide a notice to each eligible student and the student's parent or guardian regarding the benefits of enrolling in a course.

Credit Earned

A student who successfully completes an English language arts course may use the credit earned toward satisfying the advanced English language arts curriculum requirement for the foundation high school program under Education Code 28.025(b-1)(1). A student who successfully completes a mathematics course may use the credit earned in the course toward satisfying an advanced mathematics curriculum requirement under Education Code 28.025 after completion of the mathematics curriculum requirements for the foundation high school program under Education Code 28.025(b-1)(2).

Dual Credit

A course may be offered for dual credit at the discretion of the institution of higher education with which a district partners.

Instructional Materials

Each district, in consultation with each institution of higher education with which the district partners, shall develop or purchase instructional materials for a course consistent with Education Code

Chapter 31. The instructional materials must include technology resources that enhance the effectiveness of the course and draw on established best practices.

Education Code 28.014

End-of-Course Exam

A student enrolled in a college preparatory mathematics or English language arts course under Education Code 28.014 who satisfies the TSI college readiness benchmarks on an assessment instrument administered at the end of the course satisfies the requirements concerning and is exempt from the administration of the Algebra I or the English I and English II end-of-course assessment instruments, as applicable, as prescribed by Education Code 39.023(c) [see EKB], even if the student did not perform satisfactorily on a previous administration of the applicable end-of-course assessment instrument. A student who fails to perform satisfactorily on the assessment instrument may retake that assessment instrument or may take the appropriate end-of-course assessment instrument. *Education Code 39.025(a-1)*

Distance Learning and Correspondence Courses

Credit toward state graduation requirements may be granted for distance learning and correspondence courses only as follows:

1. The institution offering the correspondence course is The University of Texas at Austin, Texas Tech University, or another public institution of higher education approved by the commissioner of education.
2. Students may earn course credit through distance learning technologies such as satellite, internet, two-way videoconferencing, online courses, the Texas Virtual School Network (TXVSN), and instructional television.
3. The distance learning and correspondence courses must include the state-required essential knowledge and skills for such a course.

19 TAC 74.23

Texas Virtual School Network

The TXVSN is a state-led initiative for online learning authorized by Education Code Chapter 30A. The TXVSN is a partnership network administered by TEA in coordination with regional education service centers (ESCs), Texas public school districts and charter schools, institutions of higher education, and other eligible entities.

The TXVSN is comprised of two components—the online school (OLS) program and the statewide course catalog.

19 TAC 70.1001(4)

Online School (OLS) Program

"Online School (OLS) program" is a full-time, virtual instructional program that is made available through an approved course provider and is designed to serve students in grades 3–12 who are not physically present at school. *19 TAC 70.1001(7)*

A TXVSN OLS may serve students in grades 3–12 but may not serve students in kindergarten–grade 2.

A school district that operates a TXVSN OLS that serves students in full-time virtual instruction shall, prior to the start of each academic year, notify TEA of grade levels to be served and the total number of students to be served during that academic year. A school district may not add grade levels after the start of the school year.

A TXVSN OLS or a school district wishing to add additional grade levels to its online program shall certify that the OLS has courses sufficient to comprise a full instructional program for each additional grade level to be served by the OLS prior to serving that grade level.

School districts approved to serve as TXVSN OLSs shall follow the TEA procedures related to obtaining a campus number for the virtual campus through which they serve their TXVSN OLS students.

School districts serving as TXVSN OLSs must follow all requirements in 19 Administrative Code 70.1011.

19 TAC 70.1011

Statewide Course Catalog

"Statewide course catalog" is a supplemental online high school instructional program available through approved providers. *19 TAC 70.1001(10)*

Course Providers

A TXVSN course provider is an entity that provides an electronic course through the TXVSN. Course providers include TXVSN OLSs and providers in the statewide course catalog. *19 TAC 70.1001(8)*

Electronic Course

"Electronic course" means an educational course in which:

1. Instruction and content are delivered primarily over the internet;
2. A student and teacher are in different locations for a majority of the student's instructional period;
3. Most instructional activities take place in an online environment;
4. The online instructional activities are integral to the academic program;
5. Extensive communication between a student and a teacher and among students is emphasized; and
6. A student is not required to be located on the physical premises of a school district or open-enrollment charter school.

An electronic course is the equivalent of what would typically be taught in one semester. For example: English IA is treated as a single electronic course and English IB is treated as a single electronic course.

Education Code 30A.001(4); 19 TAC 70.1001(1)

OLS Eligibility

To be eligible to serve as a TXVSN OLS, a school district shall:

1. Have a current accreditation status of Accredited under 19 Administrative Code 97.1055 (Accreditation Status);
2. Be rated acceptable under Education Code 39.054;

3. Be rated at the Standard Achievement level or higher under the state financial accountability rating system under 19 Administrative Code 109.1001 (Types of Financial Accountability Ratings);

4. Have met statutory requirements for timely submission of annual audit and compliance reports, Public Education Information Management System (PEIMS) reports, and timely deposits with the Teacher Retirement System, with all records and reports reflecting satisfactory performance;

5. Be in good standing with other programs, grants, and projects administered through TEA; and

6. Have been approved to operate a TXVSN OLS as of January 1, 2013.

19 TAC 70.1009(a)

Statewide Course Catalog Provider Eligibility

To be eligible to serve as a course provider in the TXVSN statewide course catalog, a district must be rated acceptable under Education Code 39.054. A Texas school district may provide an electronic course through the TXVSN to a student enrolled in that district or school, a student enrolled in another school district or school in the state, or a student who resides in Texas who is enrolled in a school other than a public school district or charter school. *19 TAC 70.1007(a)*

General Requirements

TXVSN course providers shall:

1. Provide the TXVSN receiver district in which each TXVSN student is enrolled with written notice of a student's performance in the course at least once every 12 weeks;

2. Provide the TXVSN receiver district in which each TXVSN student is enrolled with written notice of a student's performance at least once every three weeks if the student's performance in the course is consistently unsatisfactory, as determined by the TXVSN course provider;

3. Notify students in writing upon enrollment to participate in the TXVSN course with specific dates and details regarding enrollment;

4. Meet all federal and state requirements for educating students with disabilities;

5. Provide a contingency plan for the continuation of instructional services to all TXVSN students allowing them to complete their TXVSN courses in the event that the contract or agreement through which the electronic courses are provided

are terminated or the TXVSN courses become unavailable to students;

6. Ensure a maximum class size limit of 40 students in a single section of a course and ensure that the class size does not exceed the maximum allowed by law, as applicable, whichever is less; and

7. Meet all reporting requirements established by TXVSN central operations, including timely submission of student performance reports, course completion results, catalog data, data required to verify instructor qualifications, and all data necessary for the TXVSN Informed Choice Report required under 19 Administrative Code 70.1031 (Informed Choice Reports).

19 TAC 70.1007(c)

Receiver District Requirements

A district is eligible to serve as a receiver district in the TXVSN statewide course catalog. Each TXVSN receiver district shall:

1. Register as a receiver district with TXVSN central operations;

2. Assign a qualified staff member to serve as the TXVSN coordinator;

3. Enroll a student who resides in Texas and who is enrolled in a school other than a public school district or charter school upon request by the student and/or parent or guardian; and

4. In accordance with 19 Administrative Code 74.26 (Award of Credit), award credit to a student enrolled in the district who has successfully completed all state and local requirements and received a grade that is the equivalent of 70 on a scale of 100, based upon the essential knowledge and skills for a course offered through the TXVSN statewide course catalog.

19 TAC 70.1008

Courses

All electronic courses to be made available through the TXVSN shall be reviewed and approved prior to being offered in accordance with the course requirements at 19 Administrative Code 70.1005. *19 TAC 70.1005(a)*

An electronic course or program that was offered or could have been offered during the 2008–09 school year under former Education Code 29.909, as that section existed on January 1, 2009, may be offered during a subsequent school year through the TXVSN. *Education Code 30A.006*

Student Eligibility

Generally

A student is eligible to enroll in a TXVSN course only if the student:

1. On September 1 of the school year is younger than 21 years of age or is younger than 26 years of age and entitled to the benefits of the Foundation School Program under Education Code 48.003;
2. Has not graduated from high school; and
3. Is otherwise eligible to enroll in a public school in this state.

A student is eligible to enroll full-time in courses provided through the TXVSN only if:

1. The student was enrolled in a public school in this state in the preceding school year;
2. The student is a dependent of a member of the United States military who has been deployed or transferred to this state and was enrolled in a publicly funded school outside of this state in the preceding school year; or
3. The student has been placed in substitute care in this state, regardless of whether the student was enrolled in a public school in this state in the preceding school year.

Exception for Military Dependents

A student is eligible to enroll in one or more TXVSN courses or enroll full-time in courses provided through the network if the student:

1. Is a dependent of a member of the United States military;
2. Was previously enrolled in high school in this state; and
3. No longer resides in this state as a result of a military deployment or transfer.

Provisional Enrollment

If a student has not provided required evidence of eligibility to enroll, a TXVSN OLS may enroll a student provisionally for ten school days and withdraw the student from the OLS if the student does not provide the required evidence of eligibility within ten school days of the provisional enrollment.

Upon enrolling a student provisionally, the TXVSN OLS shall notify the student and the student's parents or guardians that the student will be withdrawn if documentation is not provided within the required timeframe.

Education Code 30A.002; 19 TAC 70.1013

Enrolled Students

A student who is enrolled in the district as a full-time student may take one or more electronic courses through the TXVSN. *Education Code 30A.107(b)*

Unenrolled Students

A student who resides in this state but who is not enrolled in a school district or open-enrollment charter school in this state as a full-time student may, subject to Education Code 30A.155, enroll in electronic courses through the TXVSN. The student:

1. May not in any semester enroll in more than two electronic courses offered through the TXVSN;
2. Is not considered to be a public school student;
3. Must obtain access to a course provided through the network through the school district or open-enrollment charter school attendance zone in which the student resides;
4. Is not entitled to enroll in a course offered by a school district or open-enrollment charter school other than an electronic course provided through the network; and
5. Is not entitled to any right, privilege, activities, or services available to a student enrolled in a public school, other than the right to receive the appropriate unit of credit for completing an electronic course.

Education Code 30A.107(c)

Enrollment, Advancement, and Withdrawal

A student taking a course through the TXVSN statewide course catalog or a TXVSN OLS program is considered to:

1. Be enrolled in a TXVSN course when he or she begins receiving instruction and actively engages in instructional activities in a TXVSN subject area or course;
2. Have successfully completed a course if the student demonstrates academic proficiency and earns credit for the course, as determined by the TXVSN teacher; and
3. Be, and must be reported as, withdrawn from the TXVSN when the student is no longer actively participating in the TXVSN course or program.

A student taking a course through the TXVSN statewide course catalog:

1. Shall enroll in each TXVSN course through the TXVSN online registration system;
2. Shall be assigned a grade by the TXVSN teacher after the drop period established by TXVSN central operations;

3. May withdraw from a course taken through the TXVSN after the instructional start date without academic or financial penalty within the drop period established by TXVSN central operations; and

4. Shall have the grade assigned by the TXVSN teacher added to the student's transcript by the student's home district.

A student enrolled full time in grades 3–8 must demonstrate academic proficiency sufficient to earn promotion to the next grade, as determined by the TXVSN teacher for the educational program.

19 TAC 70.1015

Compulsory Attendance

Texas public school students are not required to be in physical attendance while participating in courses through a TXVSN OLS or the TXVSN course catalog.

Based upon successful completion of a TXVSN course for students in grades 9–12 or a TXVSN OLS instructional program for students in grades 3–8, students are considered to have met attendance requirements for that course or program. A student who has successfully completed the grade level or course is eligible to receive any weighted funding for which the student is eligible.

For audit purposes, TXVSN course providers and TXVSN receiver districts shall maintain documentation to support the students' successful completion and to support verification of compulsory attendance.

"TXVSN receiver district" means a Texas public school district that has students enrolled in the school district who take one or more online courses through the TXVSN statewide course catalog.

19 TAC 70.1001(9), .1017

Local Policy

A district shall adopt a written policy that provides students enrolled in the district with the opportunity to enroll in electronic courses provided through the TXVSN statewide course catalog. The policy must be consistent with the requirements regarding notice, enrollment requests, and students with disabilities as described below.

A district shall, at least once per school year, send to a parent of each district student enrolled at the middle or high school level a copy of the policy. A district may send the policy with any other information that the district sends to a parent.

Education Code 30A.007; 19 TAC 70.1033

Notice

At the time and in the manner that a district informs students and parents about courses that are offered in the district's traditional

classroom setting, the district shall notify parents and students of the option to enroll in an electronic course offered through the TXVSN.

Requests to Enroll

Except as provided below, a district may not deny the request of a parent of a full-time student to enroll the student in an electronic course offered through the TXVSN.

A district may deny a request to enroll a student in an electronic course if:

1. A student attempts to enroll in a course load that is inconsistent with the student's high school graduation plan or requirements for college admission or earning an industry certification;
2. The student requests permission to enroll in an electronic course at a time that is not consistent with the enrollment period established by the district providing the course; or
3. The district offers a substantially similar course.

The course provider shall make all reasonable efforts to accommodate the enrollment of a student in the course under special circumstances.

If a parent of a student requests permission to enroll the student in a TXVSN course, a district has discretion to select a course provider approved by TEA for the course in which the student will enroll based on factors including the informed choice report required by Education Code 30A.108(b).

Appeals

A parent may appeal to the commissioner a district's decision to deny a request to enroll a student in an electronic course offered through the TXVSN. The commissioner's decision under this subsection is final and may not be appealed.

Education Code 26.0031; 19 TAC 70.1008, .1035

Students with Disabilities

For purposes of the policy, the determination of whether or not an electronic course will meet the needs of a student with a disability shall be made by the student's admission, review, and dismissal (ARD) committee in a manner consistent with state and federal law, including the Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794. *Education Code 30A.007(b)*

Required Enrollment Prohibited

A school district or open-enrollment charter school may not require a student to enroll in an electronic course. *Education Code 30A.107(d)*

Inducements for Enrollment Prohibited	A course provider may not promise or provide equipment or any other thing of value to a student or a student's parent as an inducement for the student to enroll in an electronic course offered through the TXVSN. The commissioner shall revoke approval of electronic courses offered by a course provider that violates this prohibition. The commissioner's action under this section is final and may not be appealed. *Education Code 30A.1052*
Course Portability	A student who transfers from one educational setting to another after beginning enrollment in an electronic course is entitled to continue enrollment in the course. *Education Code 30A.1051; 19 TAC 70.1015(d)*
Student Assessment	All Texas public school students enrolled in the TXVSN are required to take the statewide assessments as required in Education Code 39.023 [see EKB]. The administration of the assessment instrument to the student enrolled in the electronic course must be supervised by a proctor. A district shall report to the commissioner through the Public Education Information Management System (PEIMS) the results of assessment instruments administered to students enrolled in an electronic course offered through the TXVSN separately from the results of assessment instruments administered to other students. All districts participating in the TXVSN OLS program are included in the state's academic accountability system. *Education Code 30A.110; 19 TAC 70.1023*
Funding	A district in which a student is enrolled is entitled to funding under Education Code Chapter 48 for the student's enrollment in a TXVSN course in the same manner that the district is entitled to funding for the student's enrollment in courses provided in a traditional classroom setting, provided that the student successfully completes the electronic course. Funding is limited to a student's enrollment in not more than three electronic courses during any school year, unless the student is enrolled in a full-time online program that was operating on January 1, 2013. *Education Code 30A.153* A district may decline to pay the cost for a student of more than three yearlong electronic courses, or the equivalent, during any school year unless the student is enrolled in a full-time online program that was operating on January 1, 2013. If the district declines to pay the cost, a student is able to enroll in additional electronic courses at the student's cost. *Education Code 26.0031(c-1)*

Course Cost

A district may charge the course cost for enrollment in a TXVSN course to a student who resides in this state and:

1. Is enrolled in the district as a full-time student with a course load greater than that normally taken by students in the equivalent grade level in other school districts; or
2. Elects to enroll in a TXVSN course for which the district in which the student is enrolled as a full-time student declines to pay the cost as authorized by Education Code 26.0031(c-1).

A district may charge the course cost for enrollment in a TXVSN course during the summer.

A district shall charge the course cost for enrollment in a TXVSN course to a student who resides in this state and is not enrolled in a school district or open-enrollment charter school as a full-time student.

A TXVSN course cost may not exceed the lesser of the cost of providing the course or $400.

A district may decline to pay the course costs for a student who chooses to enroll in more than three year-long electronic courses, or the equivalent, during any school year. This does not limit the ability of the student to enroll in additional electronic courses offered through the TXVSN at the student's expense.

A district that is not the course provider may charge a student enrolled in the district a nominal fee, not to exceed $50, if the student enrolls in a TXVSN course that exceeds the course load normally taken by students in the equivalent grade level.

A course provider in the TXVSN statewide course catalog shall receive:

1. No more than 70 percent of the catalog course cost prior to a student successfully completing the course; and
2. The remaining 30 percent of the catalog course cost when the student successfully completes the course.

Education Code 30A.155(a)–(c-1); 19 TAC 70.1025

Educators of Electronic Courses

Each instructor of an electronic course, including a dual credit course, offered through the TXVSN by a course provider must be certified under Education Code Chapter 21, Subchapter B, to teach that course and grade level or meet the credentialing requirements of the institution of higher education with which they are affiliated and that is serving as a course provider.

In addition, each instructor must successfully complete one continuing professional development course specific to online learning every three years, and:

1. Successfully complete a professional development course or program approved by TXVSN central operations before teaching an electronic course offered through the TXVSN; or
2. Have a graduate degree in online or distance learning and have demonstrated mastery of the International Association for K–12 Learning (iNACOL) National Standards for Quality Online Teaching; or
3. Have two or more years of documented experience teaching online courses for students in grades 3–12 and have demonstrated mastery of the iNACOL National Standards for Quality Online Teaching.

Each instructor of an electronic course, including a dual credit course, offered through the TXVSN by a course provider must meet highly qualified teacher requirements under the Elementary and Secondary Education Act, as applicable.

TXVSN course providers shall affirm the preparedness of teachers of TXVSN electronic courses to teach public school-age students in a highly interactive online classroom and shall:

1. Maintain records documenting:
    a. Valid Texas educator certification credentials appropriate for the instructor's TXVSN assignment;
    b. Successful initial completion of TXVSN-approved professional development, evidence of prior online teaching, or a graduate degree in online or distance learning; and
    c. Instructors' demonstrated mastery of the iNACOL National Standards for Quality Online Teaching prior to teaching through the TXVSN;
2. Conduct and maintain records for background checks;
3. Maintain records of successful completion of continuing professional development;
4. Maintain records documenting successful completion of TXVSN-approved professional development before the end of the school year for any instructor who is hired after the school year has begun; and

5. Make the records specified in this subsection available to TEA and TXVSN central operations upon request.

19 TAC 70.1027

Revocation

The commissioner may revoke the right to participation in the TXVSN based on any of the following factors:

1. Noncompliance with relevant state or federal laws;
2. Noncompliance with requirements and assurances outlined in the contractual agreements with TXVSN central operations and/or these provisions and Education Code Chapter 30A; or
3. Consistently poor student performance rates as evidenced by results on statewide student assessments, student withdrawal rates, student completion rates, successful completion rates, or campus accountability ratings.

19 TAC 70.1029

Applicability

Unless a district chooses to participate in providing an electronic course or an electronic diagnostic assessment under Education Code Chapter 30A to a student who is located on the physical premises of a school district or open-enrollment charter school, Chapter 30A does not affect the provision of a course to such a student.

Requirements imposed by or under Education Code Chapter 30A do not apply to a virtual course provided by a district only to district students if the course is not provided as part of the TXVSN.

Education Code 30A.004

Average Daily Attendance for Certain Programs

A district may provide one or more off-campus electronic courses, an off-campus electronic program, or an instructional program that combines in-person instruction and off-campus electronic instruction to students enrolled in the district who have reasonable access to in-person services at a district or school facility. Off-campus electronic instruction for a course or program provided under this provision may be provided synchronously or asynchronously. A student enrolled in a course or program provided under this provision shall be counted toward the district's average daily attendance in the same manner as other district students. The off-campus electronic instruction for a course or program provided under this provision shall be counted for average daily attendance (ADA) in accordance with Education 48.0071 and commissioner-adopted rule. *Education Code 48.0071(a)–(b)*

[For information regarding a local remote learning program, authorized by Education Code 29.9091, see EHDF.]

Note: The local remote learning program is a specially authorized program under the Education Code. The provisions below are set to expire on September 1, 2023. For information about other remote instruction, including the TxVSN and distance learning and correspondence courses, see EHDE.

A district assigned an overall performance rating of C or higher under Education Code 39.054 [see AIA] for the preceding school year or the most recent school year in which a performance rating was assigned may operate a local remote learning program to offer virtual courses outside the state virtual school network to eligible students.

District Requirements

A district that operates a full-time local remote learning program must include in the program at least one grade level in which a state assessment instrument is required to be administered under Education Code 39.023(a), including each subject for which an assessment instrument is required or a complete high school program, including each course for which an end-of-course assessment instrument is required to be administered under Education Code 39.023(c) [see EKB].

The district must offer the option for a student's parent or person standing in parental relation to select in-person instruction for the student.

Type of Instruction

A virtual course offered under a local remote learning program may be provided through synchronous instruction, asynchronous instruction, or a combination of synchronous and asynchronous instruction; and may be provided in combination with in-person instruction as appropriate to meet the needs of individual students.

Student Eligibility

A student is eligible to enroll in a virtual course offered under a local remote learning program if the student is enrolled in a district, has reasonable access to in-person services for the course at a district facility, and meets any additional criteria, including minimum academic standards, established by the district in which the student is enrolled.

Student Performance and Attendance

A district that operates a local remote learning program shall periodically assess the performance of students enrolled in virtual courses under the program.

A district that operates a local remote learning program may not count a student for purposes of calculating the district's average

daily attendance if the student has ten or more unexcused absences in the program in a six-month period.

Education Code 29.9091(a)–(e)(1), (e)(3)

Returning a Student to In-Person Instruction

A district that operates a local remote learning program may remove a student from virtual courses under the program and return the student to in-person instruction if the district determines that the student does not meet the criteria described at Student Eligibility, above.

A district may remove a student from virtual courses only if the district establishes a process to ensure that each student and the student's parent or person standing in parental relation have sufficient notice and opportunity to provide input before the student is removed from those courses.

Education Code 29.9091(e)(2), (f)

Contract with a District

A district may contract with another district or open-enrollment charter school to allow a student enrolled in the sending district to enroll in virtual courses offered under the local remote learning program of the receiving district. A student enrolled in virtual courses under an agreement described by this provision is considered enrolled in the sending district for purposes of average daily attendance [see FEB] and accountability under Chapters 39 and 39A [see AIB].

State Assessment

A state assessment instrument administered under Education Code 39.023 or 39.025 [see EKB] to a student enrolled in a virtual course offered under a local remote learning program shall be administered to the student in the same manner in which the assessment instrument is administered to other district students.

Special Education

If a district offers virtual courses under a local remote learning program for students receiving special education services, the courses must meet the needs of a participating student in a manner consistent with Education Code Chapter 29, Subchapter A (special education program) and with federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.) and Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).

Teacher Requirements

A teacher may not provide instruction for a virtual course offered under a full-time local remote learning program unless the teacher has completed a professional development course on virtual instruction.

A district may not directly or indirectly coerce any teacher to agree to an assignment to teach a full-time local remote learning program.

A district may not require a teacher to provide both virtual instruction and in-person instruction for a course during the same class period. The commissioner may waive this requirement for courses included in the enrichment curriculum under Education Code 28.002 [see EHAA].

Extracurricular Activities

A student enrolled in a virtual course offered under a local remote learning program may participate in an extracurricular activity sponsored or sanctioned by the district in which the student is enrolled or by the University Interscholastic League in the same manner as other district students.

Attendance Accounting

A student enrolled in a virtual course offered under a local remote learning program shall be counted toward the district's average daily attendance in the same manner as other district students, unless the student has ten or more unexcused absences in the program in a six-month period. The commissioner shall adopt rules providing for a method of taking attendance, once each school day, for students enrolled in a virtual course offered under a local remote learning program.

Education Code 29.9091(g)–(n)

Except for students enrolled in programs or courses offered under Education Code Chapter 30A (Texas Virtual School Network) or Education Code 48.053 (allotment for certain special purpose districts), a district may not count for purposes of calculating the district's average daily attendance a student who received virtual or remote instruction for a majority of the instructional days during the preceding school year if the student:

1. Did not achieve satisfactory performance or higher or the equivalent in the preceding school year on:
    a. Each state assessment instrument administered to the student under Education Code 39.023 or 39.025; or
    b. If the student was not administered a required state assessment instrument during the preceding school year, an assessment instrument designed to show grade-level proficiency in the essential knowledge and skills identified under Education Code 28.002 by the State Board of Education for the student's grade level;

2. Had a number of unexcused absences that exceeds ten percent of the number of instructional days in the preceding school year; or

3. Did not earn a grade of C or higher or the equivalent in each of the foundation curriculum courses taken virtually or remotely in the preceding school year.

Education Cote 48.005(m-1)

TXVSN

Education Code Chapter 30A (Texas Virtual School Network) does not apply to a virtual course offered under a local remote learning program. Education Code 29.9091 does not prohibit a student enrolled in a district that operates a local remote learning program from enrolling in courses offered through the state virtual school network. *Education Code 29.9091(o)–(p)*

Enrollment Cap

A district that operates a local remote learning program may not enroll in the program a number of students that exceeds ten percent of the total number of students enrolled in the district during the 2021–22 school year. The commissioner may waive this provision on application by a district in response to a public health emergency.

In calculating the number of students that may be enrolled in a local remote learning program, a district shall count students who spend at least half of the student's instructional time during the 2021–22 school year or 2022–23 school year, as applicable, enrolled in virtual courses or receiving remote instruction, other than by enrollment in electronic courses offered through the state virtual school network, including students enrolled in virtual courses or who received remote instruction during the 2021–22 school year or 2022–23 school year, as applicable, because the student was:

1. Medically fragile;

2. Placed in a virtual setting by an admission, review, and dismissal committee; or

3. Receiving accommodations under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).

Education Code 29.9091(q)–(r)

Program Evaluation

In evaluating under Education Code 39.054 (state accountability) [see AIA], the commissioner shall assign the program separate overall and domain performance ratings in accordance with Education Code 39.0549. *Education Code 39.0549(a)*

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High School Diploma

A student may graduate and receive a diploma only if the student:

1. Successfully completes the curriculum requirements identified by the State Board of Education (SBOE) [see State Graduation Requirements, below], has performed satisfactorily on applicable state assessments [see EKB], and complies with the financial aid application requirements in Education Code 28.0256 [see below]; or

2. Successfully completes an individualized education program (IEP) developed under Education Code 29.005. [See EHBAB]

Education Code 28.025(c)

Note: Education Code 28.0256 applies beginning with students enrolled at the 12th grade level during the 2021–22 school year.

FAFSA Required

Before graduating from high school, each student must complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA), except as provided below.

A student is not required to comply with the above provision if:

1. The student's parent or other person standing in parental relation submits a signed form indicating that the parent or other person authorizes the student to decline to complete and submit the financial aid application;

2. The student signs and submits the form described above on the student's own behalf if the student is 18 years of age or older or the student's disabilities of minority have been removed for general purposes under Family Code Chapter 31; or

3. A school counselor authorizes the student to decline to complete and submit the financial aid application for good cause, as determined by the school counselor.

If a school counselor notifies a district whether a student has complied with this section for purposes of determining whether the student meets high school graduation requirements under Education Code 28.025, the school counselor may only indicate whether the student has complied with this section and may not indicate the manner in which the student complied, except as necessary for the district to comply with the commissioner’s rules.

A school counselor may not indicate that a student has not complied with this section if the district fails to provide the required form

to the student or the student's parent or other person standing in parental relation to the student.

Education Code 28.0256; 19 TAC 74.11(b)

Opt-Out Form

The board shall adopt the standard opt-out form provided by the Texas Education Agency (TEA).

The opt-out form shall be available in English, Spanish, and any other language spoken by a majority of the students enrolled in a bilingual education or special language program in the district. A district is responsible for translations not provided by TEA.

The opt-out form must include the student's signature of intent to decline to complete a financial aid application prior to the student's anticipated graduation date.

19 TAC 74.1023(c)

Notification

A district shall provide students with the notifications regarding the financial aid application requirement, in accordance with 19 Administrative Code 74.1023(d).

Proof of Submission

A district shall require one of the following methods of proof that a student has completed and submitted the FAFSA or TASFA.

For completion and submission of the FAFSA:

1. ApplyTexas Counselor Suite FAFSA data;
2. Notification from the U.S. Department of Education that demonstrates a student has completed and submitted a FAFSA; or
3. A local policy developed by a district for the method by which a student must provide proof that the student has completed a FAFSA.

A district shall develop a local policy for the method by which a student must provide proof that the student has completed a TASFA.

19 TAC 74.1023(e)

Information Submission and Confidentiality

A district shall report through the Texas Student Data System Public Education Information Management System (TSDS PEIMS) not later than December 1 of each school year for students awarded diplomas in the previous school year the number of students who completed and submitted a financial aid application and the number of students who submitted an exception.

A district shall maintain student financial aid application information securely and ensure compliance with federal law regarding the

confidentiality of student educational information, including the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g), and any state law relating to the privacy of student information [see FL].

19 TAC 74.1023(f)–(g)

Individual Graduation Committee

A student may receive a diploma if the person is eligible for a diploma as determined by an individual graduation committee (IGC) established under Education Code 28.0258. *Education Code 28.025(c-6)*

A student receiving special education services is not subject to the IGC requirements in Education Code 28.0258 or 19 Administrative Code 74.1025. A student's admission, review, and dismissal (ARD) committee determines whether a student is required to achieve satisfactory performance on an end-of-course (EOC) assessment to graduate. *19 TAC 74.1025(n)* [See EHBAB]

For each 11th or 12th grade student who has failed to comply with the EOC assessment instrument performance requirements under Education Code 39.025 for not more than two courses, the district shall establish an IGC at the end of or after the student's 11th grade year to determine whether the student may qualify to graduate. A student may not qualify to graduate as a result of an IGC decision before the student's 12th grade year.

The IGC shall be composed of:

1. The principal or principal's designee;
2. For each EOC assessment instrument on which the student failed to perform satisfactorily, the teacher of the course;
3. The department chair or lead teacher supervising the teacher(s) above; and
4. As applicable:
    a. The student's parent or person standing in parental relation to the student;
    b. A designated advocate if the parent is unable to serve; or
    c. The student, at the student's option, if the student is at least 18 years of age or is an emancipated minor.

The superintendent shall establish procedures for convening the committee.

The district shall provide an appropriate translator, if available, for a parent, advocate, or student who is unable to speak English.

Education Code 28.0258(a)–(c), (c-2); 19 TAC 74.1025(b)

A district may not establish an initial IGC for eligible students after June 10 or before the start of the next school year. Once the IGC has been established, it is the original IGC for that student.

If a student leaves a district after an original IGC has been established and before that original IGC awards a high school diploma to the student, any other district that later enrolls the student shall request information from the student's original IGC of record and shall implement the original IGC recommendations to the extent possible.

Alternate Members

In the event that the teacher identified in item 2 above is unavailable, the principal shall designate as an alternate member of the committee a teacher certified in the subject of the EOC assessment on which the student failed to perform satisfactorily and who is most familiar with the student's performance in that subject area.

In the event that the individual identified above in item 3 above is unavailable, the principal shall designate as an alternate member of the committee an experienced teacher certified in the subject of the EOC assessment on which the student failed to perform satisfactorily and who is familiar with the content of and instructional practices for the applicable course.

In the event that the student's parent or person standing in parental relation to the student is unavailable to participate in the IGC, the principal shall designate an advocate with knowledge of the student to serve as an alternate member of the committee.

19 TAC 74.1025(c), (e), (g)–(i)

Notice

A district shall ensure a good faith effort is made to timely notify the appropriate person described under item 4 above of the time and place for convening the IGC and the purpose of the committee. The notice must be provided in person or by regular mail or email; clear and easy to understand; and written in English, in Spanish, or, to the extent practicable, in the native language of the appropriate person. *Education Code 28.0258(d)*

Curriculum Requirements

To be eligible to graduate and receive a high school diploma from the IGC, a student must successfully complete the curriculum requirements required for high school graduation. [See State Graduation Requirements, below] *Education Code 28.0258(e)*

Additional Requirements to Graduate

A student's IGC shall recommend additional requirements by which the student may qualify to graduate, including additional remediation; and for each EOC assessment instrument on which the student failed to perform satisfactorily:

1. The completion of a project related to the subject area of the course that demonstrates proficiency in the subject area; or
2. The preparation of a portfolio of work samples in the subject area of the course, including work samples from the course that demonstrate proficiency in the subject area.

A student may submit to the IGC coursework previously completed to satisfy a recommended additional requirement.

Education Code 28.0258(f), (g)

In determining whether a student is qualified to graduate, the committee shall consider the criteria at Education Code 28.0258(h) and any other academic information designated for consideration by the board. After considering the criteria, the committee may determine that the student is qualified to graduate. A student may graduate and receive a high school diploma on the basis of the committee's decision only if the student successfully completes all additional requirements recommended by the committee, the student meets applicable curriculum requirements, and the committee's vote is unanimous. The decision of a committee is final and may not be appealed. *Education Code 28.0258(i)*

English Language Learners

For provisions related to an IGC and English language learners (ELL), see EKB.

Students Who Entered Grade 9 Before the 2011–12 School Year

In accordance with Education Code 28.02541, a district may award a high school diploma to an individual who:

1. Entered grade 9 before the 2011–12 school year;
2. Successfully completed the curriculum requirements for high school graduation applicable when the individual entered grade 9;
3. Has not performed satisfactorily on the exit-level assessment instrument or part of an assessment instrument required for high school graduation, including an alternative assessment instrument offered under Education Code 39.025(c-2);
4. Has been administered at least three times the required subject-area test(s) for which the individual has not performed satisfactorily on the exit-level assessment instrument applicable to the individual when the individual entered grade 9; and

5. Meets the alternative requirements for graduation in accordance with 19 Administrative Code 74.1027(c) or the local alternative requirements approved by the board in accordance with 19 Administrative Code 74.1027(d).

19 TAC 74.1027(a); Education Code 28.02541

District Determination — The district in which the individual is enrolled or was last enrolled shall determine whether the individual may qualify to graduate and receive a high school diploma on the basis of the alternative requirements for graduation. *19 TAC 74.1027(b)*

Alternative Requirements — The alternative requirements for graduation are listed at 19 Administrative Code 74.1027(c).

Local Alternative Requirements — With approval by the board, a district may develop recommendations for local alternative requirements if the requirements would allow an individual to demonstrate proficiency in the content related to an examination for which the individual has not performed satisfactorily. *19 TAC 74.1027(d)*

Appeals — A decision regarding whether the individual qualifies to graduate and receive a high school diploma is final and may not be appealed. *19 TAC 74.1027(e); Education Code 28.02541*

Documentation — The district shall maintain documentation to support the decision to award or not award an individual a high school diploma. *19 TAC 74.1027(f)*

Special Education — A student receiving special education services who successfully completes the requirements of his or her IEP, including performance on a state assessment required for graduation, shall receive a high school diploma. A student's ARD committee shall determine if the student will be required to meet satisfactory performance on an assessment for purposes of graduation. *19 TAC 101.3023(a)* [See Graduation of Students Receiving Special Education Services, below, and EKB]

Posthumous Diploma — Beginning with students who would have graduated at the end of the 2019–20 school year, and on request of the student's parent, a district shall issue a high school diploma posthumously to each student who died while enrolled in the district at the end of the school year in which the student was expected to graduate under the regular schedule of school attendance. The high school diploma may not be issued before the graduation date of the class in which the student was enrolled at the time of death.

Exception — A district is not required to issue a posthumous diploma if the student was convicted of a felony offense under Title 5 or 6, Penal

Code, or adjudicated as having engaged in conduct constituting a felony offense under Title 5 or 6, Penal Code.

Education Code 28.0254

Diplomas for Veterans

Notwithstanding any other provision of this policy, a district may issue a high school diploma to a person who is an honorably discharged member of the armed forces of the United States; was scheduled to graduate from high school after 1940 and before 1975 or after 1989; and left school after completing the sixth or a higher grade, before graduating from high school, to serve in:

1. World War II, the Korean War, the Vietnam War, the Persian Gulf War, the Iraq War, or the war in Afghanistan; or
2. Any other war formally declared by the United States, military engagement authorized by the United States Congress, military engagement authorized by a United Nations Security Council resolution and funded by the United States Congress, or conflict authorized by the president of the United States under the War Powers Resolution of 1973, 50 U.S.C. 1541, et seq.

Education Code 28.0251

Texas First Early High School Completion Program

A district may issue a high school diploma to a student under the Texas First Early High School Completion Program if, using the standards established by TEA and the Texas Higher Education Coordinating Board and eligible institutions of higher education, the student demonstrates mastery of and early readiness for college in each of the subject areas described by the standards and in a language other than English, notwithstanding any other local or state requirements.

A student who earns a high school diploma through the program is considered to have earned a distinguished level of achievement.

Notice Upon Enrollment

On a student's initial enrollment in high school in a grade level below grade 12 in a district, the district shall provide to the student and the student's parent or guardian information regarding the requirements to earn a high school diploma under the Texas First Early High School Completion Program and the Texas First Scholarship Program.

Education Code 28.0253(e)–(g)

Personal Graduation Plan

Junior High or Middle School PGP

A principal of a junior high or middle school shall designate a school counselor, teacher, or other appropriate individual to develop and administer a personal graduation plan (PGP) for each student enrolled in the junior high or middle school who:

1. Does not perform satisfactorily on a state assessment instrument; or

2. Is not likely to receive a high school diploma before the fifth school year following the student's enrollment in grade level 9, as determined by a district.

A PGP must:

1. Identify educational goals for the student;

2. Include diagnostic information, appropriate monitoring and intervention, and other evaluation strategies;

3. Include an intensive instruction program described in Education Code 28.0213 [see EHBC];

4. Address participation of the student's parent or guardian, including consideration of the parent's or guardian's educational expectations for the student; and

5. Provide innovative methods to promote the student's advancement, including flexible scheduling, alternative learning environments, online instruction, and other interventions that are proven to accelerate the learning process and have been scientifically validated to improve learning and cognitive ability.

Education Code 28.0212

Students Receiving Special Education Services

For a student receiving special education services, the student's ARD committee and the district are responsible for developing the student's PGP.

A student's IEP developed under Education Code 29.005 may be used as the student's PGP.

Education Code 28.0212(c); 19 TAC 89.1050(a) [See EHBAB]

High School PGP

A principal of a high school shall designate a school counselor or school administrator to review PGP options with each student entering grade 9 together with that student's parent or guardian. The PGP options reviewed must include the distinguished level of achievement and endorsements.

Before the conclusion of the school year, the student and the student's parent or guardian must confirm and sign a PGP for the student that identifies a course of study that:

1. Promotes college and workforce readiness and career placement and advancement; and

2. Facilitates the student's transition from secondary to postsecondary education.

A district may not prevent a student and the student's parent or guardian from confirming a PGP that includes pursuit of a distinguished level of achievement or an endorsement.

A student may amend the student's PGP after the initial confirmation of the plan. If a student amends the student's PGP, the school must send written notice to the student's parents regarding the change.

TEA must make available to a district information that explains the advantages of the distinguished level of achievement described by Education Code 28.025(b-15) and each endorsement described by Education Code 28.025(c-1). A district, in turn, shall publish the information from TEA on the internet website of the district and ensure that the information is available to students in grades nine and above and the parents or legal guardians of those students in the language in which the parents or legal guardians are most proficient.

A district is required to provide this information in the language in which the parents or legal guardians are most proficient only if at least 20 students in a grade level primarily speak that language.

Education Code 28.02121

Early Graduation

A parent is entitled to request, with the expectation that the request will not be unreasonably denied, that the parent's child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes each course required for graduation. The decision of a board concerning the request is final and may not be appealed. *Education Code 26.003(a)(3)(C), (b)* [See FMH, FNG]

State Graduation Requirements

Note: For current state graduation requirements, including those for students who entered grade 9 before the 2007–08 school year but that are not otherwise referenced in this policy, see Education Code 28.025 and 19 Administrative Code Chapter 74.

Students Entering Grade 9

To receive a high school diploma, a student entering grade 9 in the 2014–15 school year and thereafter must complete:

1. Requirements of the foundation high school program under 19 Administrative Code 74.12 [see Foundation High School Program, below];

2. Testing requirements for graduation under 19 Administrative Code Chapter 101 [see EKB]; and

3. Demonstrated proficiency, in grade 8 or higher, as determined by the district, in delivering clear verbal messages; choosing effective nonverbal behaviors; listening for desired results; applying valid critical-thinking and problem-solving processes; and identifying, analyzing, developing, and evaluating communication skills needed for professional and social success in interpersonal situations, group interactions, and personal and professional presentations.

A student shall enroll in the courses necessary to complete the curriculum requirements for the foundation high school program and the curriculum requirements for at least one endorsement.

Education Code 28.025(c); 19 TAC 74.11(a), (d)

Foundation High School Program

A student must earn at least 22 credits to complete the foundation high school program and must demonstrate proficiency in the following core courses:

1. English language arts—4 credits;

2. Mathematics—3 credits;

3. Science—3 credits;

4. Social Studies—3 credits;

5. Languages other than English—2 credits;

6. Physical Education—1 credit;

7. Fine Arts—1 credit; and

8. Elective courses—5 credits.

19 TAC 74.12(a)–(b)

Endorsements

A student shall specify in writing an endorsement the student intends to earn upon entering grade 9. *19 TAC 74.13(a)*

A student may earn any of the following endorsements:

1. Science, technology, engineering, and mathematics (STEM);

2. Business and industry;

3. Public services;

4. Arts and humanities; and

5. Multidisciplinary studies.

A district must make at least one endorsement available to students. A district that offers only one endorsement curriculum must offer multidisciplinary studies.

To earn an endorsement a student must demonstrate proficiency in the curriculum requirements for the foundation high school program and, in accordance with 19 Administrative Code 74.13(e), earn:

1. A fourth credit in mathematics;
2. An additional credit in science; and
3. Two additional elective credits.

A course completed as part of the four courses needed to satisfy an endorsement requirement may also satisfy a requirement under the foundation high school program, including an elective requirement. The same course may count as part of the set of four courses for more than one endorsement.

A district shall permit a student to enroll in courses under more than one endorsement before the student's junior year and to choose, at any time, to earn an endorsement other than the endorsement the student previously indicated.

A student must earn at least 26 credits to earn an endorsement, but a student is not entitled to remain enrolled to earn more than 26 credits.

A district may define advanced courses and determine a coherent sequence of courses for an endorsement area, provided that prerequisites in 19 Administrative Code Chapters 110–118, 126, 127, and 130 are followed.

Education Code 28.025; 19 TAC 74.13

Exception

A student may graduate under the foundation high school program without earning an endorsement if, after the student's sophomore year:

1. The student and the student's parent or person standing in parental relation to the student are advised by a school counselor of the specific benefits of graduating from high school with one or more endorsements; and
2. The student's parent or person standing in parental relation to the student files with a school counselor written permission, on a form adopted by TEA, allowing the student to graduate

under the foundation high school program without earning an endorsement.

19 TAC 74.11(e)

Distinguished Level of Achievement

A student may earn a distinguished level of achievement by successfully completing the curriculum requirements for the foundation high school program and the curriculum requirements for at least one endorsement, including four credits in science and four credits in mathematics, including Algebra II. *19 TAC 74.11(f)*

Algebra II Notification

Not later than September 1 of each school year, a district shall notify by regular mail or email the parent of or other person standing in parental relation to each student enrolled in grade 9 or above that the student is not required to complete an Algebra II course to graduate under the foundation high school program. The notification must include information regarding the potential consequences to a student of not completing an Algebra II course, including the impact on eligibility for:

1. Automatic college admission under Education Code 51.803; and
2. Certain financial aid authorized under Title 3 of the Education Code.

Education Code 28.02123

Prerequisites

A student may not be enrolled in a course that has a required prerequisite unless:

1. The student has completed the prerequisite course(s);
2. The student has demonstrated equivalent knowledge as determined by the district; or
3. The student was already enrolled in the course in an out-of-state, an out-of-country, or a Texas nonpublic school and transferred to a Texas public school prior to successfully completing the course.

A district may award credit for a course a student completed without having met the prerequisites if the student completed the course in an out-of-state, an out-of-country, or a Texas nonpublic school where there was not a prerequisite.

19 TAC 74.11(j)–(k)

Dual Credit Courses

Courses offered for dual credit at or in conjunction with an institution of higher education (IHE) that provide advanced academic instruction beyond, or in greater depth than, the essential knowledge

and skills for the equivalent high school course required for graduation may satisfy graduation requirements, including requirements for required courses, advanced courses, and courses for elective credit as well as requirements for endorsements. *19 TAC 74.11(i)*

Core Curriculum College Courses

A district shall permit a student to comply with the curriculum requirements under the foundation high school program by successfully completing appropriate courses in the core curriculum of an IHE. A student who has completed the core curriculum of an IHE in accordance with Education Code 61.822, as certified by the IHE in accordance with Education Code 4.28:

1. Is considered to have earned an endorsement by successfully completing the appropriate courses for that endorsement;
2. Is considered to have earned a distinguished level of achievement under the foundation high school program; and
3. Is entitled to receive a high school diploma.

19 TAC 74.11(o)

Languages Other Than English

Students may earn credit for languages other than English in accordance with 19 Administrative Code 74.12(b)(5).

A student who successfully completes a dual language immersion program may satisfy one credit of the two credits required in a language other English in accordance with 19 Administrative Code 74.12(b)(5)(F).

19 TAC 74.12(b)(5)

A student who successfully completes a course in American Sign Language while in elementary school may satisfy one credit of the two credits required in a language other than English. *19 TAC 74.12(b)(5)(G)*

Physical Education Substitutions

Other Physical Activity

In accordance with local district policy, the required physical education credit may be earned through completion of any TEKS-based course that is not being used to satisfy another specific graduation requirement. [See Restrictions, below]

In accordance with local district policy, credit for any physical education course may be earned through participation in the following activities:

1. Athletics;
2. JROTC; and

3. Appropriate private or commercially sponsored physical activity programs conducted on or off campus. A district must apply to the commissioner of education for approval of such programs, which may be substituted for state graduation credit in physical education. Such approval may be granted under the following conditions:

    a. Olympic-level participation and/or competition includes a minimum of 15 hours per week of highly intensive, professional, supervised training. The training facility, instructors, and the activities involved in the program must be certified by the superintendent to be of exceptional quality. Students qualifying and participating at this level may be dismissed from school one hour per day. Students dismissed may not miss any class other than physical education.

    b. Private or commercially sponsored physical activities include those certified by the superintendent to be of high quality and well supervised by appropriately trained instructors. Student participation of at least five hours per week must be required. Students certified to participate at this level may not be dismissed from any part of the regular school day.

In accordance with local district policy, up to one credit for any one of the physical education courses listed in 19 Administrative Code Chapter 74 [see EHAC] may be earned through participation in any of the following activities:

1. Drill team;

2. Marching band; and

3. Cheerleading.

Restrictions

All substitution activities permitted by local district policy must include at least 100 minutes of moderate to vigorous physical activity per five-day school week.

No more than four substitution credits may be earned through any combination of substitutions listed above.

Student with Disability or Illness

A student who is unable to participate in physical activity due to disability or illness may substitute an academic elective credit in English language arts, mathematics, science, social studies or a course that is offered for credit as provided by Education Code 28.002(g-1) for the required physical education credit. A credit allowed to be substituted may not also be used by the student to satisfy a graduation requirement other than completion of the physical

education credit. The determination regarding a student's ability to participate in physical activity must be made by:

1. The student's ARD committee if the student receives special education services under Education Code Chapter 29, Subchapter A;

2. The committee established for the student under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794) if the student does not receive special education services under Education Code Chapter 29, Subchapter A but is covered by the Rehabilitation Act of 1973; or

3. A committee, established by the district, of persons with appropriate knowledge regarding the student if each of the committees described above is inapplicable. This committee must follow the same procedures required of an ARD or a Section 504 committee.

Education Code 28.025(b-10)–(b-11); 19 TAC 74.12(b)(6)

Community-Based Fine Arts Programs

In accordance with local district policy, the required fine arts credit may be earned through participation in a community-based fine arts program not provided by the school district in which the student is enrolled.

In accordance with local policy, credit may be earned through participation in the community-based fine arts program only if the program meets each of the following requirements:

1. The district must apply to the commissioner for approval of the community-based fine arts program;

2. The board must certify that the program provides instruction in the essential knowledge and skills for fine arts as defined by 19 Administrative Code, Chapter 117, Subchapter C;

3. The district must document student completion of the approved activity;

4. The program must be organized and monitored by appropriately trained instructors;

5. The fine arts program may be provided on or off a school campus and outside the regular school day; and

6. Students may not be dismissed from any part of the regular school day to participate in the community-based fine arts program.

The district shall require that instructors of the community-based fine arts program provide the district, at its request, the information

necessary to obtain the criminal history record information required for school personnel in accordance with 19 Administrative Code, Chapter 153, Subchapter DD, if the community-based program is offered on campus.

Education Code 28.025(b-9); 19 TAC 74.12(b)(7)(B), .1030

Performance Acknowledgments

In accordance with the requirements of 19 Administrative Code 74.14, a student may earn a performance acknowledgment on the student's transcript for:

1. Outstanding performance:
    a. In a dual credit course;
    b. In bilingualism and biliteracy;
    c. On a College Board advanced placement test or international baccalaureate examination;
    d. On an established, valid, reliable, and nationally norm-referenced preliminary college preparation assessment instrument used to measure a student's progress toward readiness for college and the workplace; or
    e. On an established, valid, reliable, and nationally norm-referenced assessment instrument used by colleges and universities as part of their undergraduate admissions process; or
2. Earning a state-recognized or nationally or internationally recognized business or industry certification or license.

Education Code 28.025(c-5); 19 TAC 74.14

Students Who Entered Grade 9 Before the 2014–15 School Year

All credit for graduation must be earned no later than grade 12. *19 TAC 74.61(b), .71(b)*

Minimum High School Program

A student entering grade 9 prior to the 2014–15 school year who does not choose to complete the curriculum requirements for high school graduation under the foundation high school program must enroll in the courses necessary to complete the curriculum requirements for the Recommended High School Program or the Advanced/Distinguished Achievement High School Program, unless the student, the student's parent or other person standing in parental relation to the student, and a school counselor or school administrator agree in writing signed by each party that the student should be permitted to take courses under the Minimum High School Program, and the student:

1. Is at least 16 years of age;

2. Has completed two credits required for graduation in each subject of the foundation curriculum under Education Code 28.002(a)(1); or

3. Has failed to be promoted to the tenth grade one or more times as determined by the school district.

Students with Disabilities — If an ARD committee makes decisions that place a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum High School Program.

Applicability — A student who was permitted to take courses under the Minimum High School Program prior to the 2009–10 school year may remain in the Minimum High School Program.

19 TAC 74.61(c), (d), .71(c), (d)

Requirements — A student must earn at least 22 credits to complete the Minimum High School Program.

A student who entered grade 9 in the 2012–13 or 2013–14 school year must demonstrate proficiency in the program requirements listed at 19 Administrative Code 74.72.

A student who enters grade 9 before the 2012–13 school year must meet the applicable program requirements in 19 Administrative Code Chapter 74, Subchapters D–F.

Education Code 28.025; 19 TAC 74.62, .72

Recommended High School Program — A student who entered grade 9 in the 2012–13 or 2013–14 school year must earn at least 26 credits to complete the Recommended High School Program. A student must demonstrate proficiency in the program requirements listed at 19 Administrative Code 74.73. *Education Code 28.025; 19 TAC 74.63, .73*

Advanced / Distinguished Achievement High School Program — A student who entered grade 9 in the 2012–13 or 2013–14 school year must earn at least 26 credits to complete the Advanced/Distinguished Achievement High School Program. A student must demonstrate proficiency in the program requirements listed at 19 Administrative Code 74.74. *Education Code 28.025; 19 TAC 74.64, .74*

Substitutions — No substitutions are allowed for high school graduation requirements in the Recommended and Advanced/Distinguished Achievement High School Programs, except as provided by State Board rule. *19 TAC 74.63(d), .64(e), .73(d), .74(e)*

AP or IB Courses — College Board advanced placement and international baccalaureate courses may be substituted for required courses in appropriate

areas. These courses may be used as electives in all three high school graduation programs. *19 TAC 74.61(k), .71(i)*

Reading

A district may offer a maximum of 3 credits of reading for state graduation elective credit for identified students if the district:

1. Adopts policies to identify students in need of additional reading instruction;
2. Has procedures that include assessment of individual student needs and ongoing evaluation of each student's progress; and
3. Monitors instructional activities to ensure that student needs are addressed.

Reading credits may be selected from Reading I, II, or III.

19 TAC 74.61(h), .71(f)

College Courses

A student may comply with the curriculum requirements under the Minimum, Recommended, or Advanced/Distinguished Achievement High School Program for each subject of the foundation curriculum and for languages other than English by successfully completing appropriate courses in the core curriculum of an IHE. *19 TAC 74.61(l), .71(j)*

Physical Education Substitutions

Other Physical Activity

In accordance with local district policy, credit for any physical education course may be earned through participation in the following activities:

1. Athletics;
2. JROTC; and
3. Appropriate private or commercially sponsored physical activity programs conducted on or off campus. A district must apply to the commissioner for approval of such programs, which may be substituted for state graduation credit in physical education. Such approval may be granted under the following conditions:
    a. Olympic-level participation and/or competition includes a minimum of 15 hours per week of highly intensive, professional, supervised training. The training facility, instructors, and the activities involved in the program must be certified by the superintendent to be of exceptional quality. Students qualifying and participating at this level may be dismissed from school one hour per day. Students dismissed may not miss any class other than physical education.

b. Private or commercially sponsored physical activities include those certified by the superintendent to be of high quality and well supervised by appropriately trained instructors. Student participation of at least five hours per week must be required. Students certified to participate at this level may not be dismissed from any part of the regular school day.

In accordance with local district policy, up to one credit for any one of the physical education courses listed in 19 Administrative Code Chapter 74 [see EHAC] may be earned through participation in any of the following activities:

1. Drill team;
2. Marching band; and
3. Cheerleading.

Restrictions

All substitution activities must include at least 100 minutes per five-day school week of moderate to vigorous physical activity.

No more than four substitution credits may be earned through any combination of substitutions listed above.

Student with Disability or Illness

A student who is unable to participate in physical activity due to disability or illness may substitute an academic elective credit in English language arts, mathematics, science, or social studies for the required physical education credit. A credit allowed to be substituted may not also be used by the student to satisfy a graduation requirement other than completion of the physical education credit. The determination regarding a student's ability to participate in physical activity must be made by:

1. The student's ARD committee if the student receives special education services under Education Code Chapter 29, Subchapter A;
2. The committee established for the student under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794) if the student does not receive special education services under Education Code Chapter 29, Subchapter A but is covered by the Rehabilitation Act of 1973; or
3. A committee, established by the district, of persons with appropriate knowledge regarding the student if each of the committees described above is inapplicable. This committee must follow the same procedures required of an ARD or a Section 504 committee.

Student with Physical Limitations	If a student entering grade 9 during the 2007–08 school year or thereafter is unable to comply with all of the requirements for a physical education course due to a physical limitation certified by a licensed medical practitioner, a modification to a physical education course does not prohibit the student from earning a Recommended or Advanced/Distinguished High School Program diploma. A student with a physical limitation must still demonstrate proficiency in the relevant knowledge and skills in a physical education course that do not require physical activity. *Education Code 28.025(b-10)–(b-11); 19 TAC 74.62(b)(7), .63(b)(7), .64(b)(7), .72(b)(6), .73(b)(6), .74(b)(6)*
Transfers from Out-of-State or Nonpublic Schools	Out-of-state or out-of-country transfer students (including foreign exchange students) and transfer students from Texas nonpublic schools are eligible to receive Texas diplomas but shall complete all applicable high school graduation requirements. Any course credits required for graduation that are not completed before enrollment may be satisfied through credit by examination, correspondence courses, distance learning, or completing the course, according to the provisions of 19 Administrative Code 74.26. *19 TAC 74.11(g)* [See EHDB, EHDC, EHDE, and EI]
Graduation of Students Receiving Special Education Services Modified Curriculum and Content	Modified curriculum and modified content refer to any reduction of the amount or complexity of the required knowledge and skills in 19 Administrative Code Chapters 110–117, 126–128, and 130. Substitutions that are specifically authorized in statute or rule must not be considered modified curriculum or modified content. *19 TAC 89.1070(k)*
Employability and Self-Help Skills	Employability and self-help skills are those skills directly related to the preparation of students for employment, including general skills necessary to obtain or retain employment. *19 TAC 89.1070(i)*
Summary of Academic Achievement and Evaluation	All students graduating must be provided with a summary of academic achievement and functional performance as described in 34 C.F.R. 300.305(e)(3). This summary must consider, as appropriate, the views of the parent and student and written recommendations from adult service agencies on how to assist the student in meeting postsecondary goals. An evaluation as required by 34 C.F.R. 300.305(e)(1) (evaluation to determine that the child is no longer a child with a disability), must be included as part of the summary for a student graduating under 19 Administrative Code 89.1070(b)(2), (b)(3)(A), (B), or (C) or (f)(4)(A), (B), or (C). Students who participate in graduation ceremonies but who are not graduating under subsections (b)(2), (b)(3)(A), (B), or (C) or (f)(4)(A), (B), or (C) and who will remain in school to complete their education do not have to be evaluated. *19 TAC 89.1070(g)–(h)*

Students Entering Grade 9 in or After the 2014–15 School Year

A student entering grade 9 in the 2014–15 school year and thereafter who receives special education services may graduate and be awarded a regular high school diploma if the student meets one of the following conditions:

1. The student has demonstrated mastery of the required state standards (or district standards if greater) in 19 Administrative Code Chapters 110–117, 126–128, and 130 and satisfactorily completed credit requirements for graduation under the foundation high school program applicable to students in general education as well as satisfactory performance as established in Education Code Chapter 39, on the required EOC assessment instruments.

2. The student has demonstrated mastery of the required state standards (or district standards if greater) in 19 Administrative Code Chapters 110–117, 126–128, and 130 and satisfactorily completed credit requirements for graduation under the foundation high school program specified in 19 Administrative Code 74.12 applicable to students in general education but the student's ARD committee has determined that satisfactory performance on the required EOC assessment instruments is not necessary for graduation.

3. The student has demonstrated mastery of the required state standards (or district standards if greater) in 19 Administrative Code Chapters 110–117, 126–128, and 130 and satisfactorily completed credit requirements for graduation under the foundation high school program through courses, one or more of which contain modified curriculum that is aligned to the standards applicable to students in general education, as well as satisfactory performance as established in Education Code Chapter 39, on the required EOC assessment instruments, unless the student's ARD committee has determined that satisfactory performance on the required EOC assessment instruments is not necessary for graduation. The student must also successfully complete the student's IEP and meet one of the following conditions:

    a. Consistent with the IEP, the student has obtained full-time employment, based on the student's abilities and local employment opportunities, in addition to mastering sufficient self-help skills to enable the student to maintain the employment without direct and ongoing educational support of the local school district.

    b. Consistent with the IEP, the student has demonstrated mastery of specific employability skills and self-help

skills that do not require direct ongoing educational support of the local school district.

c. The student has access to services that are not within the legal responsibility of public education or employment or educational options for which the student has been prepared by the academic program.

d. The student no longer meets age eligibility requirements.

When a student receives a diploma under item 2 or 3(a), (b), or (c), above, the ARD committee must determine needed educational services upon the request of the student or parent to resume services, as long as the student meets the age eligibility requirements.

19 TAC 89.1070(b), (j)

Endorsements

A student who is enrolled in a special education program may earn an endorsement on the student's transcript by:

1. Successfully completing, with or without modification of the curriculum:

   a. The curriculum requirements identified by the SBOE for the foundation high school program; and

   b. The additional endorsement curriculum requirements prescribed by the SBOE; and

2. Successfully completing all curriculum requirements for that endorsement adopted by the SBOE:

   a. Without modification of the curriculum; or

   b. With modification of the curriculum, provided that the curriculum, as modified, is sufficiently rigorous as determined by the student's ARD committee.

The ARD committee of a student in a special education program shall determine whether the student is required to achieve satisfactory performance on an end-of-course assessment instrument to earn an endorsement on the student's transcript.

Education Code 28.025(c-7)–(c-8), 19 TAC 89.1070(c)

Students Entering Grade 9 Before the 2014–15 School Year

A student receiving special education services who entered grade 9 before the 2014–15 school year may graduate and be awarded a high school diploma under the foundation high school program in accordance with 19 Administrative Code 89.1070.

Graduation of Military Dependents

Course Waiver

District officials shall waive specific courses required for graduation if similar coursework has been satisfactorily completed by a military student in another district or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the district shall provide an alternative means of acquiring required coursework so that graduation may occur on time.

Transfers During Senior Year

Should a military student transferring at the beginning or during the student's senior year be ineligible to graduate from the district after all alternatives have been considered, the sending and receiving districts shall ensure the receipt of a diploma from the sending district, if the student meets the graduation requirements of the sending district. In the event that one of the states in question is not a member of this compact, the member state shall use best efforts to facilitate the on-time graduation of the student.

Substitute Passing Standard

The commissioner shall adopt a passing standard on one or more national norm-referenced achievement tests for purposes of permitting a qualified military dependent to meet that standard as a substitute for completing a specific course otherwise required for graduation. The passing standard is available only for a student who enrolls in a public school in this state for the first time after completing the ninth grade or who reenrolls in a public school in this state at or above the tenth grade level after an absence of at least two years from the public schools of this state. Each passing standard in effect when a student first enrolls in a Texas public high school remains applicable to the student for the duration of the student's high school enrollment, regardless of any subsequent revision of the standard.

Education Code 162.002 art. VII, A, C [See FDD]

Graduation of Student Who Is Homeless or in Conservatorship of DFPS

If an 11th or 12th grade student who is homeless or in the conservatorship of the Department of Family and Protective Services transfers to a different school district and the student is ineligible to graduate from the district to which the student transfers, the district from which the student transferred shall award a diploma at the student's request, if the student meets the graduation requirements of the district from which the student transferred. *Education Code 28.025(i)*

Course Requirements

To graduate, a student must complete the courses required by the District in addition to those mandated by the state.

Foundation Program

The courses that satisfy District requirements under the foundation program, including courses for the distinguished level of achievement and courses for endorsements offered by the District, shall be listed in appropriate District publications.

Without an Endorsement

The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program without an endorsement. Graduation under the foundation program without an endorsement shall be permitted only as authorized under state law and rules.

With an Endorsement

The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with an endorsement.

Distinguished Level of Achievement

The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with the distinguished level of achievement.

Fine Arts Substitutions

To the extent permitted by state rules, the District shall award state graduation credit in fine arts for participation in an approved community-based fine arts program.

Physical Education Substitutions

Activities and Courses

To the extent permitted by state rules, the District shall award state graduation credit in physical education for participation in approved activities and elective courses.

Private or Commercial Programs

The District shall award state graduation credit in physical education for appropriate private or commercially sponsored physical activity programs conducted either on or off campus, upon approval by the commissioner of education. [See also EHAC]

Financial Aid Application Confirmation

As confirmation of a student's completion and submission of a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA), the District shall accept the following:

1. A screenshot that includes the processed date field in ApplyTexas Counselor Suite FAFSA data;
2. Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;
3. A copy or screenshot of the FAFSA acknowledgment page;

4. A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);

5. An acknowledgment receipt from an institution of higher education (IHE); or

6. A copy of a financial aid award letter from an IHE.

[For students who choose not to complete and submit a FAFSA or a TASFA, see EIF(LEGAL).]

The District shall maintain individual student documentation of the financial aid application requirement as an education record. [See FL]

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State Assessment of Academic Skills

Every student receiving instruction in the essential knowledge and skills shall take the appropriate criterion-referenced assessments, as required by Education Code Chapter 39, Subchapter B [see Testing in Grades 3–8, below]. *Education Code 39.023(a), (c), (f); 19 TAC 101.5*

A student may not receive a high school diploma until the student has performed satisfactorily on end-of-course (EOC) assessment instruments [see End-of-Course Assessments, below]. *Education Code 39.025(a); 19 TAC 101.4001*

Emergent Bilingual Students

In grades 3–12, an emergent bilingual student, as defined by Education Code Chapter 29, Subchapter B, shall participate in the state assessment in accordance with commissioner rules at 19 Administrative Code Chapter 101, Subchapter AA. *Education Code 39.023(l), (m)* [See EKBA]

Special Education

The Texas Education Agency (TEA) shall develop or adopt appropriate criterion-referenced alternative assessment instruments to be administered to each student in a special education program for whom a state assessment instrument adopted under Education Code 39.023(a), even with allowable accommodations, would not provide an appropriate measure of student achievement, as determined by the student's admission, review, and dismissal (ARD) committee, including assessment instruments approved by the commissioner of education that measure growth. The assessment instruments developed or adopted, including the assessment instruments approved by the commissioner, must, to the extent allowed under federal law, provide a district with options for the assessment of students.

TEA may not adopt a performance standard that indicates that a student's performance on the alternate assessment does not meet standards if the lowest level of the assessment accurately represents the student's developmental level as determined by the student's ARD committee.

The student's ARD committee shall determine whether any allowable modification is necessary in administering to the student a required EOC assessment instrument under Education Code 39.023(c), and whether the student is required to achieve satisfactory performance on an EOC assessment instrument to receive a high school diploma.

Education Code 39.023(b)–(c), .025(a-4)

Military Dependents

If the student is a military dependent, the district shall incorporate procedures to accept:

1. Exit or EOC exams required for graduation from the sending state;

2. National norm-referenced achievement tests; or

3. Alternative testing, in lieu of testing requirements for graduation in the receiving state.

In the event the above alternatives cannot be accommodated by the receiving state for a military dependent transferring in his or her senior year, then Education Code 162.002 article VII, section C, shall apply.

Substitute Passing Standard

The commissioner shall adopt a passing standard on one or more national norm-referenced achievement tests for purposes of permitting a qualified military dependent to meet that standard as a substitute for achieving a score on an assessment instrument otherwise required for graduation. The passing standard is available only for a student who enrolls in a public school in this state for the first time after completing the ninth grade or who reenrolls in a public school in this state at or above the grade 10 level after an absence of at least two years from the public schools of this state. Each passing standard in effect when a student first enrolls in a Texas public high school remains applicable to the student for the duration of the student's high school enrollment, regardless of any subsequent revision of the standard.

Education Code 162.002 art. VII [See EIF]

Administration

A district shall follow the test administration procedures established by TEA in the applicable test administration materials. A superintendent shall be responsible for administering tests. *19 TAC 101.25, .27*

Schedule

The commissioner shall specify the schedule for testing that is in compliance with Education Code 39.023(c-3) and supports reliable and valid assessments. Participation in University Interscholastic League (UIL) area, regional, or state competitions is prohibited on any days on which testing is scheduled between Monday and Thursday of the school week in which the primary administration of assessment instruments occurs.

The commissioner may provide alternate dates for the administration of tests required for a high school diploma to students who are migratory children and who are out of the state.

19 TAC 101.25

On request by a district, the commissioner may allow the district to administer an assessment instrument on the first instructional day

of a week if administering the assessment instrument on another instructional day would result in a significant administrative burden due to specific local conditions. *Education Code 39.023(c-3)*

Alternate Test Dates

The commissioner shall consider requests from districts or campuses for alternate test dates on a case-by-case basis. Alternate test dates will only be allowed if the campus or district is closed on the day on which testing is scheduled or if there is an exceptional circumstance, defined below, that may affect a district's or campus's ability to administer an assessment or the students' performance on the assessment.

"Exceptional circumstances" include:

1. Inclement weather or natural disasters that would cause a district or campus to be closed or that would cause a small percentage of students to be in attendance on the day testing is scheduled;
2. Health epidemics that result in a large number of students being absent on the day of testing;
3. Death of a student or school official that may impact student performance; and
4. Sudden emergencies that occur on the day of testing or shortly before testing that may inhibit students from completing the assessments, such as a fire on campus, a bomb threat, an extended power outage, or a water main break.

If an alternate test date for primary test administration is approved, the commissioner may prohibit a district or campus from participating in UIL competition on the new test date if that is determined to be in the best interest of the district, campus, and students.

19 TAC 101.5003

Test Administration Training

The commissioner may require training for district employees involved in the administration of the assessment instruments. The commissioner may only require for the employee at each district campus who oversees the administration of the assessment instruments to annually receive the training. The district employee who oversees test administration on a district campus may, with discretion, require other district employees involved in the administration of assessment instruments to repeat the training. *Education Code 39.0304(a), (b-1)–(b-2)*

Notice to Parents and Students

A superintendent shall be responsible for providing written notice to each student and the student's parent or guardian of:

1. The testing requirements for grade advancement [see EIE] and the dates, times, and locations of testing. Notice of testing requirements shall be provided no later than the beginning of the student's kindergarten year, for students attending kindergarten in the district, and no later than the beginning of the student's first-grade year for all other students. The superintendent shall also provide such notice for students in grades 1–8 who are new to the district.

2. The testing requirements for graduation and the dates, times, and locations of testing. Notice of testing requirements shall be provided no later than the beginning of the student's seventh-grade year. The superintendent shall also provide such notice for students in grades 7–12 who are new to the district. Notice of the dates, times, and locations of testing shall be provided to each student who will take the tests and to out-of-school individuals.

19 TAC 101.3012

Testing in Grades 3–8

Except as provided below, all students, other than students who are assessed under Education Code 39.023(b) (alternative assessment instrument) or 39.023(l) (emergent bilingual students) or exempted under Education Code 39.027, shall be assessed in:

1. Mathematics, annually in grades 3–8;

2. Reading, annually in grades 3–8;

3. Social studies in grade 8;

4. Science in grades 5 and 8; and

5. Any other subject and grade required by federal law.

Education Code 39.023(a)

Exception

For purposes of federal accountability, a student shall not be administered a grade-level assessment if the student:

1. Is enrolled in a course or subject intended for students above the student's enrolled grade level and will be administered a grade-level assessment instrument developed under the list above that aligns with the curriculum for that course or subject within the same content area; or

2. Is enrolled in a course for high school credit in a subject intended for students above the student's enrolled grade level and will be administered an EOC assessment instrument that aligns with the curriculum for that course or subject within the same content area.

For purposes of federal accountability, a grade 3–8 student who is accelerated in mathematics, reading/language arts, or science and on schedule to complete the high school end-of-course assessments in that same content area prior to high school shall be assessed at least once in high school with the ACT or the SAT.

A student is only eligible to take an assessment instrument intended for use above the student's enrolled grade if the student is on schedule to complete instruction in the entire curriculum for that subject during the semester the assessment is administered.

A student in grade 5 or 8 described above may not be denied promotion on the basis of failure to perform satisfactorily on an assessment instrument above the student's grade level.

Education Code 28.0211(o)–(p), 39.023(a-2); 19 TAC 101.3011(a)(1)–(4)

Kindergarten Assessment

An assessment instrument under Education Code 39.023 may not be administered to a kindergarten student except for the purpose of determining whether the student is entitled to the benefit of the Foundation School Program [see FD]. *Education Code 39.023(a-16)*

Prekindergarten Assessment

Performance on an assessment instrument administered to students in prekindergarten may not be considered for any purpose related to Education Code Chapters 39 and 39A. *Education Code 39.0237*

Accommodations

Testing accommodations are permitted for any student unless they would make a particular test invalid. Decisions regarding testing accommodations shall take into consideration the needs of the student and the accommodations the student routinely receives in classroom instruction. Permissible testing accommodations shall be described in the appropriate test administration materials.

The committee established by a board to determine the placement of students with dyslexia or related disorders shall determine whether any allowable modification is necessary in administering an assessment to such a student.

A student's ARD committee shall determine the allowable accommodations and shall document them in the student's individualized education program (IEP). [See Special Education, above]

19 TAC 101.3013; Education Code 39.023(a)–(c), (n); 34 C.F.R. 300.320(a)(6)

End-of-Course Assessments

Beginning with students first enrolled in grade 9 in the 2011–12 school year, a student enrolled in a course for which an EOC assessment exists as required by Education 39.023(c) shall take the appropriate assessment. *19 TAC 101.3021(a)*

TEA shall adopt EOC assessment instruments for secondary-level courses in Algebra I, biology, English I, English II, and United States history. The Algebra I EOC assessment instrument must be administered with the aid of technology, but may include one or more parts that prohibit the use of technology. The English I and English II EOC assessment instruments must each assess essential knowledge and skills in both reading and writing and must provide a single score. A district shall comply with State Board of Education rules regarding administration of the assessment instruments listed in this provision.

If a student is in a special education program, the student's ARD committee shall determine whether any allowable modification is necessary in administering to the student an assessment instrument required under this provision.

Education Code 39.023(c)

Students Enrolled Below High School Level

Beginning in the 2011–12 school year, a student in grade 8 or lower who takes a high school course for credit is required to take the applicable EOC assessment. The EOC assessment result shall be applied toward the student's assessment graduation requirements, as specified in 19 Administrative Code 101.3022. *19 TAC 101.3021(d)*

Assessment Requirements for Graduation

A student must meet satisfactory performance on an EOC assessment listed in Education Code 39.023(c) only for a course in which the student is enrolled and for which an EOC assessment instrument is administered in order to be eligible to receive a Texas diploma.

Exceptions

English I or English II

A student who was administered separate reading and writing EOC assessments under Education Code 39.023(c), for the English I or English II course has met that course's assessment graduation requirement if the student has:

1. Achieved satisfactory performance on either the reading or writing EOC assessment for that course;
2. Met at least the minimum score on the other EOC assessment for that course; and
3. Achieved an overall scale score of 3750 or greater when the scale scores for reading and writing are combined for that course.

Exceptions related to English I also apply to English language learners who meet the criteria in 19 Administrative Code 101.1007. [See EKBA]

Credits Earned Prior to Enrollment

If a student earned high school credit for a course with an EOC assessment prior to enrollment in a Texas public school district and the credit has been accepted by a Texas public school district, or a student completed a course for Texas high school credit in a course with an EOC assessment prior to the 2011–12 spring administration, the student is not required to take the corresponding EOC assessment.

19 TAC 101.3021(e), .3022

Substitute Assessments

The commissioner adopts certain assessments as substitute assessments that a student may use in place of a corresponding EOC assessment to meet the student's assessment graduation requirements. A satisfactory score on an approved assessment may be used in place of only one specific EOC assessment, except as provided by 19 Administrative Code 101.4002(d)(1) (student who qualifies for use of the Texas Success Initiative (TSI) as a substitute assessment and is enrolled in certain college preparatory courses).

A student at any grade level is eligible to use a substitute assessment as provided in the commissioner's chart at 19 Administrative Code 101.4002(b) if the student:

1. Was administered an approved substitute assessment for an equivalent course in which the student was enrolled;
2. Received a satisfactory score on the substitute assessment as determined by the commissioner and provided in the chart at 19 Administrative Code 101.4002(b); and
3. Using a Texas Success Initiative Assessment (TSIA) or a Texas Success Initiative Assessment, Version 2.0 (TSIA2) also meets the additional criteria of 19 Administrative Code 101.4002(d).

TSI Additional Criteria

A student must meet the criteria established in 19 Administrative Code 101.4002(d) in order to qualify to use TSIA or TSIA2 as a substitute assessment.

Accountability Testing

A student electing to substitute an assessment for graduation purposes must still take the corresponding EOC assessment required under Education Code 39.023(c) at least once for accountability purposes. If a student sits for an EOC assessment, a district may not void or invalidate the test in lieu of a substitute assessment.

A student who fails to perform satisfactorily on a PSAT, PLAN, or Aspire test (or any versions of these tests) as indicated in the chart in 19 Administrative Code 101.4003(b) must take the appropriate EOC assessment required under Education Code 39.023(c). However, a student who does not receive a passing score on the EOC assessment and retakes a PSAT, PLAN, or Aspire test (or any versions of these tests) is eligible to meet the requirements specified in 19 Administrative Code 101.4002(c).

19 TAC 101.4002

Verification of Results

An eligible student is responsible for providing a district an official copy of the student's scores from the substitute assessment.

Upon receipt of official results of an approved substitute assessment, a district must:

1. Verify the student's score on the substitute assessment; and
2. Determine whether the student met the performance standard required to qualify for a public high school diploma in Texas as established by the commissioner.

19 TAC 101.4005

Satisfactory Performance

A student is required to achieve a scale score that indicates satisfactory performance, as determined by the commissioner on each EOC assessment instrument administered to the student. *Education Code 39.025(a)*

Individual Graduation Committee

A student in grade 11 or 12 who has failed to comply with the EOC assessment instrument performance requirements under Education Code 39.025 for not more than two courses may qualify to graduate on the basis of a review by an individual graduation committee (IGC). [See EIF] *Education Code 28.0258, 39.025(a-5)*

Special Education

A student receiving special education services is not subject to the IGC requirements in Education Code 28.0258. As provided in 19 Administrative Code 89.1070 (Graduation Requirements) and 19 Administrative Code 101.3023 (Participation and Graduation Assessment Requirements for Students Receiving Special Education Services), a student's ARD committee determines whether a student is required to achieve satisfactory performance on an EOC assessment to graduate.

A student dismissed from a special education program who achieved satisfactory performance on an alternate EOC assessment while enrolled in a special education program is not required to take and achieve satisfactory performance on the general EOC assessment to graduate. A student who took an EOC assessment

while enrolled in a special education program is not required to retake and achieve satisfactory performance on the EOC assessment if the student's ARD committee determined that the student was not required to achieve satisfactory performance on the EOC assessment to graduate. A student dismissed from a special education program must achieve satisfactory performance on any remaining EOC assessments that the student is required to take. If the student fails to achieve satisfactory performance on no more than two of the remaining EOC assessments, the student is eligible for IGC review under Education Code 28.0258 and is subject to the IGC provisions above. [See Individual Graduation Committee, above]

19 TAC 101.3022(f)

A student receiving special education services who successfully completes the requirements of his or her IEP, including performance on a state assessment required for graduation, shall receive a Texas high school diploma. A student's ARD committee shall determine if the student will be required to meet satisfactory performance on an assessment for purposes of graduation.

Beginning with the 2011–12 school year, all grades 9–12 students with significant cognitive disabilities who are assessed with an alternate assessment as specified in the student's IEP will be assessed using alternate versions of EOC assessments as listed in 19 Administrative Code 101.3011(b)(2).

19 TAC 101.3023(a), (b)

Credit by Examination

An EOC assessment administered under Education Code 39.023(c) cannot be used for purposes of credit by examination under 19 Administrative Code 74.24. [See EHDB, EHDC] *19 TAC 101.3021(c)*

Additional State Assessments

TEA may adopt EOC assessment instruments for courses not listed in statute, as described above. A student's performance on these EOC assessment instruments is not subject to the performance requirements established for the statutory assessments. *Education Code 39.023(c-2)*

Retakes

Each time an EOC assessment instrument is administered, a student who failed to achieve a score requirement may retake the assessment instrument. [See Satisfactory Performance, above]

A student is not required to retake a course as a condition of retaking an EOC assessment instrument.

If a student failed a course but achieved satisfactory performance on the applicable EOC assessment, that student is not required to

retake the assessment if the student is required to retake the course.

Education Code 39.025(b); 19 TAC 101.3021(f), .3022(d)

Reporting Results

To the Public

Overall student performance data, aggregated by ethnicity, sex, grade level, subject area, campus, and district, shall be made available to the public, with appropriate interpretations, at regularly scheduled meetings of a board, after receipt from TEA. The information shall not contain the names of individual students or teachers. *Education Code 39.030(b)*

To the Board

A superintendent shall accurately report all test results with appropriate interpretations to a board according to the schedule in the applicable test administration materials.

To Parents, Students, and Teachers

A district shall notify each of its students, his or her parent or guardian, and his or her teacher for that subject of test results, observing confidentiality requirements stated at Confidentiality of Results, below. All test results shall be included in each student's academic achievement record and shall be furnished for each student transferring to another district or school. Upon receipt of the assessment results from the test contractor, a district shall disclose a student's assessment results to a student's teacher in the same subject area as the assessment for that school year. [See BQ series, FD, and FL]

19 TAC 101.3014

TEA shall adopt a series of questions to be included in an EOC assessment instrument administered under Education Code 39.023(c) to be used for purposes of identifying students who are likely to succeed in an advanced high school course. A district shall notify a student who performs at a high level on the questions and the student's parent or guardian of the student's performance and potential to succeed in an advanced high school course. A district may not require a student to perform at a particular level on the questions to be eligible to enroll in an advanced high school course. *Education Code 39.0233(b)*

Parents Right-to-Know Under ESEA

As a condition of receiving assistance under Title I, Part A of the Elementary and Secondary Education Act (ESEA) (20 U.S.C. 6301 et seq.), a district shall provide to each individual parent of a child who is a student in such school, with respect to such student information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under Part A. *20 U.S.C. 6312(e)(1)(B)(i)*

Parental Access

A parent is entitled to access to a copy of each state assessment instrument administered to the parent's child. This right of access

does not apply, however, to those instruments or particular questions that are being field-tested by TEA. *Education Code 26.005, .006(a)(2)*

Out-of-State Transfers

A district shall accurately report to TEA whether that student transferred into the district from out of state during the current school year.

Procedures for the reporting of out-of-state-transfer students to TEA shall be established in the applicable test administration materials. A district shall follow procedures specified in those test administration materials.

The assessment results of the out-of-state transfer students shall be reported separately to districts from the results of the district's other students in addition to the current reporting of assessment results for all students and other student subsets.

19 TAC 101.3014

Accelerated Instruction

Each time a student fails to perform satisfactorily on an assessment instrument administered under Education Code 39.023(a) in the third, fourth, fifth, sixth, seventh, or eighth grade, the district in which the student attends school shall provide to the student accelerated instruction in the applicable subject area during the subsequent summer or school year and either:

1. Allow the student to be assigned a classroom teacher who is certified as a master, exemplary, or recognized teacher under the local optional teacher designation system [see DEAA] for the subsequent school year in the applicable subject area; or

2. Provide the student supplemental instruction under Education Code 28.0211(a-4). [See EHBC]

Education Code 28.0211(a-1)

A district shall provide each student who fails to perform satisfactorily on an EOC assessment instrument with accelerated instruction under Education Code 28.0217 in the subject assessed by the assessment instrument. *Education Code 39.025(b-1)* [See EHBC]

College Readiness

Each district shall partner with at least one institution of higher education to develop and provide courses in college preparatory mathematics and English language arts. The courses must be designed:

1. For students at the grade 12 level whose performance on:

    a. An EOC assessment instrument required under Education Code 39.023(c) does not meet college readiness standards; or

b. Coursework, a college entrance examination, or an assessment instrument designated under Education Code 51.334(a) indicates that the student is not ready to perform entry-level college coursework; and

2. To prepare students for success in entry-level college courses.

A course must be provided on the campus of the high school offering the course or through distance learning or as an online course provided through the institution of higher education with which the district partners.

Faculty — Appropriate faculty of each high school offering courses and appropriate faculty of each institution of higher education with which the district partners shall meet regularly as necessary to ensure that each course is aligned with college readiness expectations.

Notice — Each district shall provide a notice to each eligible student and the student's parent or guardian regarding the benefits of enrolling in a course.

Credit Earned — A student who successfully completes an English language arts course may use the credit earned toward satisfying the advanced English language arts curriculum requirement for the foundation high school program under Education Code 28.025(b-1)(1). A student who successfully completes a mathematics course may use the credit earned in the course toward satisfying an advanced mathematics curriculum requirement under Education Code 28.025 after completion of the mathematics curriculum requirements for the foundation high school program under Education Code 28.025(b-1)(2).

Dual Credit — A course may be offered for dual credit at the discretion of the institution of higher education with which a district partners.

Instructional Materials — Each district, in consultation with the institution of higher education with which the district partners, shall develop or purchase instructional materials for a course consistent with Education Code Chapter 31. The instructional materials must include technology resources that enhance the effectiveness of the course and draw on established best practices.

Education Code 28.014

Security and Confidentiality — All assessment instruments included in the student assessment program are considered secure, and the contents of these tests, including student information used or obtained in their administration, are confidential.

Districts and campuses and the superintendent and campus principals in each district and campus shall:

1. Implement and ensure compliance with state test administration procedures and training activities;
2. Notify TEA as soon as the district becomes aware of any alleged or suspected violation of the security or confidential integrity of a test [see Violations, below];
3. Report all confirmed testing violations to TEA within ten working days of the district becoming aware of the violation in accordance with the reporting process stipulated in the test administration materials;
4. Ensure that the only individuals with access to secure test materials are district employees who have:
    a. Met the requirements to participate in the student assessment program;
    b. Received training in test security and test administration procedures; and
    c. Signed an oath affirming they understand their obligation to maintain and preserve the security and confidentiality of all state assessments and student information, acknowledge their responsibility to report any suspected testing violation, and are aware of the range of penalties that may result from a violation of test security and confidentiality or a departure from test administration procedures; and
5. Ensure the security of the test materials as required by 19 Administrative Code 101.3031(a)(2)(E).

19 TAC 101.3031(a)(1)–(a)(2)

Violations

Violations of the security and confidential integrity of a test include:

1. Directly or indirectly assisting students with responses to test questions;
2. Tampering with student responses;
3. Falsifying holistic ratings or student responses;
4. Viewing secure test content before, during, or after an administration unless specifically authorized by TEA or by the procedures outlined in the test administration materials;

5. Discussing or disclosing secure test content or student responses;
6. Scoring students' tests, either formally or informally;
7. Duplicating, recording, or electronically capturing confidential test content unless specifically authorized by TEA or by the procedures outlined in the test administration materials;
8. Responding to secure test questions;
9. Fraudulently exempting or preventing a student from participating in the administration of a required state assessment;
10. Receiving or providing unallowable assistance during calibration activities (e.g., taking notes, providing answer sheets, or sharing answers);
11. Encouraging or assisting an individual to engage in the conduct described above or in any other serious violation of security and confidentiality;
12. Failing to report to an appropriate authority that an individual has engaged or is suspected of engaging in the above conduct or in any other serious violation of security and confidentiality under this provision;
13. Failing to implement sufficient procedures to prevent student cheating; and
14. Failing to implement sufficient procedures to prevent alteration of test documents by anyone other than the student.

Consequences

If a district determines that a student has cheated or attempted to cheat on a state assessment either by providing or receiving direct assistance, the district shall invalidate the student's test results.

Any violation of test security or confidential integrity may result in TEA:

1. Invalidating student test results;
2. Referring certified educators to the State Board for Educator Certification (SBEC) for sanctions in accordance with 19 Administrative Code Chapter 247 (Educators' Code of Ethics) and Chapter 249 (Disciplinary Proceedings, Sanctions, and Contested Cases); and
3. Lowering the district's accreditation status or a district's or campus's accountability rating in accordance with Education Code 39.057(d) (redesignated to Education Code 39.003), or appointment of a monitor, conservator, or management team

to the district in accordance with Education Code Chapter 39A.

Test Administration Procedures

Test administration procedures shall be delineated in the test administration materials provided to districts annually. Districts must comply with all of the applicable requirements specified in the test administration materials.

Districts shall ensure that test coordinators and administrators receive training to ensure that testing personnel have the necessary skills and knowledge required to administer assessment instruments in a valid, standardized, and secure manner.

Records Retention

As part of test administration procedures, the commissioner shall require districts to maintain records related to the security of assessment instruments for five years.

19 TAC 101.3031(a-3)–(d)

Disciplinary Action and Penalties

SBEC may take disciplinary action against a person who has violated the security or integrity of any assessment required by Education Code Chapter 39, Subchapter B or has committed an act that is a departure from the test administration procedures established by the commissioner under 19 Administrative Code Chapter 101.

The superintendent and campus principal must develop procedures to ensure the security and confidentiality of the tests and will be responsible for notifying TEA in writing of conduct that violates the security or confidentiality of a test. Failure to report can subject the person responsible to the applicable penalties.

19 TAC 249.15(a)–(b), (g)

Minimize Disruptions

In implementing the commissioner's procedures for the administration of assessment instruments adopted or developed under Education Code 39.023, including procedures designed to ensure the security of the assessment, a district shall minimize disruptions to school operations and the classroom environment. *Education Code 39.0301(a-1)*

Confidentiality of Results

Individual student performance results are confidential and may be released only in accordance with the Family Educational Rights and Privacy Act of 1974. *Education Code 39.030(b)* [See FL and GBA]

Exemption from Instruction

A parent or person standing in parental relation is entitled to remove the parent's child from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the parent's child a written statement authorizing the removal of the child from the class or other school activity.

Limitations

A parent or person standing in parental relation is not entitled to remove the parent's child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester. This provision does not exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the district and the Texas Education Agency (TEA).

Education Code 26.002, .010

Instructional Requirements and Prohibitions

The following provisions under Education Code 28.022(a) apply to any course or subject, including an innovative course, for a grade level from kindergarten through grade 12.

Controversial Topics

A teacher may not be compelled to discuss a widely debated and currently controversial issue of public policy or social affairs.

A teacher who chooses to discuss a topic described above shall explore that topic objectively and in a manner free from political bias.

Education Code 28.0022(a)(1)–(a)(2)

Political Activism and Advocacy Participation

A district or teacher may not require, make part of a course, or award a grade or course credit, including extra credit, for a student's:

1. Work for, affiliation with, or service learning in association with any organization engaged in:
    a. Lobbying for legislation at the federal, state, or local level, if the student's duties involve directly or indirectly attempting to influence social or public policy or the outcome of legislation; or
    b. Social policy advocacy or public policy advocacy;
2. Political activism, lobbying, or efforts to persuade members of the legislative or executive branch at the federal, state, or local level to take specific actions by direct communication; or
3. Participation in any internship, practicum, or similar activity involving social policy advocacy or public policy advocacy.

Education Code 28.0022(a)(3)

The above provisions do not apply to a student's participation in:

1. Community charitable projects, such as building community gardens, volunteering at local food banks, or other service projects;
2. An internship or practicum:
    a. For which the student receives course credit under a career and technology education program or under the P-TECH program established under Education Code 29.553; and
    b. That does not involve the student directly engaging in lobbying, social policy advocacy, or public policy advocacy; or
3. A program that prepares the student for participation and leadership in this country's democratic process at the federal, state, or local level through the simulation of a governmental process, including the development of public policy.

Education Code 28.0022(b)

Concepts Prohibited

A teacher, administrator, or other employee of a district may not require or make part of a course inculcation in the concept that:

1. One race or sex is inherently superior to another race or sex;
2. An individual, by virtue of the individual's race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously;
3. An individual should be discriminated against or receive adverse treatment solely or partly because of the individual's race or sex;
4. An individual's moral character, standing, or worth is necessarily determined by the individual's race or sex;
5. An individual, by virtue of the individual's race or sex, bears responsibility, blame, or guilt for actions committed by other members of the same race or sex;
6. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race;
7. The advent of slavery in the territory that is now the United States constituted the true founding of the United States; or

8. With respect to their relationship to American values, slavery and racism are anything other than deviations from, betrayals of, or failures to live up to the authentic founding principles of the United States, which include liberty and equality.

A teacher, administrator, or other employee of a district may not teach, instruct, or train any administrator, teacher, or staff member of a state agency, school district, or open-enrollment charter school to adopt a concept listed above.

A teacher, administrator, or other employee of a district may not require an understanding of The 1619 Project.

Education Code 28.0022(a)(4)

Student Discussion

A district may not implement, interpret, or enforce any rule in a manner that would result in the punishment of a student for reasonably discussing the concepts described above in school or during a school-sponsored activity or have a chilling effect on reasonable student discussions involving those concepts in school or during a school-sponsored activity. *Education Code 28.0022(d)*

Limitations on Statute

Education Code 28.0022 may not be construed as limiting the teaching of or instruction in the essential knowledge and skills adopted under Education Code Chapter 28, Subchapter A.

Education Code 28.0022 does not create a private cause of action against a teacher, administrator, or other employee of a district. A district may take appropriate action involving the employment of any teacher, administrator, or other employee based on the individual's compliance with state and federal laws and district policies.

Education Code 28.0022 may not be construed as prohibiting a teacher employed by a district from directing a classroom activity that involves students communicating with an elected official so long as the district, school, or teacher does not influence the content of a student's communication.

Education Code 28.0022(e)–(g)

Absences Considered

In order to receive credit or a final grade for a class, a student is required to attend class 90 percent of the days class is offered regardless of whether the student's absences are excused [see FEA] or unexcused. *Atty. Gen. Op. JC-0398 (2001)*

90 Percent Rule

Except as provided below, a student in any grade level from kindergarten through grade 12 shall not be given credit or a final grade for a class unless the student is in attendance 90 percent of the days the class is offered. This restriction does not affect a student's right to excused absences to observe religious holy days [see FEA] and does not apply to a student who receives credit by examination for a class as provided by Education Code 28.023. [See EHDC]

Serious or Life-Threatening Illness Exception

A student's excused absence resulting from a serious or life-threatening illness or related treatment [see FEA] may not be considered in determining whether the student has satisfied the attendance requirement under the 90 percent rule.

Local Remote Learning Program Exception

A district may adopt a policy to exempt students from the requirements of the 90 percent rule for one or more courses identified in the policy that are offered under a local remote learning program [see EHDF].

Principal's Plan

A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit or a final grade if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. However, a student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive credit or a final grade without the consent of the judge presiding over the student's case.

Extenuating Circumstances

An attendance committee may give class credit or a final grade to a student because of extenuating circumstances. A board shall establish guidelines for determining what constitutes extenuating circumstances.

A board shall adopt policies that establish alternative ways for students to make up work or regain credit or a final grade lost because of absences. The alternative ways must include at least one option that does not require a student to pay a fee. The availability of such option must be substantially the same as the availability of the educational program for which a district may charge a fee. [See FP]

Attendance Committee

A board shall appoint one or more attendance committees to hear petitions for class credit or a final grade by students who have not met the 90 percent rule and have not earned class credit or a final

grade by completing a principal's plan. Classroom teachers shall comprise a majority of the attendance committee.

Appeal

If the committee denies a student credit or a final grade, the student may appeal the decision to the board. A board's decision may be appealed to the district court of the county in which the district's central administrative office is located.

Additional Duties

A certified employee may not be assigned additional instructional duties as a result of the above provision outside of the regular workday unless the employee is compensated for the duties at a reasonable rate of pay.

Education Code 25.092

Trauma-Informed Care Program

The District's trauma-informed care program, as included in the District improvement plan, shall provide for the integration of trauma-informed care practices in the school environment, including increasing staff and parent awareness of trauma-informed care, implementation of trauma-informed practices and care by District and campus staff, and providing information about available counseling options for students affected by trauma or grief.

Training

The District shall provide training in trauma-informed care to District educators as required by law and the Board-approved District professional development plan. The District improvement plan shall specify required training for any other District employees as applicable.

Policy and Program to Address Sexual Abuse, Trafficking, and Maltreatment

A district shall provide child abuse antivictimization programs in elementary and secondary schools. *Education Code 38.004*

A district shall adopt and implement a policy addressing sexual abuse, sex trafficking, and other maltreatment of children, to be included in the district improvement plan [see BQ] and any information handbook provided to students and parents. *Education Code 38.0041(a)*

The policy included in any informational handbook provided to students and parents must address the following:

1. Methods for increasing staff, student, and parent awareness of issues regarding sexual abuse, trafficking, and other forms of maltreatment of children, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Actions a child who is a victim of sexual abuse, trafficking, or other maltreatment should take to obtain assistance and intervention; and
3. Available counseling options for students affected by sexual abuse, trafficking, or other maltreatment.

19 TAC 61.1051(b)(3)

Definitions

Child Abuse or Neglect — The definition of child abuse or neglect includes the trafficking of a child in accordance with Education Code 38.004.

Other Maltreatment — This term has the meaning assigned by Human Resources Code 42.002.

Trafficking of a Child — This term has the meaning assigned by Penal Code 20A.02(a)(5), (6), (7), or (8).

19 TAC 61.1051(a)

Duty to Report

Report by Any Person — 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 by any person shall immediately make a report as required by law. *Family Code 261.101(a)*

Report by Any Professional — Any professional who has reasonable cause to believe that a child has been or may be abused or neglected shall make a report as required by law. The report must be made within 48 hours after the professional first has reasonable cause to believe that the child has been or may be abused or neglected or is the victim of an offense of indecency with a child.

A professional may not delegate to or rely on another person to make the report.

A "professional" is a person who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, juvenile probation officers, and juvenile detention or correctional officers.

Family Code 261.101(b)

Abuse of Persons with Disabilities

A person having cause to believe that a person with a disability is in a state of abuse, neglect, or exploitation shall report the information immediately to the Texas Department of Family and Protective Services (DFPS).

A person commits a Class A misdemeanor if the person has cause to believe that a person with a disability has been abused, neglected, or exploited or is in a state of abuse, neglect, or exploitation and knowingly fails to report.

A person filing a report or testifying or otherwise participating in any judicial proceeding arising from a petition, report, or investigation is immune from civil or criminal liability on account of his or her petition, report, testimony, or participation, unless the person acted in bad faith or with a malicious purpose.

Human Resources Code 48.051, .052, .054

Adult Victims of Abuse

A person or professional shall make a report in the manner required above if the person or professional has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person or professional determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly person or person with a disability. *Family Code 261.101(b-1)*

Restrictions on Reporting

Psychotropic Drugs and Psychological Testing

An employee may not use or threaten to use the refusal of a parent, guardian, or managing or possessory conservator to administer or consent to the administration of a psychotropic drug to a child, or to consent to any other psychiatric or psychological testing or treatment of the 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.

Education Code 26.0091; Family Code 261.111(a) [See FFEB]

Contents of Report

The report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect. The person making the report shall identify, if known:

1. The name and address of the child;
2. The name and address of the person responsible for the care, custody, or welfare of the child; and
3. Any other pertinent information concerning the alleged or suspected abuse or neglect.

Family Code 261.102, .104

Abuse and Neglect Involving School Personnel and Those Responsible for Care

If the alleged or 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 made to a state agency under item 4, below, or the report involves a juvenile justice program or facility [see JJAEPS, below].

All other reports shall be made to:

1. Any local or state law enforcement agency;
2. DFPS, Child Protective Services (CPS) Division;
3. A local office of CPS, where available; or
4. The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred.

Family Code 261.103(a); 19 TAC 61.1051(b)(1)–(2)

"Person responsible for a child's care, custody, or welfare" means a person who traditionally is responsible for a child's care, custody, or welfare, including:

1. A parent, guardian, managing or possessory conservator, or foster parent of the child;
2. A member of the child's family or household as defined by Family Code Chapter 71;
3. A person with whom the child's parent cohabits;
4. School personnel or a volunteer at the child's school;

5. Personnel or a volunteer at a public or private child-care facility that provides services for the child or at a public or private residential institution or facility where the child resides; or

6. An employee, volunteer, or other person working under the supervision of a licensed or unlicensed child-care facility, including a family home, residential child-care facility, employer-based day-care facility, or shelter day-care facility, as those terms are defined in Chapter 42, Human Resources Code.

Family Code 261.001(5)

Reporting Abuse, Neglect, or Exploitation in a JJAEP

Any report of alleged abuse, neglect, or exploitation, as those terms are defined in Family Code 261.405, in a juvenile justice program or facility shall be made to the Texas Juvenile Justice Department and a local law enforcement agency for investigation. The term "juvenile justice program" includes a juvenile justice alternative education program. *Family Code 261.405(a)(4)(A), (b)*

Confidentiality of Report

A report of alleged or suspected abuse or neglect and the identity of the person making the report is confidential and not subject to release under Government Code Chapter 552 (Public Information Act) and may be disclosed only for purposes consistent with the Family Code and applicable federal or state law or under rules adopted by an investigating agency. *Family Code 261.201(a)–(a)(1)*

Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only to a law enforcement officer for the purposes of a criminal investigation of the report, or as ordered by a court under Family Code 261.201. *Family Code 261.101(d)*

Immunity from Liability

A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from any civil or criminal liability that might otherwise be incurred or imposed. *Family Code 261.106*

A district may not suspend or terminate the employment of, or otherwise discriminate against, or take any other adverse employment action against a professional who makes a good faith report of abuse or neglect. *Family Code 261.110(b)* [See DG]

Criminal Offenses

Failure to Report

A person commits a Class A misdemeanor if he or she is required to make a report under Family Code 261.101(a) [see Duty to Report, above] and knowingly fails to make a report as provided by law.

A person who is a professional commits a Class A misdemeanor if the person is required to make a report under Family Code 261.101(b) [see Duty to Report] and knowingly fails to make a report as provided by law. The professional commits a state jail felony if he or she intended to conceal the abuse or neglect.

Family Code 261.109

False Report

A person commits an offense if, with the intent to deceive, the person knowingly makes a report of abuse and neglect that is false. The offense is a state jail felony, except that it is a felony of the third degree if the person has previously been convicted of the offense. *Family Code 261.107(a)*

Coercion

A public servant, including as a school administrator, who coerces another into suppressing or failing to report child abuse or neglect to a law enforcement agency commits a Class C misdemeanor offense. *Penal Code 39.06*

SBEC Disciplinary Action

The State Board for Educator Certification (SBEC) may take any of the actions listed in 19 Administrative Code 249.15(a) (impositions, including revocation of a certificate and administrative penalties) based on satisfactory evidence that the person has failed to report or has hindered the reporting of child abuse pursuant to Family Code 261.001, or has failed to notify the SBEC, the commissioner of education, or the school superintendent or director under the circumstances and in the manner required by Education Code 21.006, 21.0062, 22.093, and 19 Administrative Code 249.14(d)–(f). *19 TAC 249.15(b)(4)*

Note: The following legal provisions address child abuse and neglect investigations generally. See GRA for additional legal provisions addressing notification requirements and right of access to students when DFPS investigates reports of abuse and neglect at school.

Investigations

Reports to District

If DFPS initiates an investigation and determines that the abuse or neglect involves an employee of a public elementary or secondary school, and that the child is a student at the school, the department shall orally notify the superintendent of the district in which the employee is employed. *Family Code 261.105(d)*

On request, DFPS shall provide a copy of the completed report of its investigation to the board, the superintendent, and the school principal, unless the principal is alleged to have committed the abuse or neglect. The report shall be edited to protect the identity of the person who made the report. *Family Code 261.406(b)*

Interview of Student	The investigating agency shall be permitted to interview the child at any reasonable time and place, including at the child's school. *Family Code 261.302(b)* [See GRA]
Interference with Investigation	A person may not interfere with an investigation of a report of child abuse or neglect conducted by DFPS. *Family Code 261.303(a)*
Confidentiality	A photograph, videotape, audiotape, or other audio or visual recording, depiction, or documentation of a child that is made by DFPS in the course of an inspection or investigation is confidential, is not subject to release under the Public Information Act, and may be released only as required by state or federal law or rules adopted by the DFPS. *Human Resources Code 42.004*

Reporting Policy

A board shall adopt and annually review policies for reporting child abuse and neglect. The policies shall follow the requirements of Family Code Chapter 261. *19 TAC 61.1051(b)*

The policies must require every school employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect to submit a written or oral report to at least one of the authorities listed above [see To Whom Reported, above] within 48 hours or less, as determined by the board, after learning of facts giving rise to the suspicion. *19 TAC 61.1051(b)(1)*

The policies must be consistent with the Family Code, Chapter 261, and 40 Administrative Code Chapter 700 (CPS) regarding investigations by DFPS, including regulations governing investigation of abuse by school personnel and volunteers. [See GRA]

The policies must require a report to DFPS if the alleged abuse or neglect involves a person responsible for the care, custody, or welfare of the child and must notify school personnel of the following:

1. Penalties under Penal Code 39.06 (misuse of official information), Family Code 261.109 (failure to report), and 19 Administrative Code Chapter 249 (actions against educator's certificate) for failure to submit a required report of child abuse or neglect;

2. Applicable prohibitions against interference with an investigation of a report of child abuse or neglect, including:

    a. Family Code 261.302 and 261.303, prohibiting school officials from denying an investigator's request to interview a student at school; and

b. Family Code 261.302, prohibiting school officials from requiring the presence of a parent or school administrator during an interview by an investigator.

3. Immunity provisions applicable to a person who reports child abuse or neglect or otherwise assists an investigation in good faith;

4. Confidentiality provisions relating to a report of suspected child abuse or neglect;

5. Any disciplinary action that may result from noncompliance with a district's reporting policy; and

6. The prohibition under Education Code 26.0091 [see Psychotropic Drugs and Psychological Testing, above].

19 TAC 61.1051(b)(2)

The policies may not require that school personnel report suspicions of child abuse or neglect to a school administrator before making a report to one of the agencies listed above.

The policies must:

1. Include the current toll-free number for DFPS;

2. Provide for cooperation with law enforcement child abuse investigations without the consent of the child's parent, if necessary, including investigations by DFPS; and

3. Include child abuse anti-victimization programs in elementary and secondary schools consisting of age-appropriate, research-based prevention designed to promote self-protection and prevent sexual abuse and trafficking.

19 TAC 61.1051(b)(5)–(b)(8)

Annual Distribution and Staff Development

The policies required by these provisions and adopted by the board shall be distributed to all personnel at the beginning of each school year. The policies shall be addressed in staff development programs at regular intervals determined by a board. *19 TAC 61.1051(c)* [See also DH and GRA]

[For training requirements under these provisions, see DMA.]

Required Poster

Using a format and language that is clear, simple, and understandable to students, each public school shall post, in English and in Spanish:

1. The current toll-free DFPS Abuse Hotline telephone number;

2. Instructions to call 911 for emergencies; and

3. Directions for accessing the DFPS Texas Abuse Hotline website[1] for more information on reporting abuse, neglect, and exploitation.

A district shall post the information specified above at each school campus in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students. The information must be on a poster (11x17 inches or larger) in large print and placed at eye-level to the student for easy viewing. Additionally, the current toll-free Texas Department of Family and Protective Services Abuse Hotline telephone number should be in bold print.

Education Code 38.0042; 19 TAC 61.1051(e)–(f)

[1] Texas Abuse Hotline website: https://www.txabusehotline.org/

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Note: The following legal provisions address dating violence and sexual harassment. For legal provisions addressing discrimination on the basis of disability, sex, and other protected characteristics, see FB.

Dating Violence

Policy Requirements

A district shall adopt and implement a dating violence policy to be included in the district improvement plan.

A dating violence policy must include:

1. A definition of dating violence that includes the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship, as defined by Family Code 71.0021;
2. A clear statement that dating violence is not tolerated at school; and
3. Reporting procedures and guidelines for students who are victims of dating violence, including a procedure for immediately notifying the parent or guardian of a student about a report received by the district identifying the student as an alleged victim or perpetrator of dating violence.

A dating violence policy must also address safety planning, enforcement of protective orders, school-based alternatives to protective orders, training for teachers and administrators at each district campus that instructs students in grade 6 or higher, counseling for affected students, and awareness education for students and parents.

Education Code 37.083, .0831 [See BQ]

Student Resources

To the extent possible, a district shall make available to students age-appropriate educational materials that include information on the dangers of dating violence and resources to students seeking help. *Education Code 37.0831(c)*

Note: References to Title IX, part, or subpart in the following legal provisions refer to Title IX and its corresponding regulations.

The U.S. Department of Education's Office for Civil Rights has issued a formal interpretation that discrimination on the basis of sex under Title IX includes discrimination on the basis of sexual orientation and gender identity.

Sexual Harassment

A district may develop and implement a sexual harassment policy to be included in the district improvement plan. *Education Code 37.083* [See BQ]

Sexual abuse of a student by an employee, when there is a connection between the physical sexual activity and the employee's duties and obligations as a district employee, violates a student's constitutional right to bodily integrity. Sexual abuse may include fondling, sexual assault, or sexual intercourse. *U.S. Const. Amend. 14; Doe v. Taylor Indep. Sch. Dist., 15 F.3d 443 (5th Cir. 1994)*

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. *20 U.S.C. 1681 (Title IX)*

A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX. *34 C.F.R. 106.45; 20 U.S.C. 1681* [See also FB regarding Title IX]

Designation of Title IX Coordinator

A district must designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under Title IX, which employee must be referred to as the "Title IX Coordinator."

Parties Entitled to Notice

The district must notify applicants for admission and employment, students, parents or legal guardians, employees, and all professional organizations holding professional agreements with the district ("Parties Entitled to Notice") of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.

34 C.F.R. 106.8(a)

Reporting

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during nonbusiness hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Notification of Policy

A district must notify the Parties Entitled to Notice, above, that the district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner. The notification must state

that the requirement not to discriminate in the education program or activity extends to employment, and that inquiries about the application of Title IX to such district may be referred to the district's Title IX Coordinator, to the assistant secretary for civil rights of the Department of Education, or both.

34 C.F.R. 106.2(d), .8(b)(1)

Publication Requirements

A district must prominently display the contact information required to be listed for the Title IX Coordinator and the nondiscrimination policy described at Notification of Policy, above, on its website, if any, and in each handbook that it makes available to the Parties Entitled to Notice, above.

A district must not use or distribute a publication stating that the district treats applicants, students, or employees differently on the basis of sex except as such treatment is permitted by Title IX.

34 C.F.R. 106.8(b)(2)

Note: To distinguish the process described below from the district's general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of Title IX sexual harassment in an education program or activity and against a person in the United States as the district's "Title IX formal complaint process."

Adopting and Publishing Complaint Procedures

A district must adopt and publish procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and a Title IX formal complaint process that complies with 34 C.F.R. 106.45 for formal complaints as defined below.

A district must provide notice to the Parties Entitled to Notice, above, of the district's procedures and Title IX formal complaint process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the district will respond.

The requirements of this provision apply only to sex discrimination occurring against a person in the United States.

34 C.F.R. 106.8(c)–(d)

Response to Sexual Harassment

Definitions

"Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to a district's Title IX Coordinator or any official of the district who has authority to institute corrective measures on behalf of the district, or to any employee of an elementary and secondary school. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the district with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the district. "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Consent" is not defined by the Title IX regulations, nor do the regulations require districts to adopt a particular definition of consent with respect to sexual assault.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party to a Title IX formal complaint, and must comply with the requirements of the Title IX formal complaint process, including the informal resolution process.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or

3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

"Supportive measures" means nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or district-provided housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

34 C.F.R. 106.2, .30(a)

Deliberate Indifference

A district with actual knowledge of sexual harassment in an education program or activity of the district against a person in the United States, must respond promptly in a manner that is not deliberately indifferent. A district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

Education Program or Activity

For the purposes of 34 C.F.R. 106.30 [see Definitions, above] and 106.45 [see Process for Title IX Formal Complaint, below], "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over

both the respondent and the context in which the sexual harassment occurs.

34 C.F.R. 106.44(a)

Title IX Coordinator Response

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The Title IX Coordinator must respond in this manner with or without a formal complaint. *34 C.F.R. 106.44(b)(1)*

Supportive Measures Required

A district's response must treat complainants and respondents equitably by offering supportive measures and by following a process that complies with 34 C.F.R. 106.45 [see Process for Title IX Formal Complaint, below] before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. [For Emergency Removal procedures, see below.]

Constitutional Restrictions

The Department of Education may not deem a district to have satisfied the district's duty to not be deliberately indifferent under Title IX based on the district's restriction of rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment.

34 C.F.R. 106.44(a)

Response to a Formal Complaint

In response to a formal complaint, a district must follow a process that complies with 34 C.F.R. 106.45 [see Process for Title IX Formal Complaint, below]. *34 C.F.R. 106.44(b)(1)*

Emergency Removal

The Title IX regulations do not preclude a district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district:

1. Undertakes an individualized safety and risk analysis;
2. Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal; and
3. Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

34 C.F.R. 106.44(c)

Administrative Leave

The Title IX regulations do not preclude a district from placing a nonstudent employee respondent on administrative leave during the pendency of a Title IX formal complaint. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act. *34 C.F.R. 106.44(d)*

Process for Title IX Formal Complaint

For the purpose of addressing formal complaints of sexual harassment, a district's process must comply with the following requirements. Any provisions, rules, or practices other than those required by this provision that a district adopts as part of its process for handling formal complaints of sexual harassment must apply equally to both parties. *34 C.F.R. 106.45(b)*

A district's Title IX formal complaint process must:

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following a process that complies with the Title IX regulations before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies must be designed to restore or preserve equal access to the district's education program or activity. Such remedies may include the same individualized services described as supportive measures; however, remedies need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent;

2. Require an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations may not be based on a person's status as a complainant, respondent, or witness;

3. Require that any individual designated by a district as a Title IX Coordinator, investigator, decision-maker, or any person designated by a district to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A district must ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training

on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and Title IX formal complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. A district must ensure that decision-makers receive training on any technology to be used at a live hearing, if any, and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. [See Hearings, below] A district also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. [See Investigation of a Formal Complaint, below] Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment;

4. Include a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Title IX formal complaint process;

5. Include reasonably prompt time frames for conclusion of the Title IX formal complaint process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes, and a process that allows for the temporary delay of the Title IX formal complaint process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities;

6. Describe the range of possible disciplinary sanctions and remedies or list the possible disciplinary sanctions and remedies that the district may implement following any determination of responsibility;

7. State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, apply the same standard of evidence for formal complaints

against students as for formal complaints against employees, including faculty, and apply the same standard of evidence to all formal complaints of sexual harassment;

8. Include the procedures and permissible bases for the complainant and respondent to appeal;

9. Describe the range of supportive measures available to complainants and respondents; and

10. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

34 C.F.R. 106.45(b)(1)

Notice of Allegations

Upon receipt of a formal complaint, a district must provide the following written notice to the parties who are known:

1. Notice of the district's Title IX formal complaint process, including any informal resolution process.

2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:

   a. The identities of the parties involved in the incident, if known;

   b. The conduct allegedly constituting sexual harassment; and

   c. The date and location of the alleged incident, if known.

   The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Title IX formal complaint process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney and may inspect and review evidence [see Investigation of a Formal Complaint, below]. The written notice must inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the Title IX formal complaint process.

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not

included in the Notice of Allegations, above, the district must provide notice of the additional allegations to the parties whose identities are known.

34 C.F.R. 106.45(b)(2)

Dismissal of a Formal Complaint

The district must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the district's education program or activity, or did not occur against a person in the United States, then the district must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; such a dismissal does not preclude action under another provision of the district's code of conduct.

The district may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal required or permitted pursuant to 34 C.F.R. 106.45(b)(3), the district must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Consolidation of Formal Complaints

A district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a Title IX formal complaint process involves more than one complainant or more than one respondent, references in this provision to the singular "party," "complainant," or "respondent" include the plural, as applicable.

34 C.F.R. 106.45(b)(3)–(4)

Investigation of a Formal Complaint

When investigating a formal complaint and throughout the Title IX formal complaint process, a district must:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or

paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a Title IX formal complaint (if a party is not an "eligible student," as defined in 34 C.F.R. 99.3 then the district must obtain the voluntary, written consent of a "parent," as defined in 34 C.F.R. 99.3) [see FL(LEGAL) at Education Records];

2. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

3. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

4. Provide the parties with the same opportunities to have others present during any Title IX formal complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or Title IX formal complaint proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten days to submit a written response, which the investigator will consider prior to completion of the investigative report. The

district must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and

7. Create an investigative report that fairly summarizes relevant evidence and, at least ten days prior to a hearing (if a hearing is required or otherwise provided) or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

34 C.F.R. 106.45(b)(5)

Hearings

The district's Title IX formal complaint process may, but need not, provide for a hearing. With or without a hearing, after the district has sent the investigative report to the parties pursuant to 34 C.F.R. 106.45(b)(5)(vii) [see Investigation of a Formal Complaint, above] and before reaching a determination regarding responsibility, the decision-maker(s) must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. With or without a hearing, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant. *34 C.F.R. 106.45(b)(6)(ii)*

Determination Regarding Responsibility

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), must issue a written determination regarding responsibility. To reach this determination, the district must apply the standard of evidence described at Process for Title IX Formal Complaint, above.

The written determination must include:

1. Identification of the allegations potentially constituting sexual harassment;

2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any

notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

3. Findings of fact supporting the determination;

4. Conclusions regarding the application of the district's code of conduct to the facts;

5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

6. The district's procedures and permissible bases for the complainant and respondent to appeal.

The district must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

34 C.F.R. 106.45(b)(7)(i)–(ii)

Implementation of Remedies

The Title IX Coordinator is responsible for effective implementation of any remedies. *34 C.F.R. 106.45(b)(7)(iv)*

Appeals

A district must offer both parties an appeal from a determination regarding responsibility, and from a district's dismissal of a formal complaint or any allegations therein, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

A district may offer an appeal equally to both parties on additional bases.

As to all appeals, the district must:

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
3. Ensure that the decision-maker(s) for the appeal complies with the standards in the Title IX regulations regarding conflict of interest and bias [see Process for Formal Title IX Complaint, item 3, above];
4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
5. Issue a written decision describing the result of the appeal and the rationale for the result; and
6. Provide the written decision simultaneously to both parties.

34 C.F.R. 106.45(b)(8)

Informal Resolution

A district may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with Title IX. Similarly, a district may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

1. Provides to the parties a written notice disclosing:
    a. The allegations;
    b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Title IX formal complaint process with respect to the formal complaint; and
    c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

2. Obtains the parties' voluntary, written consent to the informal resolution process; and

3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

34 C.F.R. 106.45(b)(9)

Recordkeeping

A district must maintain for a period of seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

2. Any appeal and the result therefrom;

3. Any informal resolution and the result therefrom; and

4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. A district must make these training materials publicly available on its website or if the district does not maintain a website the district must make these materials available upon request for inspection by members of the public.

For each response required under Title IX Coordinator Response, above, a district must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity.

If a district does not provide a complainant with supportive measures, then the district must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

34 C.F.R. 106.45(b)(10)

Retaliation Prohibited

No district or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated

or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Complaints alleging retaliation may be filed according to the Process for Title IX Formal Complaint above.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by Title IX.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX formal complaint proceeding does not constitute retaliation prohibited by Title IX, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

34 C.F.R. 106.71(a)–(b)

Confidentiality

The district must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA) statute, 20 U.S.C. 1232g, or FERPA regulations, 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. *34 C.F.R. 106.71(a)*

Note: This policy addresses discrimination, including harassment, and retaliation against District students. For provisions regarding discrimination, including harassment, and retaliation against District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

Statement of Nondiscrimination

The District prohibits discrimination, including harassment, against any student. Discrimination is defined as treating a student or group of students differently from similarly situated students on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. One type of harassment this policy prohibits is dating violence, as defined below. Retaliation against anyone exercising their rights under this policy is a violation of District policy and is prohibited.

Harassment

Harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Harassment includes dating violence as defined by law and this policy.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name call-

ing, slurs, or rumors; cyberharassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Title IX Sexual Harassment

As required by law, the District shall follow the procedures below at Response to Title IX Sexual Harassment upon a report of sex-based harassment, including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment in an education program or activity and against a person in the United States under Title IX. [See FFH(LEGAL)]

Other Sexual Harassment

By an Employee

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
    a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
    b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or other inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, contact, or communications, including electronic communication.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; cyberharassment; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples — Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

Reporting Procedures — Any student who believes that he or she has experienced prohibited conduct and any person who believes that a student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

Student Report

Employee Report — Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

Definition of District Officials — For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Title IX Coordinator — Reports of discrimination based on sex, including sexual harassment, gender-based harassment, or dating violence, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]

ADA / Section 504 Coordinator — Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]

Superintendent — The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

Alternative Reporting Procedures — An individual shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX

coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.

Notice to Parents

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult. [For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

When the District receives a report of prohibited conduct that includes dating violence, the appropriate District official shall immediately notify the parent or guardian of the student who has been identified in the report as the alleged victim or perpetrator.

Investigation of Reports Other Than Title IX

The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, including sexual harassment, gender-based harassment, and dating violence, see the procedures below at Response to Title IX Sexual Harassment.

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.

If the District official determines that the allegations, if proved, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

District Investigation

The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Criminal Investigation

If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

Concluding the Investigation

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

Notification of Outcome

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

District Action

Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

Corrective Action

Examples of corrective action may include a training program for those involved in the report, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of

areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination, harassment, and retaliation.

Bullying — If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

Improper Conduct — If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

Confidentiality — To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal — A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent has the right to file a complaint with the United States Department of Education Office for Civil Rights.

Response to Title IX Sexual Harassment — For purposes of the District's response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

General Response — When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant's wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District's response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed or dismissed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and the Student Code of Conduct. The Title IX coordinator also reserves the right to sign a formal complaint, initiating the Title IX grievance process, if it would be deliberately indifferent not to investigate and respond to the prohibited conduct in accordance with Board policies and the Student Code of Conduct.

Title IX Formal Complaint Process

To distinguish the process described below from the District's general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District's "Title IX formal complaint process."

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a

dismissal of a Title IX formal complaint or any allegations therein;

9. A description of the supportive measures available to the complainant and respondent;

10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;

11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and

12. Other local procedures as determined by the Superintendent.

Standard of Evidence — The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

Retaliation — The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation. The definition of prohibited retaliation under this policy also includes retaliation against a student who refuses to participate in any manner in an investigation under Title IX. In the absence of a formal complaint, allegations of retaliation shall be investigated under Investigation of Reports Other Than Title IX, above.

Examples — Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim — A student who intentionally makes a false claim or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

Records Retention — The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

Access to Policy and Procedures

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

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UIL Rules and District Policies

A student enrolled in a district or who participates in an extracurricular activity or a University Interscholastic League (UIL) competition is subject to district policy and UIL rules regarding participation only when the student is under the direct supervision of an employee of the school or district in which the student is enrolled or at any other time specified by resolution of a board. *Education Code 33.081(b)* [See FO regarding additional standards of conduct for extracurricular activities]

Athletic Activities

UIL Forms

Each student participating in an extracurricular athletic activity must complete the UIL forms entitled "Preparticipation Physical Evaluation—Medical History" and "Acknowledgement of Rules." Each form must be signed by both the student and the student's parent or guardian. *Education Code 33.203(a)*

Notices

Each school that offers an extracurricular athletic activity shall:

1. Prominently display at its administrative offices the telephone number and electronic mail address that the commissioner of education maintains for reporting violations of Education Code Chapter 33, Subchapter F; and
2. Provide each student participant and the student's parent or guardian a copy of the text of Education Code 33.201–33.207 and a copy of the UIL's parent information manual. The document may be provided in an electronic format unless otherwise requested.

Education Code 33.207(b), .208

Records

A superintendent shall maintain complete and accurate records of the district's compliance and the district shall make available to the public proof of compliance for each person enrolled in the district who is required to receive safety training.

A campus that is determined by the superintendent to be out of compliance with the safety training requirements or the requirements regarding unsafe practices and safety precautions (see below) shall be subject to the range of penalties determined by the UIL.

Education Code 33.206

Unsafe Practices

A coach, trainer, or sponsor for an extracurricular athletic activity may not encourage or permit a student participant to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student, including using a helmet or any other sports equipment as a weapon. *Education Code 33.204*

Safety Precautions

A coach, trainer, or sponsor for an extracurricular athletic activity shall at each athletic practice or competition ensure that:

1. Each student participant is adequately hydrated;
2. Any prescribed asthma medication for a student participant is readily available to the student;
3. Emergency lanes providing access to the practice or competition area are open and clear; and
4. Heatstroke prevention materials are readily available.

If a student participating in a practice or competition becomes unconscious during the activity, the student may not:

1. Return to the activity during which the student became unconscious; or
2. Participate in any extracurricular athletic activity until the student receives written authorization for such participation from a physician.

Education Code 33.205

Concussions

"Interscholastic athletic activity" includes practice and competition, sponsored or sanctioned by a district, including a home-rule district, or a public school, including any school for which a charter has been granted under Education Code Chapter 12, or the UIL. *Education Code 38.152*

"Concussion" means a complex pathophysiological process affecting the brain caused by a traumatic physical force or impact to the head or body, which may include temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms or altered sleep patterns, and involve loss of consciousness. *Education Code 38.151(4)*

Concussion Oversight Team

The board of a district with students enrolled who participate in an interscholastic athletic activity shall appoint or approve a concussion oversight team. *Education Code 38.153(a)*

Each concussion oversight team must include at least one physician and, to the greatest extent practicable, considering factors including the population of the metropolitan statistical area in which the district is located, district enrollment, and the availability of and access to licensed health-care professionals in the district or charter school area, must also include one or more of the following: an athletic trainer, an advanced practice nurse, a neuropsychologist, or a physician assistant. If a district employs an athletic trainer, the athletic trainer must be a member of the concussion oversight

team. If a district employs a school nurse, the school nurse may be a member of the district concussion oversight team if requested by the school nurse.

Each member of the concussion oversight team must have had training in the evaluation, treatment, and oversight of concussions at the time of appointment or approval as a member of the team. The members also must take a training course at least once every two years and submit proof of timely completion to the superintendent or designee in accordance with Education Code 38.158.

Education Code 38.154, .158

Return-to-Play Protocol

Each concussion oversight team shall establish a return-to-play protocol, based on peer-reviewed scientific evidence, for a student's return to interscholastic athletics practice or competition following the force or impact believed to have caused a concussion. *Education Code 38.153(b)*

Required Annual Form

A student may not participate in an interscholastic athletic activity for a school year until both the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student have signed a form for that school year that acknowledges receiving and reading written information that explains concussion prevention, symptoms, treatment, and oversight and that includes guidelines for safely resuming participation in an athletic activity following a concussion. The form must be approved by the UIL. *Education Code 38.155*

Removal from Play

A student shall be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion during the practice or competition: a coach; a physician; a licensed healthcare professional, as defined by Education Code 38.151(5); a licensed chiropractor; a school nurse; or the student's parent or guardian or another person with legal authority to make medical decisions for the student. *Education Code 38.156*

Return to Play

A student removed from an interscholastic athletics practice or competition under Education Code 38.156 may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

1. The student has been evaluated, using established medical protocols based on peer-reviewed scientific evidence, by a treating physician chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student;

2. The student has successfully completed each requirement of the return-to-play protocol established under Education Code 38.153 necessary for the student to return to play;

3. The treating physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play; and

4. The student and the student's parent or guardian or another person with legal authority to make medical decisions for the student have acknowledged that the student has completed the requirements of the return-to-play protocol necessary for the student to return to play, have provided the treating physician's written statement to the person responsible for compliance with the return-to-play protocol and the person who has supervisory responsibilities, and have signed a consent form indicating that the person signing:

    a. Has been informed concerning and consents to the student participating in returning to play in accordance with the return-to-play protocol;

    b. Understands the risks associated with the student returning to play and will comply with any ongoing requirements in the return-to-play protocol;

    c. Consents to the disclosure to appropriate persons, consistent with the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191, of the treating physician's written statement and, if any, the return-to-play recommendations of the treating physician; and

    d. Understands the immunity provisions under Education Code 38.159.

A coach of an interscholastic athletics team may not authorize a student's return to play.

The superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol. The person who has supervisory responsibilities may not be a coach of an interscholastic athletics team.

Education Code 38.157

Immunity

These provisions do not:

1. Waive any immunity from liability of a district or of district officers or employees;

2. Create any liability for a cause of action against a district or against district officers or employees;

3. Waive any immunity from liability under Civil Practice and Remedies Code 74.151; or

4. Create any cause of action or liability for a member of a concussion oversight team arising from the injury or death of a student participating in an interscholastic athletics practice or competition, based on service or participation on the concussion oversight team.

Education Code 38.159

Football Helmet Safety Requirements

A district may not use a football helmet that is 16 years old or older in the district's football program. A district shall ensure that each football helmet used in the district's football program that is 10 years old or older is reconditioned at least once every two years.

A district shall maintain and make available to parents of students enrolled in the district documentation indicating the age of each football helmet used in the district's football program and the dates on which each helmet is reconditioned.

Education Code 33.094(a)–(c)

Steroid Testing

The UIL shall adopt rules for the annual administration of a steroid testing program under which high school students participating in an athletic competition sponsored or sanctioned by the league are tested at multiple times throughout the year for the presence of steroids [see FNF].

Results of such steroid tests are confidential and, unless required by court order, may be disclosed only to the student and the student's parent and the activity directors, principal, and assistant principals of the school attended by the student.

Education Code 33.091(d)–(e)

Cardiac Assessment

A district must provide a district student who is required under UIL rule or policy to receive a physical examination before being allowed to participate in an athletic activity sponsored or sanctioned by the UIL, information about sudden cardiac arrest and electrocardiogram testing and notification of the option of the student to request the administration of an electrocardiogram, in addition to the physical examination.

A student may request an electrocardiogram from any health-care professional, including a health-care professional provided through a district program, provided that the health-care professional is ap-

propriately licensed in Texas and authorized to administer and interpret electrocardiograms under the health-care professional's scope of practice, as establish by the health-care professional's Texas licensing act.

Immunity

These provisions do not create a cause of action or liability or a standard of care, obligation, or duty that provides a basis for a cause of action or liability against a health-care professional described in the provision, the UIL, a district, or a district officer or employee for:

1. The injury or death of a student participating in or practicing for an athletic activity sponsored or sanctioned by the UIL based on or in connection with the administration or interpretation of or reliance on an electrocardiogram; or
2. The content or distribution of the information required under these provisions or the failure to distribute the required information.

Education Code 33.096

Interscholastic Athletic Competition Based on Biological Sex

An interscholastic athletic team sponsored or authorized by a district may not allow a student to compete in an interscholastic athletic competition sponsored or authorized by the district that is designated for the biological sex opposite to the student's biological sex as correctly stated on the student's official birth certificate, as described below, or if the student's official birth certificate is unobtainable, another government record.

Exception

An interscholastic athletic team sponsored or authorized by a district may allow a female student to compete in an interscholastic athletic competition that is designated for male students if a corresponding interscholastic athletic competition designated for female students is not offered or available.

Birth Certificate Statement

For purposes of this provision, a statement of a student's biological sex on the student's official birth certificate is considered to have correctly stated the student's biological sex only if the statement was entered at or near the time of the student's birth or modified to correct any type of scrivener or clerical error in the student's biological sex.

Education Code 33.0834

Rodeos

This section applies only to a primary or secondary school that sponsors, promotes, or otherwise is associated with a rodeo in which children who attend the school are likely to participate.

	"Rodeo" means an exhibition or competition, without regard to whether the participants are compensated, involving activities related to cowboy skills, including: 1. Riding a horse, with or without a saddle, with the goal of remaining on the horse while it attempts to throw off the rider; 2. Riding a bull; 3. Roping an animal, including roping as part of a team; 4. Wrestling a steer; and 5. Riding a horse in a pattern around preset barrels or other obstacles.
Educational Program	A primary or secondary school to which this section applies shall, before the first rodeo associated with the school in each school year, conduct a mandatory educational program on safety, including the proper use of protective gear, for children planning to participate in the rodeo, in accordance with 25 Administrative Code 104.4. The educational program may consist of an instructional video, subject to the Department of State Health Services approval.
Restriction on Participation	A child may not participate in a rodeo associated with the child's school during a school year unless the child has completed the educational program not more than one year before the first day of the rodeo.
Protective Gear for Bull Riding	A child may not engage in bull riding, including engaging in bull riding outside a rodeo for the purpose of practicing bull riding, unless the child is wearing a protective vest and bull riding helmet in accordance with 25 Administrative Code 104.3. *Health and Safety Code 768.001(6), .003; 25 TAC 104.2–.4*
Eligibility	A student otherwise eligible to participate in an extracurricular activity or a UIL competition is not ineligible because the student is enrolled in a course offered for joint high school and college credit, or in a course offered under a concurrent enrollment program, regardless of the location at which the course is provided. *Education Code 33.087*
Military Dependents	The district shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified. *Education Code 162.002 art. VI, § B* [See FDD]

Attendance and Participation

The State Board of Education (SBOE) by rule shall limit participation in and practice for extracurricular activities during the school day and the school week.

The board of a district may adopt a policy establishing the number of times a student who is otherwise eligible to participate in an extracurricular activity may be absent from class to participate in an extracurricular activity sponsored or sanctioned by the district, UIL, or an organization sanctioned by board resolution. The policy must permit a student to be absent from class at least ten times during the school year, and the policy prevails over any conflicting policy adopted by the SBOE.

Education Code 33.081(a), .0811

SBOE Rules

The following provisions apply to any UIL activity.

Other organizations requiring student participation that causes a student to miss a class may request sanction from a board. If sanctioned by resolution of the board, student participation in the organization's activities shall be subject to all provisions of statute and to 19 Administration Code 76.1001. If a board does not grant sanction, any absences incurred by a student while participating with that organization's activities shall be subject to the attendance provisions of the Education Code. *19 TAC 76.1001(f)* [See FEB]

Extracurricular Activities

An extracurricular activity is an activity sponsored by the UIL, a board, or an organization sanctioned by board resolution. The activity is not necessarily directly related to instruction of the essential knowledge and skills but may have an indirect relation to some areas of the curriculum.

Extracurricular activities include, but are not limited to, public performances, contests, demonstrations, displays, and club activities. In addition, an activity is subject to this policy if any one of the following criteria applies:

1. The activity is competitive;
2. The activity is held in conjunction with another activity that is considered extracurricular;
3. The activity is held off-campus, except in a case in which adequate facilities do not exist on campus;
4. The general public is invited; or
5. An admission is charged.

Exceptions

Public Performances

A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a public performance, may participate in the performance if:

1. The general public is invited; and
2. The requirement for student participation in public is stated in the essential knowledge and skills of the course.

State-Approved Music Courses

A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved music course that participates in UIL Concert and Sight-Reading Evaluation, may perform with the ensemble during the UIL evaluation performance.

19 TAC 76.1001(a)

Limits on Participation and Practice

Limitations on practice, rehearsal, and student participation during the school week shall be as follows:

During the School Week

1. For any given extracurricular activity, a student may not participate in more than one activity per school week, excluding holidays, except as provided in item 2, below.
2. A student may also participate in a tournament or post-district contest, as well as a contest postponed by weather or public disaster that may determine advancement to a post-district level of competition.
3. For each extracurricular activity, a district must limit students to a maximum of eight hours of practice and rehearsal outside the school day per school week.
4. The commissioner recommends that districts avoid scheduling extracurricular activities or public performances on the day or evening immediately preceding the day on which the statewide student assessment program is scheduled for grades 3–11.

19 TAC 76.1001(d); Education Code 33.081(a)

During the School Day

Limitations on practice and rehearsal during the school day shall be as follows:

1. A district must limit a student to one period of practice during the regularly scheduled school day for practice of extracurricular activities, such as athletics, drill team, or cheerleading.
2. The limit in item 1 does not prohibit a student from enrolling in any state-approved class. A student who is enrolled in a state-approved class that includes essential knowledge and skills that relate to the preparation for an extracurricular activity

may practice that extracurricular activity for no more than one period during the school day.

3. A student may not be permitted to miss a scheduled academic class to practice for an unrelated extracurricular activity.

4. A district must limit extracurricular practice during the school day to ensure that class periods for extracurricular practice do not exceed the time allotted for other class periods.

5. Regardless of the schedule type in place (traditional or nontraditional), a school may elect to practice extracurricular activities daily, provided the total minutes allowed for the extracurricular practice is not greater than 300 minutes during the school week.

19 TAC 76.1001(e); Education Code 33.081(a)

Record of Absences

A district shall maintain an accurate record of extracurricular absences for each student in the district each school year. *19 TAC 76.1001(c)*

Students Receiving Outpatient Mental Health Services

A district may not adopt or enforce policies that restrict participation in UIL activities by a student who receives outpatient mental health services from a mental health facility and is enrolled in the district or otherwise receives public education services from a district based solely on the student's receipt of outpatient mental health services from a mental health facility or the student's absence during instructional time while receiving outpatient mental health services from a mental health facility.

This provision does not exempt a student to whom this section applies from any eligibility requirement for participation in UIL activities other than an eligibility requirement based solely on the criteria of receipt of outpatient mental health services from a mental health facility.

Education Code 33.0832(c)–(d)

Participation by Homeschooled Students

A public school that participates in an activity sponsored by UIL may provide a non-enrolled student, who otherwise meets UIL eligibility standards to represent that school in a UIL activity, with the opportunity to participate in the activity on behalf of the school in the same manner that the school provides the opportunity to participate to students enrolled in the school.

"Non-enrolled student" means a student who receives instruction as a homeschooled student as described by Education Code 29.916(a)(1) from a nonpublic school [see EK].

Relevant Policies

A non-enrolled student who seeks to participate or participates in a UIL activity on behalf of a school is subject to the following relevant policies that apply to students enrolled in the school:

1. Registration for UIL activities;
2. Age eligibility;
3. Fees;
4. Insurance;
5. Transportation;
6. Physical condition;
7. Qualifications;
8. Responsibilities;
9. Event schedules;
10. Standards of behavior; and
11. Performance.

Residency Requirements

A non-enrolled student may only participate in a UIL activity for the school in the district that the student would be eligible to attend based on the student's residential address. A non-enrolled student who seeks to participate in a UIL activity on behalf of a school shall be required to establish minimum proof of residency acceptable to the district in the same manner as an applicant to attend a school in the district under Education Code 25.001 [see FD].

Academic Requirements

The parent or person standing in parental relation to a non-enrolled student is responsible for oversight of academic standards relating to the student's participation in a UIL activity. As a condition of eligibility to participate in a UIL activity during the first six weeks of a school year, a non-enrolled student must demonstrate grade-level academic proficiency on any nationally recognized, norm-referenced assessment instrument, such as the Iowa Test of Basic Skills, Stanford Achievement Test, California Achievement Test, or Comprehensive Test of Basic Skills. A non-enrolled student demonstrates the required academic proficiency by achieving a composite, core, or survey score that is within the average or higher than average range of scores, as established by the applicable testing service. A district shall accept assessment results administered or reported by a third party.

A non-enrolled student's demonstration of academic proficiency is sufficient for the school year in which the student achieves the required score and the subsequent school year.

After the first six weeks of a school year, the parent or person standing in parental relation to a non-enrolled student participating in a UIL activity on behalf of a public school must periodically, in accordance with the school's grading calendar, provide written verification to the school indicating that the student is receiving a passing grade in each course or subject being taught.

Previous Enrollment in Public School

A non-enrolled student is not authorized by this section to participate in a UIL activity during the remainder of any school year during which the student was previously enrolled in a public school.

Prohibitions

With respect to a non-enrolled student's education program, nothing in these provisions shall be construed to permit an agency of this state, a public school district, or any other governmental body to exercise control, regulatory authority, or supervision over a non-enrolled student or a parent or person standing in parental relation to a non-enrolled student beyond the control, regulatory authority, or supervision required to participate in a UIL activity.

Subject only to eligibility requirements, the curriculum or assessment requirements, performance standards, practices, or creed of the education program provided to a non-enrolled student may not be required to be changed in order for the non-enrolled student to participate in a UIL activity. Subject only to eligibility requirements, for a non-enrolled student participating in an education program on January 1, 2021, the education program provided to that student may not be required to comply with any state law or agency rule relating to that education program unless the law or rule was in effect on January 1, 2021.

Education Code 33.0832

Suspension from Extracurricular Activities

A student shall be suspended from participation in any extracurricular activity sponsored or sanctioned by a district or the UIL after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than a course described below at Exempt Courses.

Length of Suspension

A suspension continues for at least three school weeks and is not removed during the school year until the conditions of Reinstatement, described below, are met. A suspension shall not last beyond the end of a school year.

Grade Evaluation Period

“Grade evaluation period” means:

1. The six-week grade reporting period; or

2. The first six weeks of a semester and each grade reporting period thereafter, in the case of a district with a grade reporting period longer than six weeks.

Education Code 33.081(c)

School Week

The school week is defined as beginning at 12:01 a.m. on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays. *19 TAC 76.1001(b)*

Exempt Courses

The suspension and reinstatement provisions of Education Code 33.081(c) and (d) do not apply to an advanced placement or international baccalaureate course, or to an honors or dual credit course in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English. *Education Code 33.081(d-1)*

Honors classes for purposes of eligibility to participate in extracurricular activities are listed at 19 Administrative Code 74.30(a).

Districts may identify additional honors courses in the subject areas of English language arts, mathematics, science, social studies, or a language other than English for the purposes of extracurricular eligibility but must identify such courses before the semester in which any exemptions related to extracurricular activities occur.

Districts are neither required to nor restricted from considering courses as honors for the purpose of grade point average calculation.

19 TAC 74.30

Students with Disabilities

In the case of a student with a disability that significantly interferes with the student's ability to meet regular academic standards, suspension must be based on the student's failure to meet the requirements of the student's individualized education program (IEP). The determination of whether the disability substantially interferes with the student's ability to meet the requirements of the student's IEP must be made by the admission, review, and dismissal (ARD) committee.

For the purposes of this provision, "student with a disability" means a student who is eligible for a district's special education program under Education Code 29.003(b).

Education Code 33.081(e)

Practice or Rehearsal

A student suspended under Education Code 33.081 may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.

This provision does not apply to a student prohibited from participation for certain conduct involving extracurricular officials [see below]. *Education Code 33.081(f)*

Reinstatement

Until the suspension is removed or the school year ends, a district shall review the grades of a student at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student's grade in each class, other than a course described above at Exempt Courses, is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the student's teachers shall make the determination concerning the student's grades. *Education Code 33.081(d)*

Suspension for Certain Conduct Involving Extracurricular Officials

A student who is enrolled in a district in Texas or who participates in a UIL competition shall be prohibited from participation in any future extracurricular activity sponsored or sanctioned by the district or the UIL if the state executive committee of the league determines that the student intentionally, knowingly, or recklessly causes bodily injury to a person serving as referee, judge, or other official of an extracurricular activity in retaliation for or as a result of the person's actions taken in performing the duties of a referee, judge, or other official of the extracurricular activity.

Reinstatement After Conduct

A student prohibited from participation may submit to the UIL a request that the student be permitted to participate in future extracurricular activities sponsored or sanctioned by the UIL. The request must be submitted at least one year after the date the student engaged in the conduct that resulted in the prohibition if the student was enrolled in eighth grade or below at the time of the conduct or two years after the date the student engaged in the conduct that resulted in the prohibition if the student was enrolled in ninth grade or above at the time of the conduct.

Education Code 33.081(e-1)–(e-2)

Parental Notice and Consent

A parent is entitled to full information regarding the school activities of a parent's child except as provided by Education Code 38.004 (child abuse investigations). *Education Code 26.008(a)*

Anonymous Evaluations

Anonymous evaluations of a student that determine whether the student may participate in a school-related program do not provide full information about the student's school activities. A district may by policy establish the parameters for parental contact with evaluating teachers, taking into account the type of evaluation, the information elicited in the evaluation, and scheduling and workload requirements of the teachers. *Byard v. Clear Creek Indep. Sch. Dist., Tex. Comm'r of Educ. Decision No. 020-R5-1001 (June 17, 2002)*

Videotaping and Recording	A district employee is not required to obtain the consent of a child's parent before the employee may videotape the child or record the child's voice if the videotape or recording is to be used only for a purpose related to a cocurricular or extracurricular activity. *Education Code 26.009(b)(2)*
Discriminatory Club	An extracurricular activity sponsored or sanctioned by a district, including an athletic event or an athletic team practice, may not take place at an athletic club located in the United States that denies any person full and equal enjoyment of equipment or facilities provided by the athletic club because of the person's race, color, religion, creed, national origin, or sex. "Athletic club" means an entity that provides sports or exercise equipment or facilities to its customers or members or to the guests of its customers or members. *Education Code 33.082*
Special Olympics Recognition	If a district allows high school students to earn a letter for academic, athletic, or extracurricular achievements, the district must allow high school students to earn a letter on the basis of a student's participation in a Special Olympics event. *Education Code 33.093*
Student Election Clerks	Unless applied toward instructional requirements [see EIA], a student who is appointed as a student election clerk under Election Code 32.0511 or as a student early voting clerk under Election Code 83.012, may apply the time served toward a service requirement for participation in a school-sponsored extracurricular activity at the discretion of the school sponsor. *Education Code 33.092*
Before-School and After-School Programs	The board may establish before-school or after-school programs for students enrolled in elementary or middle school grades. A program established under this section may operate before, after, or before and after school hours. A student is eligible to participate in the district's before-school or after-school program if the student is enrolled in a public or private school or resides within the boundaries of the district. A district shall conduct a request for proposals procurement process to enable the district to determine if contracting with a child-care facility that provides a before-school or after-school program, as defined by Human Resources Code 42.002, to provide the district's before-school or after-school program would serve the district's best interests. Following the request for proposals procurement process, the district may enter into a contract with a child-care facility or implement a before-school or after-school program operated by the district. If the district enters into a contract with a

child-care facility, the contract must comply with the requirements of Education Code 44.031 and may not exceed a term of three years.

The board may adopt rules in accordance with Education Code 11.165 [see BAA] to provide access to school campuses before or after school hours for the purpose of providing a before-school or after-school program.

Education Code 33.9031

First Amendment

A district shall take no action respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition a board for a redress of grievances. *U.S. Const. Amend. I*

Freedom of Speech

Students do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate. At school and school events, students have First Amendment rights, applied in light of the special characteristics of the school environment.

Student expression that is protected by the First Amendment may not be prohibited absent a showing that the expression will materially and substantially interfere with the operation of the school or the rights of others.

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
[See also FNCI]

The special characteristics of the school environment and the governmental interest in stopping student drug abuse allow a district to restrict student expression that it reasonably regards as promoting illegal drug use. *Morse v. Frederick, 551 U.S. 393 (2007)*

When a student threatens violence against a student body, such specific threatening speech to a school or its population is unprotected by the First Amendment: school officials may punish such speech without first collecting evidence sufficient to prove a reasonable belief that disruption would occur as a result of the speech. *Ponce v. Socorro Indep. Sch. Dist., 508 F.3d 765 (5th Cir. 2007)*

The inculcation of fundamental values necessary to the maintenance of a democratic society is part of the work of the school. The First Amendment does not prevent school officials from determining that particular student expression is vulgar and lewd, and therefore contrary to the school's basic educational mission. *Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)*

Public schools may have a special interest in regulating some off-campus student speech, however, the interest must be sufficient to overcome the student's interest in free expression. Circumstances that may implicate a school's regulatory interests include serious or severe bullying or harassment targeting particular individuals; threats aimed at teachers or other students; the failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities; and breaches of school security devices. *Mahanoy Area School District v. B.L., 141 S.Ct. 2038 (2021)*

Prayer at School Activities

A public school student has an absolute right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. A student shall not be required, encouraged, or coerced to engage in or refrain from such prayer or meditation during any school activity. *Education Code 25.901*

Nothing in the Constitution as interpreted by the U.S. Supreme Court prohibits any public school student from voluntarily praying at any time before, during, or after the school day. But the religious liberty protected by the Constitution is abridged when a district affirmatively sponsors the particular religious practice of prayer.

A district shall not adopt a policy that establishes an improper majoritarian election on religion and has the purpose and creates the perception of encouraging the delivery of prayer at a series of important school events.

Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290 (2000) (addressing school-sponsored, student-led prayer delivered over the public address system at high school football games) [For invocations and benedictions at commencement, see FMH.]

Federal Funds

As a condition of receiving federal funds under the Elementary and Secondary Education Act (ESEA), a district shall certify in writing to TEA that no policy of the district prevents, or otherwise denies participation in, constitutionally protected prayer in public schools, as detailed in the guidance from the United States secretary of education regarding constitutionally protected prayer. The certification shall be provided by October 1 of each year.

By November 1 of each year, TEA shall report to the secretary a list of districts that have not filed the certification or against which complaints have been made to TEA that the district is not in compliance with this section. The secretary may issue and secure compliance with rules or orders with respect to a district that fails to certify, or is found to have certified in bad faith, that no policy of the district prevents, or otherwise denies participation in, constitutionally protected prayer in public schools.

20 U.S.C. 7904

Expression of Religious Viewpoints

A district shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the district treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject. *Education Code 25.151*

Policies

A district shall adopt and implement a local policy regarding a limited public forum and voluntary student expression of religious viewpoints. If a district voluntarily adopts and follows the model policy governing voluntary religious expression in public schools at Education Code 25.156, the district is in compliance with the provisions of Education Code Chapter 25, Subchapter E covered by the model policy.

A district shall adopt a policy that includes the establishment of a limited public forum for student speakers at all school events at which a student is to publicly speak. The policy regarding the limited public forum must also require a district to:

1. Provide the forum in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. Provide a method, based on neutral criteria, for the selection of student speakers at school events and graduation ceremonies;
3. Ensure that a student speaker does not engage in obscene, vulgar, offensively lewd, or indecent speech; and
4. State, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the district.

Student expression on an otherwise permissible subject may not be excluded from the limited public forum because the subject is expressed from a religious viewpoint.

Disclaimer

The disclaimer required by item 4, above, must be provided at all graduation ceremonies. A district must continue to provide the disclaimer at any other event in which a student speaks publicly for as long as a need exists to dispel confusion over the district's nonsponsorship of the student's speech.

Education Code 25.152, .155

Class Assignments

Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Homework and classroom assignments must be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by a district. Students may not be penalized or rewarded on account of the religious content of their work. *Education Code 25.153*

[For information on the study of religion, see EMI. For information on student religious groups and activities, see FNAB.]

Patriotic Observances

A district may officially encourage students to express love for the United States by reciting historical documents or singing official anthems that contain religious references; such patriotic or ceremonial occasions do not constitute a school-sponsored religious exercise. *Engel v. Vitale, 370 U.S. 421 (1962)*

A district shall not, however, compel students to participate in patriotic observances. *West Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624 (1943) (holding unconstitutional a requirement that students salute the United States flag and recite the Pledge of Allegiance)*

Winter Celebrations

A district may educate students about the history of traditional winter celebrations, and allow students and district staff to offer traditional greetings regarding the celebrations, including:

1. “Merry Christmas”;
2. “Happy Hanukkah”; and
3. “Happy holidays.”

A district may display on school property scenes or symbols associated with traditional winter celebrations, including a menorah or a Christmas image such as a nativity scene or Christmas tree, if the display includes a scene or symbol of more than one religion or one religion and at least one secular scene or symbol.

A display relating to a traditional winter celebration may not include a message that encourages adherence to a particular religious belief.

Education Code 29.920

Removal Under Student Code of Conduct

The Student Code of Conduct must specify conditions that authorize or require a principal or other appropriate administrator to transfer a student to a disciplinary alternative education program (DAEP). *Education Code 37.001(a)(2)*

Mandatory Placement in DAEP

A student shall be removed from class and placed in a DAEP if the student engages in conduct described in Education Code 37.006 that requires placement. *Education Code 37.006*

School-Related Misconduct

A student shall be removed from class and placed in a DAEP if the student engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Penal Code 42.06, or terroristic threat under Penal Code 22.07.

A student shall also be removed from class and placed in a DAEP if the student commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

1. Engages in conduct punishable as a felony.
2. Engages in conduct that contains the elements of assault, under Penal Code 22.01(a)(1).
3. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
    a. Marijuana or a controlled substance, as defined by the Texas Controlled Substances Act, Health and Safety Code Chapter 481, or by 21 U.S.C. 801, et seq.;
    b. A dangerous drug, as defined by the Texas Dangerous Drug Act, Health and Safety Code Chapter 483.
4. Sells, gives, or delivers to another person an alcoholic beverage, as defined by Alcoholic Beverage Code 1.04, or commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.
5. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under Health and Safety Code 485.031 through 485.034.
6. Engages in conduct that contains the elements of the offense of public lewdness under Penal Code 21.07.
7. Engages in conduct that contains the elements of the offense of indecent exposure under Penal Code 21.08.

8. Engages in conduct that contains the elements of the offense of harassment under Penal Code 42.07(a)(1), (2), (3), or (7) against an employee of the district.

Education Code 37.006(a)

Exception — Removal to a DAEP for school-related misconduct is not required if the student is expelled for the same conduct. *Education Code 37.006(m)*

Retaliation — Except where a student engages in retaliatory acts against a district employee for which expulsion is mandatory [see FOD], a student shall be removed from class and placed in a DAEP if the student engages in conduct on or off school property containing the elements of retaliation under Penal Code 36.06, against any school employee. *Education Code 37.006(b)*

Conduct Unrelated to School — In addition to the circumstances listed above, a student shall be removed from class and placed in a DAEP based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The student receives deferred prosecution under Family Code 53.03 for conduct defined as a felony offense in Penal Code Title 5 or the felony offense of aggravated robbery under Penal Code 29.03;

2. A court or jury finds that the student has engaged in delinquent conduct under Family Code 54.03 for conduct defined as a felony offense in Penal Code Title 5 or the felony offense of aggravated robbery under Penal Code 29.03; or

3. The superintendent or designee has a reasonable belief that the student has engaged in conduct defined as a felony offense in Penal Code Title 5 or the felony offense of aggravated robbery under Penal Code 29.03.

Education Code 37.006(c)

Reasonable Belief — In determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense, a superintendent or a superintendent's designee may consider all available information and must consider the information furnished under Code of Criminal Procedure Article 15.27 other than information requested under Code of Criminal Procedure Article 15.27(k-1). *Education Code 37.006(e); Code of Criminal Procedure 15.27(a)* [See GRAA]

Title 5 Felonies — The following are felony offenses listed in Penal Code, Title 5, Offenses Against the Person.

1. Murder. *Penal Code 19.02*
2. Capital Murder. *Penal Code 19.03*
3. Manslaughter. *Penal Code 19.04*
4. Criminally Negligent Homicide. *Penal Code 19.05*
5. Unlawful Restraint, if:
    a. The person restrained was younger than 17 years of age; or
    b. The actor recklessly exposes the victim to a substantial risk of serious bodily injury; restrains an individual the actor knows is a public servant while the public servant is lawfully discharging an official duty or in retaliation or on account of an exercise of official power or performance of an official duty; or while in custody restrains any other person. *Penal Code 20.02*
6. Kidnapping. *Penal Code 20.03*
7. Aggravated Kidnapping. *Penal Code 20.04*
8. Smuggling of Persons. *Penal Code 20.05*
9. Continuous Smuggling of Persons. *Penal Code 20.06*
10. Trafficking of Persons. *Penal Code 20A.02*
11. Continuous Trafficking of Persons. *Penal Code 20A.03*
12. Continuous Sexual Abuse of Young Child or Disabled Individual. *Penal Code 21.02*
13. Bestiality. *Penal Code 21.09*
14. Indecency with a Child. *Penal Code 21.11*
15. Improper Relationship between Educator and Student. *Penal Code 21.12*
16. Invasive Visual Recording. *Penal Code 21.15*
17. Unlawful Disclosure or Promotion of Intimate Visual Material. *Penal Code 21.16*
18. Voyeurism, if the victim was younger than 14 years of age at the time of the offense. *Penal Code 21.17*
19. Sexual Coercion. *Penal Code 21.18*
20. Assault, if the offense is punishable as a felony. *Penal Code 22.01*

21. Sexual Assault. *Penal Code 22.011*
22. Aggravated Assault. *Penal Code 22.02*
23. Aggravated Sexual Assault. *Penal Code 22.021*
24. Injury to a Child, Elderly Individual, or Disabled Individual. *Penal Code 22.04*
25. Abandoning or Endangering a Child. *Penal Code 22.041*
26. Deadly Conduct, if the person knowingly discharges a firearm at or in the direction of one or more individuals, or at or in the direction of a habitation, building, or vehicle and is reckless as to whether the habitation, building, or vehicle is occupied. *Penal Code 22.05*
27. Terroristic Threat, if the actor threatens to commit any offense involving violence to any person or property with intent to:
    a. Place any person in fear of imminent serious bodily injury if the actor knows the person is a peace officer or judge;
    b. Prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place if the prevention or interruption causes pecuniary loss of $1,500 or more to the owner;
    c. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
    d. Place the public or a substantial group of the public in fear of serious bodily injury; or
    e. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision. *Penal Code 22.07*
28. Aiding Suicide, if the conduct causes suicide or attempted suicide that results in serious bodily injury. *Penal Code 22.08*
29. Tampering with Consumer Product. *Penal Code 22.09*
30. Harassment by Persons in Certain Facilities or of Public Servant. *Penal Code 22.11*

Sexual Assault of Another Student

A student shall be removed from class and placed in a DAEP or juvenile justice alternative education program (JJAEP) if:

1. The student was convicted of, received adjudication for, or was placed on probation for sexual assault of another student who was a young child or disabled individual while the students were assigned to the same campus, regardless of whether the assault occurred on or off school property;
2. The parent of the victim of the assault has requested that the student be transferred to a campus other than that to which the victim is assigned; and
3. There is only one campus in a district serving the grade level in which the student is enrolled.

Education Code 25.0341, 37.0051(a) [See FDE at Sexual Assault Transfer—Transfer of Assailant]

A limitation imposed by Education Code Chapter 37 on the length of placement in a DAEP or a JJAEP does not apply to a placement under this provision. *Education Code 37.0051(b)*

Permissive Removal

Non-Title 5 Felony

A student may be removed from class and placed in a DAEP based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The superintendent or designee has a reasonable belief [see Reasonable Belief, above] that the student has engaged in conduct defined as a felony offense other than aggravated robbery under Penal Code 29.03, or those offenses listed in Penal Code Title 5 [see above at Title 5 Felonies]; and
2. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

Education Code 37.006(d)–(e)

Bullying

A student may be removed from class and placed in a DAEP if the student:

1. Engages in bullying that encourages a student to commit or attempt to commit suicide;
2. Incites violence against a student through group bullying; or
3. Releases or threatens to release intimate visual material of a minor or student who is 18 years of age or older without the student's consent.

Nothing in this provision exempts a school from reporting a finding of intimate visual material of a minor.

Definitions

Bullying

"Bullying" has the meaning assigned by Education Code 37.0832. [See FFI]

Intimate Visual Material

"Intimate visual material" has the meaning assigned by Civil Practice and Remedies Code 98B.001.

Education Code 37.0052

One Year After Conduct

A principal or other appropriate administrator may, but is not required to, remove a student to a DAEP for off-campus conduct, for which removal would otherwise be required, if the principal or other appropriate administrator did not have knowledge of the conduct before the first anniversary of the date the conduct occurred. *Education Code 37.006(n)*

Certain Organization and Gang Membership and Solicitation

A board or an educator shall recommend placing in DAEP any student who commits the misdemeanor offenses described in Education Code 37.121(a) and (c), regarding membership in or solicitation to join a public school fraternity, sorority, secret society, or gang [see FNCC]. *Education Code 37.121(b)*

Older Students

A person who is 21 years of age or older and is admitted by a district for the purpose of completing the requirements for a diploma is not eligible for placement in a DAEP if the person engages in conduct that would require or authorize such placement for a student under the age of 21. If the student engages in such conduct, the district shall revoke the student's admission. *Education Code 25.001(b-1)*

Placement of Younger Students

A student who is younger than ten shall be removed from class and placed in a DAEP if the student engages in conduct for which expulsion would be required by Section 37.007. *Education Code 37.006(f), .007(e)* [See FOD]

Students Younger Than Six

Notwithstanding any other provision of the Education Code, a student who is younger than six years of age may not be removed from class and placed in a DAEP, except that a student younger than six years of age who has been expelled pursuant to the Gun Free Schools Act [see FOD] shall be provided educational services in a DAEP. *Education Code 37.006(l), .007(e)(2)*

Process for Removal

Conference

Not later than the third class day after a student is removed by a teacher or by the school principal or other appropriate administrator, the campus behavior coordinator (CBC) or other appropriate administrator shall schedule a conference among the CBC or other appropriate administrator, the student's parent or guardian, the teacher removing the student from class, if any, and the student. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the re-

moval, and an opportunity to respond to the reasons for the removal. The student may not be returned to the regular class pending the conference.

Mitigating Factors — Before ordering removal to a DAEP, the CBC must consider whether the student acted in self-defense, the intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, and whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, regardless of whether the decision of the behavior coordinator concerns a mandatory or discretionary action.

Order — Following the conference, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the CBC, after considering any mitigating factors under Education Code 37.001(a)(4) [see FO], shall order the placement of the student for a period consistent with the Student Code of Conduct.

Appeal — If district policy allows a student to appeal to the board or the board's designee a decision of the CBC or other appropriate administrator, the decision of the board or the board's designee is final and may not be appealed.

Education Code 37.009(a) [See Student Code of Conduct]

Term of Removal — The period of the placement after removal may not exceed one year unless, after a review, a district determines that the student is a threat to the safety of other students or to district employees. *Education Code 37.009(a)*

A board or designee shall set a term for a student's placement in a DAEP. If the period of placement is inconsistent with the guidelines in the Student Code of Conduct, the order must give notice of the inconsistency. The period of placement in a DAEP may not exceed one year unless, after a review, a district determines that the student is a threat to the safety of other students or to district employees or extended placement is in the best interest of the student. *Education Code 37.009(d)*

Beyond Grading Period or 60 Days — If placement in a DAEP is to extend beyond 60 days or the end of the next grading period, whichever is earlier, the student's parent or guardian is entitled to notice of and an opportunity to participate in a proceeding before a board or designee.

No Appeal

Any decision of a board or designee concerning placement beyond 60 days or the end of the next grading period is final and cannot be appealed.

Education Code 37.009(b)

Beyond End of School Year

Before a student may be placed in a DAEP for a period that extends beyond the end of the school year, a board or designee must determine that:

1. The student's presence in the regular classroom program or at the student's regular campus presents a danger of physical harm to the student or another individual; or
2. The student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct.

Education Code 37.009(c)

Order of Removal

A board or designee shall deliver to the student and the student's parent or guardian a copy of the order placing the student in a DAEP. *Education Code 37.009(g)*

Not later than the second business day after the date of the removal conference, a board or designee shall deliver a copy of the order placing the student in a DAEP and any information required under Family Code 52.04 to the authorized officer of the juvenile court in the county in which the juvenile resides. *Education Code 37.010(a)*

Activities

The terms of a placement under Education Code 37.006 must prohibit the student from attending or participating in school-sponsored or school-related activities. *Education Code 37.006(g)*

In addition to any notice required under Code of Criminal Procedure 15.27 [see GRAA], a principal or designee shall inform each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in conduct for which DAEP placement must or may be ordered.

Each educator shall keep the information confidential from any person not entitled to the information, except that the educator may share the information with the student's parent or guardian as provided by state or federal law. An educator's certificate may be suspended or revoked for intentional failure to keep such information confidential.

Education Code 37.006(o)

Completion of Proceedings Upon Withdrawal

If a student withdraws from a district before an order for placement in a DAEP is entered, the principal or board, as appropriate, may complete the proceedings and enter an order. If the student re-enrolls in the district the same or subsequent school year, the district may enforce the order at that time except for any period of the placement that has been served by the student in another district that honored the order. If the principal or board fails to enter an order after the student withdraws, the next district in which the student enrolls may complete the proceedings and enter an order. *Education Code 37.009(i)*

Enrollment in Another District

If a student placed in a DAEP enrolls in another district before the expiration of the placement, a board shall provide to the district in which the student enrolls a copy of the placement order at the same time it provides other records. The district in which the student enrolls shall inform each educator who will have responsibility for, or will be under the direction and supervision of an educator who will have responsibility for, the instruction of the student of the contents of the placement order. Each educator shall keep the information confidential from any person not entitled to the information, except that the educator may share the information with the student's parent or guardian as provided by state or federal law.

The district in which the student enrolls may continue the placement or allow the student to attend regular classes without completing the period of placement. [See FO] The district in which the student enrolls may take any of these actions if:

1. The student was placed in a DAEP by an open-enrollment charter school and the charter school provides the district a copy of the placement order; or
2. The student was placed in a DAEP by a district in another state and:
    a. The out-of-state district provides a copy of the placement order; and
    b. The grounds for placement are the same as grounds for placement in the enrolling district.

Education Code 37.008(j)

Out-of-State Placement

If a student was placed in a DAEP in another state for more than one year and the enrolling district continues the placement under Education Code 37.008(j), the enrolling district shall reduce the period of placement so that the aggregate period does not exceed one year unless the enrolling district determines that:

1. The student is a threat to the safety of other students or to district employees; or

2. Extended placement is in the best interest of the student.

Education Code 37.008(j-1)

Court-Ordered Placement

Unless a board and the juvenile board for the county in which a district's central administrative office is located have entered into a memorandum of understanding concerning the juvenile probation department's role in supervising and providing other support services for students in DAEP programs:

1. A court may not order a student expelled under Section 37.007 to attend a school district DAEP as a condition of probation;

2. A court may not order a student to attend a DAEP without a district's consent, until the student has successfully completed any sentencing requirements, if the court has ordered the student to attend a DAEP as a condition of probation once during a school year and the student is referred to juvenile court again during that school year.

Education Code 37.010(c)–(d)

School Activities

Any court placement in a DAEP must prohibit the student from attending or participating in school-sponsored or school-related activities. *Education Code 37.010(e)*

Placement After Court Disposition

After the student has successfully completed any court disposition requirements, including conditions of deferred prosecution or conditions required by the prosecutor or probation department, a district may not refuse to admit the student if the student meets the requirements for admission into the public schools. A district may place the student in the DAEP.

Notwithstanding Education Code 37.002(d) [see FOA], the student may not be returned to the classroom of the teacher under whose supervision the offense occurred without that teacher's consent. The teacher may not be coerced to consent.

Education Code 37.010(f)

Not Guilty/ Insufficient Evidence/Charges Dropped

The office of the prosecuting attorney or the office or official designated by the juvenile board shall, within two working days, notify the school district that removed a student to a DAEP under Education Code 37.006 if:

1. Prosecution of a student was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated; or

2. A court or jury found the student not guilty or made a finding the child did not engage in delinquent conduct or conduct indicating a need for supervision and the case was dismissed with prejudice.

On receipt of the notice, the superintendent or designee shall review the student's placement in the DAEP. The student may not be returned to the regular classroom pending the review. The superintendent or designee shall schedule a review of the student's placement with the student's parent or guardian not later than the third class day after the superintendent or designee receives notice from the office or official designated by the court.

After reviewing the notice and receiving information from the student's parent or guardian, the superintendent or designee may continue the student's placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

Education Code 37.006(h); Code of Criminal Procedure 15.27(g)

Appeal After Placement Upheld

The student or the student's parent or guardian may appeal a superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. A board shall, at the next scheduled meeting, review the notice provided by the office of the prosecuting attorney or the office or official designated by the juvenile board; receive information from the student, the student's parent or guardian, and the superintendent or designee; and confirm or reverse the superintendent's decision. The board shall make a record of the proceedings.

If a board confirms the decision, the board shall inform the student and the student's parent or guardian of the right to appeal to the commissioner of education. The student may not be returned to the regular classroom pending the appeal to the commissioner.

Education Code 37.006(i)–(j)

120-Day Review of Status

A student placed in a DAEP shall be provided a review of the student's status, including a review of the student's academic status, by a board's designee at intervals not to exceed 120 days. In the case of a high school student, the board's designee, with the student's parent or guardian, shall review the student's progress toward meeting high school graduation requirements and shall establish a specific graduation plan for the student. The district is not required to provide a course in the DAEP, except as required by

Education Code 37.008(l). [See FOCA] At the review, the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of the teacher who removed the student without that teacher's consent. The teacher may not be coerced to consent. *Education Code 37.009(e)*

Additional Proceedings

If, during the term of placement, a student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted and the principal or board, as appropriate, may enter an additional order. *Education Code 37.009(j)*

Reporting

A district may include the number of students removed to a DAEP in its annual performance report. *Education Code 39.306(e)(5)* [See AIB]

Note: See FOF for provisions concerning students with disabilities.

A disciplinary alternative education program (DAEP) is an educational and self-discipline alternative instruction program, adopted by local policy, for students in elementary through high school grades who are removed from their regular classes for mandatory or discretionary disciplinary reasons and placed in a DAEP. *19 TAC 103.1201(a)*

[See board-adopted Student Code of Conduct for information regarding DAEP.]

Joint/Contracted DAEP

A district may provide a DAEP jointly with one or more other districts or may contract with third parties for DAEP services. The district must require and ensure compliance with district responsibilities that are transferred to the third-party provider. *Education Code 37.008(d); 19 TAC 103.1201(d)*

A DAEP may provide for a student's transfer to a different campus, a school-community guidance center, or a community-based alternative school. *Education Code 37.008(b)*

Community Organizations

A district shall cooperate with government agencies and community organizations that provide services in the district to students placed in a DAEP. *Education Code 37.008(e)*

Shared Service Arrangements

A district that participates in a shared service arrangement for DAEP services shall ensure that the district improvement plan and each campus-level plan include the performance of the DAEP student group for the district in accordance with 19 Administrative Code 103.1201(b) [see BQ]. *19 TAC 103.1201(b)*

Funding

A student removed to a DAEP is counted in computing a district's average daily attendance for the student's time in actual attendance in the program. *Education Code 37.008(f)*

A district shall allocate to a DAEP the same expenditure per student attending the DAEP that would be allocated to the student's school if the student were attending the student's regularly assigned education program, including a special education program. *Education Code 37.008(g)* [See also EHBC(LEGAL), Limit on DAEP Expenditures]

Location

A DAEP shall be provided in a setting other than the student's regular classroom. *Education Code 37.008(a)(1)*

A DAEP may be located on-campus or off-campus in adherence with requirements of the *Student Attendance Accounting Handbook*. For reporting purposes, the DAEP shall use the county-district-campus number of the student's locally assigned campus (the

campus the student would be attending if the student was not attending the DAEP). *19 TAC 103.1201(c); Education Code 37.008(a)(2)*

An off-campus DAEP is not subject to a requirement imposed by the Education Code, other than a limitation on liability, a reporting requirement, or a requirement imposed by Education Code Chapter 37 or Chapter 39 or 39A. *Education Code 37.008(c)*

An elementary school student may not be placed in a DAEP with a student who is not an elementary school student. The designation of elementary and secondary is determined by adopted local policy. *Education Code 37.006(f); 19 TAC 103.1201(h)(1)*

Students who are assigned to the DAEP shall be separated from students who are not assigned to the program. Notwithstanding this requirement, summer programs provided by the district may serve students assigned to a DAEP in conjunction with other students, as determined by local policy.

Students in the DAEP shall be separated from students in a juvenile justice alternative education program.

Education Code 37.008(a)(3), (c); 19 TAC 103.1201(f)(3), (h)(3)

Safety

A district is responsible for the safety and supervision of the students assigned to the DAEP; however, the immunity from the liability established in Education Code 22.0511 [see DG], shall not be impacted. The DAEP staff shall be prepared and trained to respond to health issues and emergencies.

Each district shall establish a board-approved policy for discipline and intervention measures to prevent and intervene against unsafe behavior and include disciplinary actions that do not jeopardize students' physical health and safety, harm emotional well-being, or discourage physical activity.

19 TAC 103.1201(h)

Staffing

A DAEP shall employ only teachers who meet certification requirements under Education Code Chapter 21, Subchapter B. The certified teacher-to-student ratio in a DAEP shall be one teacher for each 15 students in elementary through high school grades. *Education Code 37.008(a)(7); 19 TAC 103.1201(h)(1)*

Staff at each DAEP shall participate in training programs on education, behavior management, and safety procedures that focus on positive and proactive behavior management strategies. The training programs must also target prevention and intervention that include:

1. Training on the education and discipline of students with disabilities who receive special education services;
2. Instruction in social skills and problem-solving skills that addresses diversity, dating violence, anger management, and conflict resolution to teach students how to interact with teachers, family, peers, authority figures, and the general public; and
3. Annual training on established procedures for reporting abuse, neglect, or exploitation of students.

19 TAC 103.1201(i)

Entrance Procedures

Procedures for each DAEP shall be developed and implemented for newly entering students and their parents or guardians on the expectations of the DAEP. These procedures shall include written contracts between students, parents or guardians, and the DAEP that formalize expectations and establish the students' individual plans for success. *19 TAC 103.1201(j)*

Academics

The academic mission of DAEPs shall be to enable students to perform at grade level. A DAEP shall focuses on English language arts, mathematics, science, history, and self-discipline. *Education Code 37.008(a)(4), (m)*

A district shall provide an academic and self-discipline program that leads to graduation and includes instruction in each student's currently enrolled foundation curriculum necessary to meet the student's individual graduation plan, including special education services. A student's required high school personal graduation plan [see EIF] may not be altered when the student is assigned to a DAEP.

Opportunity to Complete Course

A district shall offer a student removed to a DAEP an opportunity to complete a foundation curriculum course in which the student was enrolled at the time of removal, before the beginning of the next school year, through any method available, including a correspondence course, distance learning, or summer school. The district may not charge the student for a course provided under this provision.

Education Code 37.008(l); 19 TAC 103.1201(f)

A district shall provide the parents of a student removed to a DAEP with written notice of the district's obligation to provide the student with an opportunity to complete coursework required for graduation. The notice must include information regarding all methods available for completing the coursework and state that the methods are available at no cost to the student. *Education Code 37.008(l-1)*

School Day

The school day for a DAEP shall be at least 240 minutes in length each day, including intermissions and recesses. *19 TAC 103.1201(f)(2)*

Accountability

The campus of accountability for student performance must be the student's locally assigned campus, including when the district or shared services arrangement contracts with a third party for DAEP services. *19 TAC 103.1201(e)*

Academic Assessments

A district shall administer to a student placed in a DAEP program for a period of 90 school days or longer an assessment instrument:

1. Initially on placement of the student in the program; and
2. Subsequently on the date of the student's departure from the program, or as near that date as possible.

The assessment instrument:

1. Must be designed to assess at least a student's basic skills in reading and mathematics;
2. May be:
    a. Comparable to any assessment instrument generally administered to students placed in juvenile justice alternative education programs for a similar purpose; or
    b. Based on an appropriate alternative assessment instrument developed by the agency to measure student academic growth; and
3. Is in addition to the required state assessments [see EKB].

Education Code 37.0082

Released state assessments for reading and mathematics for the appropriate grade may be used. A district may apply for approval of an assessment that includes the Texas Essential Knowledge and Skills for reading and mathematics for the student's assigned grade. The commissioner will publish on the TEA website a list of assessments approved for use in each school year. A district may contact TEA to obtain accommodated versions of particular assessments.

The grade level of an assessment shall be based upon the academic grade completed prior to the student being assigned to a DAEP if placement occurs in the fall or first semester of the academic school year. If placement occurs in the spring or second semester of the academic school year, the student shall be administered an assessment based on the current grade level.

Each district shall provide an academic report to the student's locally assigned campus, which shall include the pre- and post-assessment results of the student's basic skills in reading and mathematics, within ten school days of the student completing the post-assessment.

Procedures for administering the pre- and post-assessment, including appropriate accommodations as needed, shall be developed and implemented in accordance with local district policy.

A student in the district's DAEP must also be assessed under the required state assessment [see EKB].

19 TAC 103.1203

Special Populations

Special Education

A DAEP serving a student with a disability who receives special education services shall provide educational services that will support the student in meeting the goals identified in the individualized education program (IEP) established by a duly-constituted admission, review, and dismissal (ARD) committee, in accordance with Education Code 37.004 and federal requirements. *19 TAC 103.1201(g)*

Drug and Alcohol Treatment

A program of educational and support services may be provided to a student and the student's parents when the offense involves drugs or alcohol as specified under Education Code 37.006 and 37.007. A DAEP that provides chemical dependency treatment services must be licensed under Health and Safety Code Chapter 464. *Education Code 37.008(k)*

Transition to Regular Classroom

The transition services established for a student who is exiting a DAEP and returning to the student's locally assigned campus shall be implemented as required by Education Code 37.023.*19 TAC 103.1201(k)*

Definitions

"Alternative education program" includes:

1. A disciplinary alternative education program operated by a school district or open-enrollment charter school;
2. A juvenile justice alternative education program; and
3. A residential program or facility operated by or under contract with the Texas Juvenile Justice Department, a juvenile board, or any other governmental entity.

"Licensed clinical social worker" has the meaning assigned by Occupations Code 505.002.

Education Code 37.023(a)

After Determination of the Release Date

As soon as practicable after an alternative education program determines the date of a student's release from the program, the alternative education program administrator shall:

1. Provide written notice of that date to:
    a. The student's parent or a person standing in parental relation to the student; and
    b. The administrator of the campus to which the student intends to transition; and
2. Provide the campus administrator:
    a. An assessment of the student's academic growth while attending the alternative education program; and
    b. The results of any assessment instruments administered to the student.

Education Code 37.023(b)

Coordination After Release

Not later than five instructional days after the date of a student's release from an alternative education program, the campus administrator shall coordinate the student's transition to a regular classroom. The coordination must include assistance and recommendations from:

1. School counselors;
2. School district peace officers;
3. School resource officers;
4. Licensed clinical social workers;
5. Campus behavior coordinators;
6. Classroom teachers who are or may be responsible for implementing the student's personalized transition plan; and
7. Any other appropriate school district personnel.

Education Code 37.023(c)

Personalized Transition Plan

The assistance described above must include a personalized transition plan for the student developed by the campus administrator. A personalized transition plan:

1. Must include recommendations for the best educational placement of the student; and
2. May include:

a. Recommendations for counseling, behavioral management, or academic assistance for the student with a concentration on the student's academic or career goals;

b. Recommendations for assistance for obtaining access to mental health services provided by the district or school, a local mental health authority, or another private or public entity;

c. The provision of information to the student's parent or a person standing in parental relation to the student about the process to request a full individual and initial evaluation of the student for purposes of special education services under Education Code 29.004; and

d. A regular review of the student's progress toward the student's academic or career goals.

Education Code 37.023(d)

Parent Meeting

If practicable, the campus administrator, or the administrator's designee, shall meet with the student's parent or a person standing in parental relation to the student to coordinate plans for the student's transition.

Applicability

Education Code 37.023 applies only to a student subject to compulsory attendance requirements under Education Code 25.085 [see FEA].

Education Code 37.023(e)–(f)

Students with Disabilities Under Section 504

A district shall conduct an evaluation in accordance with 34 C.F.R. 104.35(b) before taking any action with respect to any significant change in placement of a student with a disability who needs or is believed to need special education and related services. *34 C.F.R. 104.35(a)*

A district may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who is currently engaging in the illegal use of drugs or in the use of alcohol to the same extent that the district would take disciplinary action against nondisabled students. The due process procedures afforded under Section 504 do not apply to such disciplinary action. *29 U.S.C. 705(20)(C)(iv)*

Note: The provisions below apply only to students eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA).

Students Receiving Special Education Services

All disciplinary actions regarding students with disabilities must be determined in accordance with 34 C.F.R. 300.101(a) and 300.530–300.536; Education Code Chapter 37, Subchapter A; and 19 Administrative Code 89.1053 (Procedures for Use of Restraint and Time-Out). *19 TAC 89.1050(k)*

Except as set forth below, the placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review, and dismissal (ARD) committee. Any disciplinary action regarding the student shall be determined in accordance with federal law and regulations. *Education Code 37.004(a)–(b)*

The methods adopted in the Student Code of Conduct [see FO] for discipline management and for preventing and intervening in student discipline problems must provide that a student who is enrolled in the special education program may not be disciplined for bullying, harassment, or making hit lists until an ARD committee meeting has been held to review the conduct. *Education Code 37.001(b-1)*

DAEP Placement Not Solely for Educational Purposes

A student with a disability who receives special education services may not be placed in a disciplinary alternative education program (DAEP) solely for educational purposes. A teacher in a DAEP who has a special education assignment must hold an appropriate certificate or permit for that assignment. *Education Code 37.004(c)–(d)*

Removal for Ten Days or Less

School personnel may remove a student with a disability who violates a student code of conduct from his or her current placement

to an appropriate interim alternative educational setting, another setting, or suspension, for not more than ten consecutive school days, to the extent those alternatives are applied to children without disabilities. *20 U.S.C. 1415(k)(1)(B); 34 C.F.R. 300.530(b)(1)*

Services During Removal

A district is required to provide services during the period of removal if the district provides services to a child without disabilities who is similarly removed. *34 C.F.R. 300.530(d)*

Subsequent Removals of Ten Days or Less

School personnel may remove the student for additional removals of not more than ten consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change in placement (see below). *34 C.F.R. 300.530(b)(1)*

Services During Removal

After a student has been removed from his or her current placement for ten school days in the same school year, during any subsequent removal of ten consecutive school days or less, school personnel, in consultation with at least one of the student's teachers, shall determine the extent to which services are needed so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's individualized education program (IEP). *20 U.S.C. 1415(k)(1)(D); 34 C.F.R. 300.530(d)(4)*

Notice of Procedural Safeguards

Not later than the date on which the decision to take the disciplinary action is made, a district shall notify the student's parents of the decision and of all procedural safeguards [see EHBAE]. *20 U.S.C. 1415(k)(1)(H)*

Removals That Are a Change in Placement

Any disciplinary action that would constitute a change in placement may be taken only after the student's ARD committee conducts a manifestation determination review.

Any disciplinary action regarding the student shall be determined in accordance with federal law and regulations, including laws or regulations requiring the provision of functional behavioral assessments; positive behavioral interventions, strategies, and supports; behavioral intervention plans; and the manifestation determination review [see Manifestation Determination, below].

Education Code 37.004(b)

Behavior Assessment and Intervention

If a district takes a disciplinary action regarding a student with a disability who receives special education services that constitutes a change in placement under federal law, the district shall:

1. Not later than the tenth school day after the change in placement:

a. Seek consent from the student's parent or person standing in parental relation to the student to conduct a functional behavioral assessment of the student, if a functional behavioral assessment has never been conducted on the student or the student's most recent functional behavioral assessment is more than one year old; and

b. Review any previously conducted functional behavioral assessment of the student and any behavior improvement plan or behavioral intervention plan developed for the student based on that assessment; and

2. As necessary, develop a behavior improvement plan or behavioral intervention plan for the student if the student does not have a plan or, if the student has a behavior improvement plan or behavioral intervention plan, revise the student's plan.

Education Code 37.004(b-1)

Change in Placement

For purposes of disciplinary removal of a student with a disability, a change in placement occurs if a student is:

1. Removed from the student's current educational placement for more than ten consecutive school days; or

2. Subjected to a series of removals that constitute a pattern because:

a. The series of removals total more than ten school days in a school year;

b. The student's behavior is substantially similar to the student's behavior in the previous incidents that resulted in the series of removals; and

c. Additional factors exist, such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

The district determines, on a case-by-case basis, whether a pattern of removals constitutes a change in placement. The district's determination is subject to review through due process and judicial proceedings.

34 C.F.R. 300.536

School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student who violates a code of student conduct. *20 U.S.C. 1415(k)(1)(A)*

Manifestation Determination

Within ten school days of any decision to change the placement of a student because of a violation of a code of student conduct, a district, parents, and relevant members of the ARD committee (as determined by the parent and the district) shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents to determine whether the conduct in question was:

1. Caused by, or had a direct and substantial relationship to, the student's disability; or

2. The direct result of the district's failure to implement the IEP.

If the district, the parent, and relevant members of the ARD committee determine that either of the above is applicable, the conduct shall be determined to be a manifestation of the student's disability.

If the district, the parent, and relevant members of the ARD committee determine the conduct was the direct result of the district's failure to implement the IEP, the district must take immediate steps to remedy those deficiencies.

20 U.S.C. 1415(k)(1)(E); 34 C.F.R. 300.530(e)

Not a Manifestation

If the determination is that the student's behavior was not a manifestation of the student's disability, school personnel may apply the relevant disciplinary procedures to the student in the same manner and for the same duration as for students without disabilities. The ARD committee shall determine the interim alternative educational setting. *20 U.S.C. 1415(k)(1)(C), (k)(2); 34 C.F.R. 300.530(c)*

Expulsion

In a county with a juvenile justice alternative education program (JJAEP) [see FODA], a district must invite the administrator of the JJAEP or the administrator's designee to an ARD committee meeting convened to discuss the discretionary expulsion under Education Code 37.007 of a student with a disability. The district must provide written notice of the meeting at least five school days before the meeting or a shorter timeframe agreed to by the student's parents. A copy of the student's current IEP must be provided to the JJAEP representative with the notice. If the JJAEP representative is unable to attend the ARD committee meeting, the representative must be given the opportunity to participate in the meeting through alternative means, including conference telephone calls. The JJAEP representative may participate in the meeting to the extent that the meeting relates to the student's placement in the JJAEP and implementation of the student's current IEP in the JJAEP. *19 TAC 89.1052*

Services During Removal

The student must:

1. Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP.

2. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

These services may be provided in an interim alternative educational setting.

34 C.F.R. 300.530(d)(1)–(2)

For a student with a disability who was expelled under a discretionary expulsion under Education Code 37.007, an ARD committee meeting must be convened to reconsider placement of the student in the JJAEP if the JJAEP provides written notice to the district of specific concerns that the student's education or behavioral needs cannot be met in JJAEP.

The district must invite the JJAEP administrator or the administrator's designee to the meeting and must provide written notice of the meeting at least five school days before the meeting or a shorter timeframe agreed to by the student's parents. If the JJAEP representative is unable to attend the ARD committee meeting, the representative must be given the opportunity to participate in the meeting through alternative means, including conference telephone calls. The JJAEP may participate in the meeting to the extent that the meeting relates to the student's continued placement in JJAEP.

19 TAC 89.1052

Manifestation

If the district, the parents, and relevant members of the ARD committee determine that the conduct was a manifestation of the student's disability, the ARD committee shall:

1. Conduct a functional behavioral assessment (FBA), unless the district had conducted an FBA before the behavior that resulted in the change in placement occurred, and implement a behavioral intervention plan (BIP) for the student; or

2. If a BIP has already been developed, review the BIP and modify it, as necessary, to address the behavior.

Except as provided at Special Circumstances, below, the ARD committee shall return the student to the placement from which the

student was removed, unless the parent and the district agree to a change in placement as part of the modification of the BIP.

20 U.S.C. 1415(k)(1)(F); 34 C.F.R. 300.530(f)

Special Circumstances

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of the Texas Education Agency (TEA) or a school district;
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of TEA or a school district; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of TEA or the district.

20 U.S.C. 1415(k)(1)(G); 34 C.F.R. 300.530(g)

The ARD committee shall determine the interim alternative education setting. *20 U.S.C. 1415(k)(2)*

Services During Removal

The student must:

1. Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP.
2. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

These services may be provided in an interim alternative educational setting.

34 C.F.R. 300.530(d)(1)

Appeals

A parent who disagrees with a placement decision or the manifestation determination may request a hearing. A district that believes that maintaining a current placement of a student is substantially likely to result in injury to the student or others may request a hearing. *20 U.S.C. 1415(k)(3)(A); 34 C.F.R. 300.532(a); 19 TAC 89.1151*

Placement During Appeals

When an appeal has been requested by a parent or a district, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the student's assignment to the alternative setting, whichever occurs first, unless the parent and district agree otherwise. *20 U.S.C. 1415(k)(4); 34 C.F.R. 300.533*

Reporting Crimes

Federal law does not prohibit a district from reporting a crime committed by a student with a disability to appropriate authorities. If a district reports a crime, the district shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom the district reported the crime. A district may transmit records only to the extent permitted by the Family Educational Rights and Privacy Act (FERPA). *20 U.S.C. 1415(k)(6); 34 C.F.R. 300.535* [See FL]

Students Not Yet Identified

A student who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated a code of student conduct may assert any of the protections provided for in the IDEA if a district had knowledge that the student had a disability before the behavior that precipitated that disciplinary action occurred. *20 U.S.C. 1415(k)(5)(A); 34 C.F.R. 300.534(a)*

District Knowledge

A district shall be deemed to have knowledge that a student has a disability if, before the behavior that precipitated the disciplinary action occurred:

1. The parent of the student expressed concern in writing to supervisory or administrative personnel of the district, or to the teacher of the student, that the student was in need of special education and related services;
2. The parent requested an evaluation of the student for special education and related services; or
3. The student's teacher, or other district personnel, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the special education director or to other supervisory personnel of the district.

20 U.S.C. 1415(k)(5)(B); 34 C.F.R. 300.534(b)

Exception

A district shall not be deemed to have knowledge that the student had a disability if:

1. The parent has not allowed an evaluation of the student;
2. The parent has refused services; or

3. The student has been evaluated and it was determined that the student did not have a disability.

20 U.S.C. 1415(k)(5)(C); 34 C.F.R. 300.534(c)

If a district does not have knowledge (as described above), before taking disciplinary measures, that a student has a disability, the student may be subjected to the same disciplinary measures applied to students without disabilities who engaged in comparable behaviors.

However, if a request is made for an evaluation during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

20 U.S.C. 1415(k)(5)(D); 34 C.F.R. 300.534(d)

Behavior Management Techniques

It is the policy of the state to treat all students with dignity and respect, including students with disabilities who receive special education services. Any behavior management technique and/or discipline management practice must be implemented in such a way as to protect the health and safety of the student and others. No discipline management practice may be calculated to inflict injury, cause harm, demean, or deprive the student of basic human necessities. *Education Code 37.0021(a); 19 TAC 89.1053(j)*

[For restrictions on aversive techniques, see FO.]

Rules on Restraint and Seclusion

The commissioner by rule shall adopt procedures for the use of restraint and time-out by a district employee or volunteer or an independent contractor of a district in the case of a student with a disability receiving special education services. The procedures must be consistent with Education Code 37.0021(d). *Education Code 37.0021(d)*

School Peace Officers

This section and any rules or procedures adopted under this section apply to a peace officer only if the peace officer:

1. Is employed or commissioned by a school district; or

2. Provides, as a school resource officer, a regular police presence on a school district campus under a memorandum of understanding between the district and a local law enforcement agency.

Education Code 37.0021(h); 19 TAC 89.1053(l)

Exceptions

Education Code 37.0021 (use of confinement, seclusion, restraint, and time-out) does not apply to:

1. A peace officer, while performing law enforcement duties, except as provided above [see School Peace Officers] and by Education Code 37.0021(i) [see Restraint, Documentation, below];
2. Juvenile probation, detention, or corrections personnel; or
3. An educational services provider with whom a student is placed by a judicial authority, unless the services are provided in an educational program of a school district.

Law Enforcement Duties

"Law enforcement duties" means activities of a peace officer relating to the investigation and enforcement of state criminal laws and other duties authorized by the Code of Criminal Procedure.

Education Code 37.0021(b)(4), (g); 19 TAC 89.1053(l), (m)

Further, Education Code 37.0021 does not prevent a student's locked, unattended confinement in an emergency situation while awaiting the arrival of law enforcement personnel if:

1. The student possesses a weapon; and
2. The confinement is necessary to prevent the student from causing bodily harm to the student or another person.

For these purposes, "weapon" includes any weapon described under Education Code 37.007(a)(1). [See FNCG]

Education Code 37.0021(f)

Confinement

A student with a disability who receives special education services may not be confined in a locked box, locked closet, or other specially designed locked space as either a discipline management practice or a behavior management technique. *Education Code 37.0021(a)*

Seclusion

A district employee or volunteer or an independent contractor of a district may not place a student in seclusion. *Education Code 37.0021(c)*

"Seclusion" means a behavior management technique in which a student is confined in a locked box, locked closet, or locked room that:

1. Is designed solely to seclude a person; and
2. Contains less than 50 square feet of space.

Education Code 37.0021(b)(2)

Restraint

A school employee, volunteer, or independent contractor may use restraint only in an emergency and with the following limitations:

1. Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency.
2. Restraint shall be discontinued at the point at which the emergency no longer exists.
3. Restraint shall be implemented in such a way as to protect the health and safety of the student and others.
4. Restraint shall not deprive the student of basic human necessities.

19 TAC 89.1053(c)

"Restraint" means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student's body.

Emergency

"Emergency" means a situation in which a student's behavior poses a threat of:

1. Imminent, serious physical harm to the student or others; or
2. Imminent, serious property destruction.

19 TAC 89.1053(b)(1)–(2)

Training

Training for school employees, volunteers, or independent contractors regarding the use of restraint shall be provided according to the requirements set forth at 19 Administrative Code 89.1053(d).

Documentation

In a case in which restraint is used, school employees, volunteers, or independent contractors shall implement the documentation requirements set forth at 19 Administrative Code 89.1053(e).

A district shall report electronically to TEA, in accordance with standards provided by commissioner rule, information relating to the use of restraint by a peace officer performing law enforcement duties on school property or during a school-sponsored or school-related activity. The report must be consistent with the requirements adopted by commissioner rule for reporting the use of restraint involving students with disabilities.

Education Code 37.0021(i)

Time-Out

A school employee, volunteer, or independent contractor may use time-out with the following limitations:

1. Physical force or threat of physical force shall not be used to place a student in time-out.

2. Time-out may only be used in conjunction with an array of positive behavior intervention strategies and techniques and must be included in the student's IEP and/or BIP if it is utilized on a recurrent basis to increase or decrease targeted behavior.

3. Use of time-out shall not be implemented in a fashion that precludes the ability of the student to be involved in and progress in the general curriculum and advance appropriately toward attaining the annual goals specified in the student's IEP.

19 TAC 89.1053(g)

"Time-out" means a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited period in a setting:

1. That is not locked; and

2. From which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object.

19 TAC 89.1053(b)(3)

Training

Training for school employees, volunteers, or independent contractors regarding the use of time-out shall be provided according to the requirements set forth at 19 Administrative Code 89.1053(h).

Documentation

Necessary documentation or data collection regarding the use of time-out, if any, must be addressed in the IEP or BIP. The ARD committee must use any collected data to judge the effectiveness of the intervention and provide a basis for making determinations regarding its continued use.

19 TAC 89.1053(i)

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Applicability of Criminal Laws

The criminal laws of the state apply to the areas under the control and jurisdiction of the board. *Education Code 37.101*

Trespass

An unauthorized person who trespasses on the grounds of a school district commits a Class C misdemeanor. *Education Code 37.107*

Refusal of Entry or Ejection of Unauthorized Persons

A school administrator, school resource officer, or school district peace officer may refuse to allow persons to enter on or may eject a person from property under the district's control if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting and:
    a. The administrator, resource officer, or peace officer issues a verbal warning to the person that the person's behavior is inappropriate and may result in the person's refusal of entry or ejection; and
    b. The person persists in that behavior.

Identification may be required of any person on property under the district’s control.

A district shall maintain a record of each verbal warning issued, including the name of the person to whom the warning was issued and the date of issuance.

At the time a person is refused entry to or ejected from a school district's property, the district shall provide to the person written information explaining the appeal process.

If a parent or guardian of a child enrolled in a school district is refused entry to the district’s property, the district shall accommodate the parent or guardian to ensure that the parent or guardian may participate in the child’s admission, review, and dismissal committee or in the child’s team established under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794), in accordance with federal law.

The term of a person’s refusal of entry to or ejection from a school district's property under this section may not exceed two years.

A district shall post on the district's website and each district campus shall post on any campus website a notice regarding these provisions, including the appeal process.

The board shall adopt a policy that uses the district’s existing grievance process [see FNG, GF] to permit a person refused entry to or

ejected from property controlled by the district to appeal such refusal of entry or ejection. The policy must permit a person appealing under this section to address the board in person within 90 days of the commencement of the appeal, unless the appeal is granted before the board considers the appeal.

The board's decision to grant or deny an appeal under this section is final and may only be further appealed under the applicable provisions of Texas Education Code 7.057.

Education Code 37.105; 19 TAC 103.1207

Vehicles on School Property

A board may bar or suspend a person from driving or parking a vehicle on any school property as a result of the person's violation of any rule or regulation promulgated by the board or set forth in Education Code Chapter 37, Subchapter D. [See CLC] *Education Code 37.106*

Disruption of Lawful Assembly

A person commits a Class B misdemeanor if the person, alone or in concert with others, intentionally engages in disruptive activity on the campus or property of a public school.

Disruptive activity means:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;
2. Seizing control of any building or portion of a building to interfere with any administrative, educational, research, or other authorized activity;
3. Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur;
4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
5. Obstructing or restraining the passage of any person at an exit or entrance to the campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from the property or campus without the authorization of the administration of the school.

Free Speech

This provision shall not be construed to infringe upon any right of free speech or expression guaranteed by the constitutions of the United States or the state of Texas.

Education Code 37.123

Disruption of Classes

A person, other than a primary or secondary grade student enrolled in the school, commits a Class C misdemeanor if the person, on school property or on public property within 500 feet of school property, alone or in concert with others, intentionally disrupts the conduct of classes or other school activities. It is an exception to the application of the offense that, at the time the person engaged in the prohibited conduct, the person was younger than 12 years of age.

Disrupting the conduct of classes or other school activities includes:

1. Emitting noise of an intensity that prevents or hinders classroom instruction.
2. Enticing or attempting to entice a student away from a class or other school activity that the student is required to attend.
3. Preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend.
4. Entering a classroom without the consent of either the principal or the teacher and, through either acts of misconduct or use of loud or profane language, disrupting class activities.

“School property” includes a public school campus or school grounds on which a public school is located, and any grounds or buildings used by a school for an assembly or other school-sponsored activity.

“Public property” includes a street, highway, alley, public park, or sidewalk.

Education Code 37.124

Disruption of Transportation

A person, other than a primary or secondary grade student, commits a Class C misdemeanor if the person intentionally disrupts, prevents, or interferes with the lawful transportation of students to and from school, or to or from activities sponsored by a school, on a vehicle owned and/or operated by a district. It is an exception to the application of the offense that, at the time the person engaged in the prohibited conduct, the person was younger than 12 years of age. *Education Code 37.126*

Tobacco and E-Cigarettes

A board shall prohibit smoking or using e-cigarettes or tobacco products at a school-related or school-sanctioned activity on or off school property. School personnel shall enforce these policies on school property. *Education Code 38.006* [See FNCD for the definition of e-cigarette.]

Smoking in Buildings

A district shall not permit smoking within any indoor facility used for provision of routine or regular kindergarten, elementary, or secondary education or library services to children; or regular or routine health care or day care or early childhood development (Head Start) services to children or for the use of employees who provide such services. *20 U.S.C. 6083; 20 U.S.C. 7183*

Criminal Penalty

A person commits an offense if the person is in possession of a burning tobacco product, smokes tobacco, or operates an e-cigarette in a facility of a public school.

Defense

It is a defense to prosecution that a district does not have prominently displayed a reasonably sized notice that smoking is prohibited by state law in such place and that an offense is punishable by a fine not to exceed $500.

Facilities for Extinguishment

A district shall be equipped with facilities for extinguishment of smoking materials.

Penal Code 48.01(a)–(c)

Alcohol

A board shall prohibit the use of alcoholic beverages at school-related or school-sanctioned activities on or off school property. *Education Code 38.007(a)* [See FNCF regarding alcohol-free zones.]

Intoxicants

A person commits a Class C misdemeanor if the person possesses an intoxicating beverage for consumption, sale, or distribution while:

1. On the grounds or in a building of a public school; or
2. Entering or inside any enclosure, field, or stadium where any athletic event sponsored or participated in by a public school is being held.

Education Code 37.122 [See also FNCF]

Fireworks

A person may not explode or ignite fireworks within 600 feet of any school unless the person receives authorization in writing from the school. *Occupations Code 2154.251(a)(1)*

Federal Gun-Free School Zones Act

It is unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone.

"School zone" means in, or on the grounds of, a school; or within a distance of 1,000 feet from the grounds of a school.

This prohibition does not apply to the possession of a firearm:

1. On private property not part of school grounds;
2. If the individual possessing the firearm is licensed to do so by the state, and the law of the state requires that, before an individual obtains such a license, the law enforcement authorities of the state verify that the individual is qualified under law to receive the license;
3. That is not loaded and in a locked container, or a locked firearms rack that is on a motor vehicle;
4. By an individual for use in a program approved by a school in the school zone;
5. By an individual in accordance with a contract entered into between a school in the school zone and the individual or an employer of the individual;
6. By a law enforcement officer acting in his or her official capacity; or
7. That is unloaded and is possessed by an individual while traversing school premises for the purpose of gaining access to public or private lands open to hunting, if the entry on school premises is authorized by school authorities.

It is unlawful for any person, knowingly or with reckless disregard for the safety of another, to discharge or attempt to discharge a firearm at a place that the person knows is a school zone.

This prohibition does not apply to the discharge of a firearm:

1. On private property not part of school grounds;
2. As part of a program approved by a school in the school zone, by an individual who is participating in the program;
3. By an individual in accordance with a contract entered into between a school in a school zone and the individual or an employer of the individual; or
4. By a law enforcement officer acting in his or her official capacity.

18 U.S.C. 921(a)(25), .922(q)

Possession of Weapons

Unless entitled to a defense or otherwise excepted by Penal Code 46.15, a person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, location-restricted knife, club, or prohibited weapon [see FNCG]:

1. On the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless pursuant to written regulations or written authorization of the institution;
2. On the premises of a polling place on the day of an election or while early voting is in progress;
3. On the premises where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the person is a participant in the event and a firearm, location-restricted knife, club, or prohibited weapon is used in the event;
4. In the room or rooms where a meeting of a governmental entity is held, if the meeting is an open meeting subject to the OMA, and the entity provided required notice of the meeting.

It is not a defense to prosecution that the person possessed a handgun and was licensed to carry a handgun.

Penal Code 46.03(a)(1), (2), (8), (14), (f)

“Premises” Defined

“Premises,” for purposes of this policy, means a building or a portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. *Penal Code 46.03(c)(4)*

Notice to Public

A district may provide notice that firearms and other weapons are prohibited under Penal Code 46.03 on the premises or other property, as applicable, by posting a sign at each entrance to the premises or other property that:

1. Includes language that is identical to or substantially similar to the following: “Pursuant to Section 46.03, Penal Code (places weapons prohibited), a person may not carry a firearm or other weapon on this property”;
2. Includes the language described above in both English and Spanish;
3. Appears in contrasting colors with block letters at least one inch in height; and

4. Is displayed in a conspicuous manner clearly visible to the public.

Without a sign described above posted prominently at each entrance to the premises or other property, as applicable, a person can assert a defense to prosecution for unlawfully carrying a handgun if the person personally received notice that carrying a firearm was prohibited and promptly departed from the premises or other property.

Penal Code 46.15(m)–(o)

Transportation or Storage of Firearm in School Parking Area

A district may not prohibit a person who holds a license to carry a handgun under Government Code, Chapter 411, Subchapter H, from transporting or storing a handgun or other firearm or ammunition in a locked, privately owned or leased motor vehicle in a parking lot, parking garage, or other parking area provided by the district, and may not regulate the manner in which the handgun, firearm, or ammunition is stored in the vehicle, provided that the handgun, firearm, or ammunition is not in plain view.

This does not authorize a person to possess, transport, or store a handgun, a firearm, or ammunition in violation of Education Code 37.125, Penal Code 46.03, or other law.

Education Code 37.0815

Volunteer Emergency Services Personnel

A district is not liable in a civil action arising from the discharge of a handgun by an individual who is volunteer emergency services personnel and licensed to carry the handgun under Government Code, Chapter 411, Subchapter H.

The discharge of a handgun by an individual who is volunteer emergency services personnel and licensed to carry the handgun under Subchapter H, Chapter 411, Government Code, is outside the course and scope of the individual's duties as volunteer emergency services personnel.

The district does not waive immunity from suit or liability under the Texas Tort Claims Act or any other law.

“Volunteer emergency services personnel” includes a volunteer firefighter, an emergency medical services volunteer as defined by Health and Safety Code 773.003, and any individual who, as a volunteer, provides services for the benefit of the general public during emergency situations. The term does not include a peace officer or reserve law enforcement officer, as those terms are defined

by Occupations Code 1701.001, who is performing law enforcement duties.

Civ. Prac. & Rem. Code 112.001; Penal Code 46.01(18)

Exhibition of Firearm

A person commits a third degree felony if, in a manner intended to cause alarm or personal injury to another person or to damage school property, the person intentionally:

1. Exhibits or uses a firearm:
    a. In or on any property, including a parking lot, parking garage, or other parking area, that is owned by a private or public school; or
    b. On a school bus being used to transport children to and from school-sponsored activities;
2. Threatens to exhibit or use a firearm in or on property described above or on a bus and was in possession of or had immediate access to the firearm.

A person commits a Class A misdemeanor if the person threatens to exhibit or use a firearm, but was not in possession of or did not have immediate access to the firearm.

Education Code 37.125

Trespass—Concealed Carry of Handgun

A license holder commits an offense if the license holder:

1. Carries a concealed handgun on the property of another without effective consent; and
2. Received notice that entry on the property by a license holder with a concealed handgun was forbidden.

An offense under Penal Code 30.06 is a Class C misdemeanor, except that the offense is a Class A misdemeanor if, after entering the property, the license holder was personally given the notice that entry or remaining on the property with a concealed handgun was forbidden and subsequently failed to depart.

Notice / Sign—Concealed Carry of Handgun

For purposes of Penal Code 30.06, a person receives notice if the owner of the property or someone with apparent authority to act for the owner provides notice to the person by oral or written communication.

“Written communication” means:

1. A card or other document on which is written language identical to the following: “Pursuant to Section 30.06, Penal Code

(trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun"; or

2. A sign posted on the property that includes the language described above in both English and Spanish, appears in contrasting colors with block letters at least one inch in height, and is displayed in a conspicuous manner clearly visible to the public.

Exception

It is an exception to Penal Code 30.06 that the property on which the license holder carries a concealed handgun is owned or leased by a district and is not a premises or other place on which the license holder is prohibited from carrying the handgun under Penal Code 46.03.

Penal Code 30.06 [See also FNCG]

Unauthorized Notice

A district may not take any action, including an action consisting of the provision of notice, by a communication described by Penal Code 30.06 or 30.07 that states or implies that a license holder who is carrying a handgun under the authority of Government Code Chapter 411 is prohibited from entering or remaining on a premises or other place owned or leased by the district unless license holders are prohibited from carrying a handgun on the premises or other place by Penal Code 46.03 or other law. *Gov't Code 411.209*

Trespass—Open Carry of Handgun

A holder of a license to openly carry a handgun commits an offense if the license holder:

1. Openly carries a handgun on property of another without effective consent; and

2. Received notice that entry on the property by a license holder openly carrying a handgun was forbidden.

Notice / Sign—Open Carry of Handgun

For purposes of Penal Code 30.07, a person receives notice if the owner of the property or someone with apparent authority to act for the owner provides notice to the person by oral or written communication.

"Written communication means":

1. A card or other document on which is written language identical to the following: "Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun),

a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly"; or

2. A sign posted on the property that includes the language described above in both English and Spanish, appears in contrasting colors with block letters at least one inch in height, and is displayed in a conspicuous manner clearly visible to the public at each entrance to the property.

An offense under Penal Code 30.07 is a Class C misdemeanor, except that the offense is a Class A misdemeanor if, after entering the property, the license holder was personally given the notice by oral communication that entry or remaining on the property with an openly carried handgun was forbidden and subsequently failed to depart.

Exception

It is an exception to Penal Code 30.07 that the property on which the license holder openly carries the handgun is owned or leased by a governmental entity and is not a premises or other place on which the license holder is prohibited from carrying the handgun under Penal Code 46.03.

Penal Code 30.07

Unmanned Aircraft Systems

Note: For provisions applicable to the use of drones for law enforcement purposes, see CKEA

Federal Law

The U.S. Government has exclusive sovereignty of airspace of the United States. *49 U.S.C. 40103*

Small Unmanned Aircraft

"Small unmanned aircraft" means an unmanned aircraft weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft.

Small Unmanned Aircraft System

"Small unmanned aircraft system" (small UAS) means a small unmanned aircraft and its associated elements (including communication links and the components that control the small unmanned aircraft) that are required for the safe and efficient operation of the small unmanned aircraft in the national airspace system.

14 C.F.R. 1.1, 107.3

Operation of Small UAS

The registration, airman certification, and operation of civil small UAS within the United States is subject to 14 C.F.R. Part 107. Part 107 does not apply to the following:

1. Air carrier operations;

2. Any aircraft subject to the provisions of 14 C.F.R. Part 101;

3. Any operation that a remote pilot in command elects to conduct pursuant to an exemption issued under 49 U.S.C. 44807, unless otherwise specified in the exemption; or

4. Any operation that a person elects to conduct under 14 C.F.R. Part 91 with a small UAS that has been issued an airworthiness certificate.

14 C.F.R. 107.1

Exception for Limited Recreational Operation

A person may operate a small unmanned aircraft without specific certification or operating authority from the Federal Aviation Administration (FAA) if the operation adheres to all of the following limitations:

1. The aircraft is flown strictly for recreational purposes.

2. The aircraft is operated in accordance with or within the programming of a community-based organization's set of safety guidelines that are developed in coordination with the FAA.

3. The aircraft is flown within the visual line of sight of the person operating the aircraft or a visual observer co-located and in direct communication with the operator.

4. The aircraft is operated in a manner that does not interfere with and gives way to any manned aircraft.

5. In Class B, Class C, or Class D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport, the operator obtains prior authorization from the administrator of the FAA or designee before operating and complies with all airspace restrictions and prohibitions.

6. In Class G airspace, the aircraft is flown from the surface to not more than 400 feet above ground level and complies with all airspace restrictions and prohibitions.

7. The operator has passed an aeronautical knowledge and safety test and maintains proof of test passage to be made available to the FAA or law enforcement upon request.

8. The aircraft is registered and marked in accordance with 49 U.S.C. Chapter 441 and proof of registration is made available to the FAA or law enforcement upon request.

49 U.S.C. 44809(a)

State Law

Regulation Limited

A political subdivision, including a school district, may not adopt or enforce any ordinance, order, or other similar measure regarding the operation of an unmanned aircraft. An ordinance, order, or other similar measure that violates this provision is void and unenforceable. *Gov't Code 423.009(b), (d)*

Exception

A political subdivision may adopt and enforce an ordinance, order, or other similar measure regarding:

1. The use of an unmanned aircraft during a special event;
2. The political subdivision's use of an unmanned aircraft; or
3. The use of an unmanned aircraft near a facility or infrastructure owned by the political subdivision, if the political subdivision:
    a. Applies for and receives authorization from the Federal Aviation Administration to adopt the regulation; and
    b. After providing reasonable notice, holds a public hearing on the political subdivision's intent to apply for the authorization.

"Special event" means a festival, celebration, or other gathering that involves the reservation and temporary use of all or a portion of a public park, road, or other property of a political subdivision; and entertainment, the sale of merchandise, food, or beverages, or mass participation in a sports event; and requires a significant use or coordination of a political subdivision's services.

Gov't Code 423.009(a)(2), (c)

Privacy Law

It is lawful to capture an image using an unmanned aircraft in this state for the reasons listed in Government Code 423.002, including:

1. With the consent of the individual who owns or lawfully occupies the real property captured in the image; or
2. From a height no more than eight feet above ground level in a public place, if the image was captured without using any electronic, mechanical, or other means to amplify the image beyond normal human perception.

Gov't Code 423.002(a)

Prohibited Acts

An officer or employee of a district who is acting or purporting to act in an official capacity may not, because of a person's race, religion, color, sex, or national origin:

1. Refuse to permit the person to use facilities open to the public and owned, operated, or managed by or on behalf of the district;
2. Refuse to permit the person to participate in a program owned, operated, or managed by or on behalf of the district;
3. Refuse to grant a benefit to the person; or
4. Impose an unreasonable burden on the person.

Civ. Prac. & Rem. Code 106.001(a)

Right to Preserve Use

A district, like a private property owner, may legally preserve the property under its control for the use to which it is dedicated. *Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993)*

Forum for Communication

A district may create a public forum of a place or channel of communication for use by the public at large for assembly and speech, for use by certain speakers, or for the discussion of certain subjects. *Perry Educ. Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37 (1983); Chiu v. Plano Indep. Sch. Dist., 260 F.3d 330 (5th Cir. 2001)*

A district is not required to allow persons to engage in every type of speech when the district establishes a limited public forum; the district may be justified in reserving its forum for certain groups or for the discussion of certain topics. A district shall not discriminate against speech on the basis of viewpoint, and any restriction must be reasonable in light of the purpose served by the forum. *Good News Club v. Milford Cent. Sch., 533 U.S. 98 (2001); Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993)*

Fees for Use

The board may set and collect rentals, rates, and charges from students and others for the occupancy or use of any of a district's facilities, in the amounts and manner determined by the board. *Education Code 45.033*

Charter Schools

A district may not require a campus or campus program charter that is the result of the conversion of the status of an existing district campus to pay rent for or to purchase a facility in order to use the facility.

A district may not require a campus or campus program charter, or an open-enrollment charter school, to pay for any service provided

by the district under a contract between the district and the campus, campus program, or open-enrollment charter school an amount that is greater than the amount of the actual costs to the district of providing the service.

Education Code 11.1543

Patriotic Societies

If a district has a designated open forum or a limited public forum and receives funds made available through the United States Department of Education, the district shall not deny equal access or a fair opportunity to meet, or to discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code (as a patriotic society), that wishes to conduct a meeting within that designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed as a patriotic society.

The United States secretary of education may issue and secure compliance with rules or orders with respect to a district that receives federal funds and that denies equal access, or a fair opportunity to meet, or discriminates, as described above. If a district does not comply with the rules or orders, no funds made available through the Department of Education shall be provided to that district.

[For provisions related to a patriotic society's access to students, see GKE.]

'Youth Group'

"Youth group" means any group or organization intended to serve young people under the age of 21.

Limited Public Forum

For purposes of this policy regarding Patriotic Societies, an elementary school or secondary school has a limited public forum whenever the school grants an offering to, or opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory.

Sponsorship

Nothing in this policy shall be construed to require a district to sponsor any group officially affiliated with the Boy Scouts of America, or any youth group listed as a patriotic society.

Boy Scouts of America Equal Access Act, 20 U.S.C. 7905

Facilities as Polling Places

A district shall make its buildings available for use as polling places in any election that covers territory in which the buildings are located. If more than one authority requests the use of the buildings

for the same day and simultaneous use is impractical, a district shall determine which authority may use the building. *Election Code 43.031(c)*

No charge, including a charge for personnel, utilities, or other expenses incurred before or after regular business hours, shall be made for the use of a district building for a polling place if the day of the election is a day on which the building is normally open. If the day of an election is a day on which the building is not normally open, a charge may be made only for the reimbursement of actual expenses resulting from use of the building in the election. *Election Code 43.033(a)*

[For provisions related to polling place security, see CKC.]

Political Party Conventions

A district shall not assess a charge for the use of a school building for a precinct, county, or senatorial district convention, except for reimbursement for the actual charges resulting from use of the building for the convention. The district shall provide an itemized statement of expenses to the reimbursing authority. *Election Code 174.0631*

Facilities as Places of Worship

“Disaster” has the meaning assigned by Government Code 418.004.

Definitions

“Governmental entity” includes a political subdivision of this state, including a county, municipality, or special district or authority or an officer, employee, or agent of the entity.

“Person” has the meaning assigned by Government Code 311.005, except the term does not include an employee of a governmental entity acting within the employee's scope of employment or a contractor of a governmental entity acting within the scope of the contract.

“Place of worship” means a building or grounds where religious activities are conducted.

“Public official” means any elected or appointed officer, employee, or agent of this state or any political subdivision, board, commission, bureau, or other public body established by law.

“Religious organization” means an organization open to the public that is a religious organization under Civil Practice and Remedies Code 110.011(b).

Prohibition on Orders Closing Places of Worship

A government agency or public official may not issue an order that closes or has the effect of closing places of worship in this state or in a geographic area of this state.

Essential Activities	Notwithstanding any other law, a religious organization is an essential business at all times in this state, including during a declared state of disaster, and the organization's religious and other related activities are essential activities even if the activities are not listed as essential in an order issued during the disaster. A governmental entity may not at any time, including during a declared state of disaster, prohibit a religious organization from engaging in religious and other related activities or continuing to operate in the discharge of the organization's foundational faith-based mission and purpose or during a declared state of disaster order a religious organization to close or otherwise alter the organization's purposes or activities.
Relief Available	A person may assert a violation of this prohibition as a claim or defense in a judicial or administrative proceeding and obtain injunctive relief; declaratory relief; and court costs and reasonable attorney's fees. A person may commence an action and relief may be granted regardless of whether the person has sought or exhausted available administrative remedies. The attorney general may bring an action for injunctive or declaratory relief against a governmental entity or an officer or employee of a governmental entity to enforce compliance with this provision.
Interpretation	This provision may not be construed to preempt a state or federal law that is equally or more protective of the free exercise of religious beliefs or to narrow the meaning or application of a state or federal law protecting the free exercise of religious beliefs. This provision may not be construed to prevent a governmental entity from providing, either directly or through a person who is not seeking protection under this chapter, any benefit or service authorized under state or federal law. *Civ. Prac. & Rem. Code 110.001(a), .0031; Gov't Code 2401.001–.005*

A district shall develop a volunteer program. In developing the program, a district shall consider volunteers a resource that requires advance planning and preparation for effective use. If practicable, a district shall include volunteers in addition to paid staff in planning the implementation of the program. *Gov't Code 2109.003*

Program Requirements and Guidelines

A volunteer program shall include:

1. An effective training program for paid staff and prospective volunteers.
2. The use of paid staff to plan and implement the volunteer program.
3. An evaluation mechanism to assess the performance of volunteers, the cooperation of paid staff with the volunteers, and the overall volunteer program.
4. Follow-up studies to ensure the effectiveness of the program.

Gov't Code 2109.004(a)

A volunteer program may:

1. Establish a program to reimburse volunteers for actual and necessary expenses incurred in the performance of volunteer services.
2. Establish an insurance program to protect volunteers in the performance of volunteer services.
3. Cooperate with private organizations that provide services similar to those provided by a district.
4. Purchase engraved certificates, plaques, pins, and/or other awards of a similar nature that do not exceed $75 per person in value to recognize special achievement and outstanding service of volunteers.

Gov't Code 2109.004(b)

Criminal History Record

A district or shared services arrangement shall obtain from the Texas Department of Public Safety (DPS) and may obtain from any other law enforcement or criminal justice agency or a private entity that is a consumer reporting agency governed by the Fair Credit Reporting Act (15 U.S.C. Section 1681 et seq.), all criminal history record information that relates to a volunteer or person who has indicated, in writing, an intention to serve as a volunteer with the district or shared services arrangement. *Gov't Code 22.0835(a)*

The prospective volunteer must provide the district a driver's license or another form of identification containing the person's photograph issued by an entity of the United States government. *Gov't Code 22.0835(c)*

A person may not perform any volunteer duties until these requirements have been satisfied. *Gov't Code 22.0835(d)*

Permissive Exception

A district may, but is not required to, obtain all criminal history record information that relates to a person who volunteers or is applying to volunteer with a district or shared services arrangement if the person:

1. Is the parent, guardian, or grandparent of a child who is enrolled in the district for which the person volunteers or is applying to volunteer;
2. Will be accompanied by a district employee while on a school campus; or
3. Is volunteering for a single event on the school campus.

Gov't Code 22.0835(e), (f)

Costs

A district may require a volunteer or volunteer applicant to pay any costs related to obtaining criminal history record information. *Education Code 22.0835*

[See DBAA(LEGAL) for definitions and provisions regarding confidentiality, records retention, and criminal history record checks of employees.]

Immunity

Generally

A volunteer who is serving as a direct service volunteer in a district is immune from civil liability to the same extent as a district employee under Education Code 22.0511. However, this section of law does not limit the liability of a person for intentional misconduct or gross negligence.

A "volunteer" is a person rendering services for or on behalf of a district on district premises or at a school-sponsored or school-related activity on or off school property who does not receive compensation in excess of reimbursement for expenses.

Education Code 22.053

Extracurricular Activities

A person who volunteers to assist with an extracurricular activity is not liable for civil damages arising out of an act or omission relating to the requirements under Education Code 33.205 regarding safety precautions [see FM(LEGAL)] unless the act or omission is willfully or wantonly negligent. *Education Code 33.211*

Physical Examinations

Subject to Civil Practice and Remedies Code 91.003 (liability insurance requirements), a health-care practitioner who, without compensation or expectation of compensation, conducts a physical examination or medical screening for the purpose of determining the physical health and fitness of the patient to participate in a school-sponsored extracurricular or sporting activity is immune from civil liability for any act or omission resulting in the death of or injury to the patient if:

1. The health care practitioner was acting in good faith and in the course and scope of the health-care practitioner's duties;
2. The health-care practitioner commits the act or omission in the course of conducting the physical examination or medical screening of the patient;
3. The services provided to the patient are within the scope of the license of the health-care practitioner; and
4. Before the health-care practitioner conducts the physical examination or medical screening, the patient signs a written statement that acknowledges:
    a. That the health-care practitioner is conducting a physical examination or medical screening that is not administered for or in expectation of compensation; and
    b. The limitations on the recovery of damages from the health-care practitioner in connection with the physical examination or medical screening being performed.

    If the patient is a minor or is otherwise legally incompetent, the patient's parent, managing conservator, legal guardian, or other person with legal responsibility for the care of the patient must sign the written statement.

Civ. Prac. & Rem. Code 91.002

Immunity for Shelter Workers

A district volunteer is not civilly liable for an act performed in the discharge of duty if the person is performing an activity related to sheltering or housing individuals in connection with the evacuation of an area stricken or threatened by disaster. *Gov't Code 418.006*

Training – Concussion Oversight Team

A licensed health care professional who serves on a volunteer basis on a district's concussion oversight team [see FM] must have had training in the evaluation, treatment, and oversight of concussions at the time of appointment or approval as a member of the team. In addition, the professional shall, at least once every two years, take a course in the subject matter of concussions approved

by the University Interscholastic League (UIL), the Texas Department of Licensing and Regulation, or the appropriate licensing authority for the profession.

The professional must submit proof of timely completion of an approved course to the superintendent or designee. A licensed health-care professional who is not in compliance with these training requirements may not serve on a concussion oversight team in any capacity.

Education Code 38.154, .158

Kubota

BAGLEY TRACTOR & EQUIPMENT "WE MAKE WORK FUN!"

Quote Number: 403350
Effective Date: 07/20/2022
Valid Through: 07/31/2022

Ship To

Mike Harper
TX

Kubota Dealer

BAGLEY TRACTOR & EQUIPMENT
3709 SOUTH EASTMAN RD.
LONGVIEW, TX 75602

Brent Pearson
Phone: (903) 753-8262
Email:
brent@bagleytractor.com

Bill To

Mike Harper
TX

Equipment Detail



Description	Manufacturer	Model #	Qty	Price Each	Total
L4701HST - 4WD TRACTOR W/HST & FOLDABLE ROPS	**Kubota**	**L4701HST**	**1**	**$30,400.00**	**$30,400.00**
HEAVY DUTY FRONT LOADER W/2-LEVER TYPE QUICK COUPLER	Kubota	LA765	1	$7,100.00	$7,100.00
R-TIRE LSW610R470 R3 Grizz LSW 430 6stud		ALR6817	2	-Included	-Included
F-TIRE LSW305R343 R3 Titan Grizz LSW 430		ALR6818A	2	-Included	-Included
FRONT WORK LIGHT KIT (SET OF 2)	Kubota	E1138	1	$220.00	$220.00
REAR WORK LIGHT KIT (1 PER KIT)	Kubota	L8327	1	$180.00	$180.00
Universal Steel Canopy	PERRY	Universal Canopy	1	$500.00	$500.00
PALLET FORK, 1200LBS	LAND PRIDE	PFL1242	1	$900.00	$900.00

Finance Details

Equipment Total	$39,300.00
L4701-2YR Orange Protection Program	$1,325.00
LA765-2YR Orange Protection Program	$450.00
HET/KCC Fees	$139.39
Finance Sub-total *	$39,439.39

Cash Details

Equipment Total	$39,300.00
L4701-2YR Orange Protection Program	$1,325.00
LA765-2YR Orange Protection Program	$450.00
Heavy Equipment Tax	$74.39
Cash Incentives	($1,800.00)
Cash Sale Price	**$39,349.39**

* Not including Tax, Incentives, Insurance, and Ex. Warranty. See Below

Price on this quote is an estimate and subject to being increased. Final pricing and programs will be established at delivery. Order cancellation and refund of deposits are available should the price increase between the quote date and delivery date.

Kubota Disclaimer
Sales quote can only be provided by a participating Kubota dealer. Only Kubota and Kubota performance-matched Allied equipment are eligible. Inclusion of ineligible equipment may result in a higher blended APR. Stand Alone Kubota or Allied implements and attachments/accessories are subject to stand alone programs. Financing is available through Kubota Credit Corporation, U.S.A.; subject to credit approval. Program eligibility requirements are subject to change without notice and may be withdrawn without notice. Some exceptions apply. See dealer or go to KubotaUSA.com for more information.

Finance Terms

Term / APR	Finance Sub-Total	Min Down Percent	Incentives	Est. Taxes	Est. KTAC Insurance *	Orange Protection Program *	Equipment Financed Amount	Total Amount Financed	Estimated Monthly Payment
48 Months / 0.00%	$39,439.39	0%	($1,100.00)	$0.00	$2,502.32	$1,775.00	$38,339.39	**$42,616.71**	**$887.85**

* KTAC and Orange Protection Program is always finance at 0%

Price on this quote is an estimate and subject to being increased. Final pricing and programs will be established at delivery. Order cancellation and refund of deposits are available should the price increase between the quote date and delivery date.

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L Series **L4701HST**

* * * EQUIPMENT IN STANDARD MACHINE * * *

DIESEL ENGINE
Model # V2403-CR-E4-LB1
Tier 4 Final Engine
Common Rail Direct Injection
w/ Diesel Particulate Filter
Electronic Throttle
4 Cyl. 148.5 cu. in.
+ 44.8 Net Eng. HP
+ 37.8 PTO HP
@ 2600 Eng. rpm
12V, 600A CCA
Charging Output 40 Amps
Dual Air Cleaner Element

HYDRAULICS
Open Center
Tandem Pumps Gear Type
7.8 gpm Remote/3 Pt. Hitch
4.7 gpm for Power Steering
13.5 Total gpm
Cat I 3-point Hitch
At lift Point 2870 lb.
24" Behind 2320 lb.

FRONT AXLE
Hydrostatic Power Steering
Bevel Gear, Cast Iron
Tread Spacing, nonadjustable

DRIVE TRAIN
Feather Step HST
Hydraulic Pedal Assist
Cruise Control
Multiple Wet Disc Brakes
Clutch – Dry Type Single Stage
Differential Lock
Rear Axle – Spur Gear

+ Manufacturer Estimate

DASH INSTRUMENTS
Tachometer
Fuel Gauge
Temperature Gauge
LCD Display for Hour Meter
and Warning Messages

FLUID CAPACITY
Fuel Tank 13.5 gal.
Cooling System 6.9 qts.
Crankcase 8.7 qts.
Transmission and
Hydraulics 10.6 gal.
Front Axle 6.9 qts.

DIMENSIONS
Overall Height w/ROPS 91.7"
Overall Length w/3pt 127.4"
Wheel Base 72.8"
Crop Clearance 16.1"

POWER TAKE OFF
Live Independent Hydraulic PTO
w/ hydraulic clutch
540 rpm Rear PTO – 1 Speed
Speed - 540 @ 2640 Eng. rpm
SAE Std 1 3/8" Six Spline

SAFETY EQUIPMENT
Foldable ROPS w/ Retractable Seat Belt
PTO Shield
Safety Start Switches
Turn Signals / Hazard Lights
Mechanical Wet Disc Brakes
Parking Brakes
SMV Sign
Electric Key Shut-off
Parking Brake Indicator on Dash
Operator Presence Control System

OPERATOR STATION
Color Coded Controls
Wide Platform Steps
High Back Seat with Adjustable
Suspension w/ Water Drain Hole
Tool Box
Cup Holder
Left Hand Fender Grip
Default to Auto Regen; w/ Parked and
Inhibit Buttons for DPF

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-1102.00-000-300000	MISCELLANEOUS ACCT	.00	.00	.00	.00	_____.__	.00%	N
00-1103.00-000-300000	MONEY MARKET ACCOUNT	.00	.00	.00	.00	_____.__	.00%	N
00-1105.00-000-300000	CERTIFICATE OF DEPOSITS	.00	.00	.00	.00	_____.__	.00%	N
00-1106.00-000-300000	INVESTMENT IN LONE STAR	.00	.00	.00	.00	_____.__	.00%	N
00-1107.00-000-300000	INVESTMENT WITH AJ CAPI	.00	.00	.00	.00	_____.__	.00%	N
00-1110.00-000-300000	OBJECT GROUP DESCRIPTI	.00	.00	.00	.00	_____.__	.00%	N
00-1111.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-1120.00-000-300000	INVESTMENTS-LSIP	.00	.00	.00	.00	_____.__	.00%	N
00-1120.01-000-300000	INVESTMENTS-AJ CAPITAL	.00	.00	.00	.00	_____.__	.00%	N
00-1120.02-000-300000	INVESTMENTS-CERTIFICAT	.00	.00	.00	.00	_____.__	.00%	N
	11XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-1220.00-000-300000	PROPERTY TAXES REC. - D	.00	.00	.00	.00	_____.__	.00%	N
00-1220.01-000-300000	PROPERTY TAXES REC. - D	.00	.00	.00	.00	_____.__	.00%	N
00-1221.00-000-300000	RECEIVABLE PROPERTY TA	.00	.00	.00	.00	_____.__	.00%	N
00-1230.00-000-300000	ALLOW FOR UNCOL TAXES	.00	.00	.00	.00	_____.__	.00%	N
00-1241.00-000-300000	DUE FROM STATE	.00	.00	.00	.00	_____.__	.00%	N
00-1243.00-000-300000	DUE FROM OTHER GOVERN	.00	.00	.00	.00	_____.__	.00%	N
00-1251.00-000-300000	SUNDRY RECEIVABLES	.00	.00	.00	.00	_____.__	.00%	N
00-1260.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-1262.00-000-300000	DUE FROM SPEC REVENUE	.00	.00	.00	.00	_____.__	.00%	N
00-1264.00-000-300000	CAPITAL PROJECTS FUNDS	.00	.00	.00	.00	_____.__	.00%	N
00-1267.00-000-300000	DUE FROM PAYROLL CLEA	.00	.00	.00	.00	_____.__	.00%	N
00-1289.00-000-300000	DUE FROM OTHER FUNDS	.00	.00	.00	.00	_____.__	.00%	N
00-1290.00-000-300000	OTHER RECEIVABLES	.00	.00	.00	.00	_____.__	.00%	N
00-1299.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	12XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-1310.01-000-300000	GIRLS BASKETBALL UNIFO	.00	.00	.00	.00	_____.__	.00%	N
00-1310.02-000-300000	FLAG UNIFORMS	.00	.00	.00	.00	_____.__	.00%	N
00-1310.03-000-300000	INVENTORY/FB TICKETS 98	.00	.00	.00	.00	_____.__	.00%	N
	13XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-1410.00-000-300000	DEFERRED EXPENDITURES	.00	.00	.00	.00	_____.__	.00%	N
00-1410.01-000-300000	DEFERRED EXPENDITURES	.00	.00	.00	.00	_____.__	.00%	N
00-1410.11-000-300000	DEFERRED EXPENDITURES	.00	.00	.00	.00	_____.__	.00%	N
	14XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-1810.00-000-300000	RESTRICTED ASSETS	.00	.00	.00	.00	_____.__	.00%	N
	18XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2110.00-000-300000	ATTORNEY FEES	.00	.00	.00	.00	_____.__	.00%	N
00-2110.01-000-300000	ACCOUNTS PAYABLE	.00	.00	.00	.00	_____.__	.00%	N
00-2110.02-000-300000	ACCOUNTS PAYABLE CONS	.00	.00	.00	.00	_____.__	.00%	N
00-2111.00-000-300000	PAYABLE ACCOUNT	.00	.00	.00	.00	_____.__	.00%	N
00-2122.00-000-300000	LOANS PAYABLE - CURREN	.00	.00	.00	.00	_____.__	.00%	N
00-2151.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2152.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2152.02-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-000-300000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-002-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-043-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2154.00-023-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2155.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2155.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2155.04-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-003-300000		.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-2159.00-007-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-008-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-012-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-016-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-021-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-022-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-024-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-025-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-026-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-028-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-030-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-031-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-040-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-041-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-044-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2160.00-000-300000	ACCRUED WAGES PAYABL	.00	.00	.00	.00	_____.__	.00%	N
00-2161.00-000-300000	WAGE ACCRUALS	.00	.00	.00	.00	_____.__	.00%	N
00-2171.00-000-300000	DUE TO SPECIAL REVENUE	.00	.00	.00	.00	_____.__	.00%	N
00-2171.01-000-300000	GENERAL FUND-DIFFEREN	.00	.00	.00	.00	_____.__	.00%	N
00-2171.99-000-300000	GENERAL FUND	.00	.00	.00	.00	_____.__	.00%	N
00-2172.00-000-300000	DUE TO SPECIAL REVENUE	.00	.00	.00	.00	_____.__	.00%	N
00-2175.00-000-300000	DUE TO PAYROLL	.00	.00	.00	.00	_____.__	.00%	N
00-2175.99-000-300000	DUE TO GENERAL FUNDS	.00	.00	.00	.00	_____.__	.00%	N
00-2177.00-000-300000	TRUST AND AGENCY FUND	.00	.00	.00	.00	_____.__	.00%	N
00-2177.02-000-300000	DUE TO PAYROLL CLEARIN	.00	.00	.00	.00	_____.__	.00%	N
00-2177.99-000-300000	DUE TO TRUST & AGENCY F	.00	.00	.00	.00	_____.__	.00%	N
00-2180.00-000-300000	DUE TO OTHER GOV'T	.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-2181.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2183.00-000-300000	DUE TO OTHER GOVERNME	.00	.00	.00	.00	_____.__	.00%	N
	21XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2210.00-000-300000	ACCRUED EXPENSES	.00	.00	.00	.00	_____.__	.00%	N
00-2211.11-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
00-2211.12-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
00-2211.14-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
00-2211.16-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
00-2211.19-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
	22XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2310.00-000-300000	DEFERRED REVENUE	.00	.00	.00	.00	_____.__	.00%	N
00-2312.00-000-300000	DEF. REVENUE OTHER THA	.00	.00	.00	.00	_____.__	.00%	N
	23XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2600.00-000-300000	DEFERRED RESOURCES IN	.00	.00	.00	.00	_____.__	.00%	N
	26XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3410.00-000-300000	RESERVED FOR INVENTOR	.00	.00	.00	.00	_____.__	.00%	N
00-3440.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3470.00-000-300000	CAPITAL ACQUISITION PRO	.00	.00	.00	.00	_____.__	.00%	N
	34XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3510.00-000-300000	DESIGNATED FB-CONSTRU	.00	.00	.00	.00	_____.__	.00%	N
00-3510.01-000-300000	DESIGNATED FB-M&O TAX	.00	.00	.00	.00	_____.__	.00%	N
00-3540.00-000-300000	SELF INSURANCE DES FB	.00	.00	.00	.00	_____.__	.00%	N
00-3590.00-000-300000	OTHER DESIGNATED FUND	.00	.00	.00	.00	_____.__	.00%	N
	35XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3600.00-000-300000	UNRESERVED/UNDESIG. FU	.00	.00	.00	.00	_____.__	.00%	N
00-3601.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-3602.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	36XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3700.00-000-300000	BUDGET FUND BALANCE	.00	.00	.00	.00	_____.__	.00%	N
	37XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Fund Balance Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-4310.00-000-300000	RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.__	.00%	N
00-4310.01-000-300000	RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.__	.00%	N
	43XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-5711.00-000-300000	TAXES-CURRENT	1,678,504.09	1,744,969.00	1,744,969.00	1,677,680.34	1,845,180.00	5.74%	N
00-5712.00-000-300000	"TAXES, PRIOR YEAR"	67,729.39	120,000.00	120,000.00	73,909.42	120,000.00	.00%	N
00-5719.00-000-300000	"PENALTY, ETC."	46,628.01	55,000.00	55,000.00	56,377.42	55,000.00	.00%	N
00-5729.00-000-300000	HEADSTART REVENUE	41,436.05	41,000.00	41,000.00	37,590.12	41,000.00	.00%	N
00-5739.01-000-300000	TUITION	47,982.00	49,600.00	49,600.00	12,700.00	49,600.00	.00%	N
00-5739.02-000-300000	TUITION FOR SUMMER SCH	.00	.00	.00	.00	_____.__	.00%	N
00-5742.00-000-300000	EARN FM TEMP DEP & INVE	1.37	20.00	20.00	1.37	20.00	.00%	N
00-5742.01-000-300000	INTEREST EARNED ON OPE	590.01	1,000.00	1,000.00	684.07	1,000.00	.00%	N
00-5742.02-000-300000	INTEREST FROM INVESTME	112,553.66	10,000.00	10,000.00	50,159.56	10,000.00	.00%	N
00-5742.03-000-300000	INTEREST EARNED ON	1.59	20.00	20.00	1.59	20.00	.00%	N
00-5743.00-000-300000	AMBULANCE BLDG & RENT	.00	.00	.00	.00	_____.__	.00%	N
00-5744.00-000-300000	STUDENT OF THE MONTH D	.00	675.00	675.00	550.00	675.00	.00%	N
00-5744.01-000-300000	REVENUE FROM NON-PROF	.00	.00	.00	.00	_____.__	.00%	N
00-5744.05-000-300000	IN MEMORY OF-LIBRARY D	260.00	.00	.00	650.00	_____.__	.00%	N
00-5744.07-000-300000	HEAD START DONATIONS	.00	.00	.00	.00	_____.__	.00%	N
00-5745.00-000-300000	INSURANCE RECOVERY	.00	.00	.00	.00	_____.__	.00%	N
00-5749.00-000-300000	MISC REVENUE FROM LOC	81,953.71	3,500.00	3,500.00	150.50	3,500.00	.00%	N
00-5749.00-000-3000BF	BOOK FAIR PROCEEDS	.00	6,200.00	6,200.00	.00	6,200.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-5749.00-000-3000TB	PAYMENT FOR LOST TEXT	.00	100.00	100.00	.00	100.00	.00%	N
00-5749.00-000-300ERA	E RATE DISCOUNTS REVEN	.00	.00	.00	.00	_____.__	.00%	N
00-5749.01-000-300000	JH LAPTOP FEE	.00	.00	.00	.00	_____.__	.00%	N
00-5749.01-001-300000	HS TESTING FEES	1,632.00	.00	.00	2,078.00	_____.__	.00%	N
00-5749.03-000-300000	HS DRINK SALES	864.29	1,000.00	1,000.00	898.86	1,000.00	.00%	N
00-5752.00-000-300000	HS FOOTBALL GATE RECEI	13,917.00	16,000.00	16,000.00	10,962.05	16,000.00	.00%	N
00-5752.01-000-300000	JH FOOTBALL GATE RECEIP	3,936.00	3,500.00	3,500.00	2,265.00	3,500.00	.00%	N
00-5752.02-000-300000	BASKETBALL GATE RECEIP	7,799.00	5,000.00	5,000.00	7,500.05	5,000.00	.00%	N
00-5752.04-000-300000	BASKETBALL TOURNAMENT	.00	3,200.00	3,200.00	3,456.00	3,200.00	.00%	N
00-5752.05-000-300000	TRACK MEET ENTRY FEES	3,150.00	3,500.00	3,500.00	1,900.00	3,500.00	.00%	N
00-5752.06-000-300000	HS FOOTBALL OUT OF TOW	3,885.00	.00	.00	.00	_____.__	.00%	N
00-5759.00-000-300000	MINERAL ROYALTIES	19.48	900.00	900.00	13.65	900.00	.00%	N
	57XX Totals	**2,112,842.65**	**2,065,184.00**	**2,065,184.00**	**1,939,528.00**	**2,165,395.00**	**4.85%**	
00-5811.00-000-300000	PER CAPITA APPORTIONME	298,280.00	136,400.00	136,400.00	340,792.00	303,750.00	122.69%	N
00-5812.00-000-300000	FOUNDATION ENTITLEMEN	6,070,770.00	5,786,850.00	5,786,850.00	6,224,631.00	6,091,240.00	5.26%	N
00-5820.00-000-300000	PREKINDERGARTEN REVEN	.00	.00	.00	.00	_____.__	.00%	N
00-5829.01-000-300000	HOUSE BILL 1	.00	.00	.00	.00	_____.__	.00%	N
00-5831.00-000-300000	TRS ON BEHALF	400,205.22	.00	.00	.00	_____.__	.00%	N
00-5839.00-000-300000	STATE REV-STATE ENERGY	.00	.00	.00	.00	_____.__	.00%	N
	58XX Totals	**6,769,255.22**	**5,923,250.00**	**5,923,250.00**	**6,565,423.00**	**6,394,990.00**	**7.96%**	
00-5931.00-000-300000	SHARS REVENUE	25,520.78	10,000.00	10,000.00	13,400.81	10,000.00	.00%	N
00-5932.00-000-300000	MEDICAID ADMINISTRAT CL	.00	.00	.00	.00	_____.__	.00%	N
00-5949.00-000-300000	FEDERAL REV DIST DIRECT	61,322.82	55,507.00	55,507.00	52,342.72	45,715.00	-17.64%	N
	59XX Totals	**86,843.60**	**65,507.00**	**65,507.00**	**65,743.53**	**55,715.00**	**-14.95%**	
	Revenue Totals	**8,968,941.47**	**8,053,941.00**	**8,053,941.00**	**8,570,694.53**	**8,616,100.00**	**6.98%**	
11-2152.00-001-311000		.00	.00	.00	.00	_____.__	.00%	N
11-2152.00-101-311000		.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
	21XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-6144.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Function 00 Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
11-6112.00-001-311000	SALARIES OR WAGES FOR	9,372.50	15,000.00	15,000.00	32,440.00	15,000.00	.00%	N
11-6112.00-001-324000	"SUBSTITUTES, ACCEL ED"	425.00	5,500.00	5,500.00	135.00	5,500.00	.00%	N
11-6112.00-001-331000	SALARIES OR WAGES FOR	.00	580.00	580.00	.00	580.00	.00%	N
11-6112.00-041-311000	SUBSTITUTES JH REGULAR	8,437.50	11,000.00	11,000.00	10,719.58	11,000.00	.00%	N
11-6112.00-041-324000	SUBSTITUTE TEACHERS	.00	11,000.00	11,000.00	200.00	11,000.00	.00%	N
11-6112.00-101-311000	SUBSTITUTES ELEM REGUL	17,452.36	20,000.00	20,000.00	14,765.00	20,000.00	.00%	N
11-6112.00-101-324000	SUBSTITUTES ELEM SCE	2,432.50	600.00	600.00	1,655.00	600.00	.00%	N
11-6112.00-101-325000	SUBSTITUTE TEACHER ELE	.00	5,850.00	5,850.00	.00	5,850.00	.00%	N
11-6112.03-001-322000	"SUB-TEACHER, H. S. VOCA	3,857.50	5,000.00	5,000.00	12,852.50	5,000.00	.00%	N
11-6112.03-101-323000	"SUB-TEACHER, ELEM. SPE	1,335.00	1,600.00	1,600.00	1,030.00	1,600.00	.00%	N
11-6112.04-001-323000	"SUB-TEACHER, HIGH SCHO	947.50	2,000.00	2,000.00	350.00	2,000.00	.00%	N
11-6112.05-041-323000	"SUB-TEACHER, JR. HIGH S	65.00	800.00	800.00	1,104.02	800.00	.00%	N
11-6119.00-001-311000	SALARIES OR WAGES-TECH	682,633.24	702,471.00	702,471.00	613,635.68	746,693.00	6.30%	N
11-6119.00-001-3110TB	TEXT BOOK COORDINATOR	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6119.00-001-321000	SALARIES OR WAGES-TECH	11,621.23	12,203.00	12,203.00	10,766.65	6,099.00	-50.02%	N
11-6119.00-001-331000	SALARIES OR WAGES-TECH	.00	10,000.00	10,000.00	.00	10,000.00	.00%	N
11-6119.00-041-311000	SALARIES OR WAGES-TECH	544,907.20	550,984.00	550,984.00	514,729.64	619,313.00	12.40%	N
11-6119.00-041-323000	SALARIES-PROF. PERSONN	69,638.06	70,538.00	70,538.00	52,770.66	60,040.00	-14.88%	N
11-6119.00-041-337000	JH TEACHER DYSLEXIA	.00	100.00	100.00	.00	100.00	.00%	N
11-6119.00-101-311000	SALARIES-PROF. PERSONN	904,227.19	910,137.00	910,137.00	795,498.42	907,117.00	-.33%	N
11-6119.00-101-3110TB	TEXT BOOK COORDINATOR	.00	.00	.00	.00	_____.__	.00%	N
11-6119.00-101-321000	SALARIES OR WAGES-ELEM	.00	5,000.00	5,000.00	.00	5,000.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
11-6119.00-101-334000	HEAD START TEACHER	.00	.00	.00	.00	_____.__	.00%	N
11-6119.00-101-336000	PRE-K TEACHER	.00	.00	.00	.00	_____.__	.00%	N
11-6119.00-101-337000	ELEM TEACHER DYSLEXIA	.00	.00	.00	.00	_____.__	.00%	N
11-6119.00-999-399000	SALARIES OR WAGES-TECH	.00	58,040.00	58,040.00	.00	116,080.00	100.00%	N
11-6119.01-001-324000	TEACHERS-HS ST. COMP E	17,557.32	18,000.00	18,000.00	5,451.74	5,628.00	-68.73%	N
11-6119.01-041-324000	TEACHERS-JR.HI ST.COMP.	120,274.79	126,274.00	126,274.00	100,604.52	105,872.00	-16.16%	N
11-6119.01-101-311000	HEADSTART TEACHER	.00	.00	.00	.00	_____.__	.00%	N
11-6119.01-101-324000	TEACHERS-ELEM. ST.COMP	171,281.72	175,913.00	175,913.00	155,404.38	171,473.00	-2.52%	N
11-6119.02-001-311000	SALARIES OR WAGES-PAD	.00	.00	.00	.00	_____.__	.00%	N
11-6119.02-001-324000	SALARIES-TAKS REMED. CL	.00	.00	.00	.00	_____.__	.00%	N
11-6119.02-101-321000	TEACHERS-ELEM. G/T	.00	.00	.00	.00	_____.__	.00%	N
11-6119.03-001-322000	SALARIES OR WAGES-VOC	255,885.94	267,984.00	267,984.00	223,622.89	266,021.00	-.73%	N
11-6119.03-041-322000	JH VOC TEACHER	.00	.00	.00	.00	_____.__	.00%	N
11-6119.03-101-323000	TEACHERS-ELEM. SP.ED	42,568.85	45,170.00	45,170.00	39,973.49	88,850.00	96.70%	N
11-6119.04-001-323000	TEACHERS-HIGH SCHOOL S	90,581.99	94,965.00	94,965.00	84,028.39	96,318.00	1.42%	N
11-6119.05-101-323000	"SPEECH THERAPIST, SPEC	.00	.00	.00	.00	_____.__	.00%	N
11-6119.06-041-321000	TEACHER-JR HIGH G/T	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6121.00-001-311000	EXTRA DUTY PAY/OT-SUPP	.00	.00	.00	.00	_____.__	.00%	N
11-6129.00-001-311000	AEP-DISCIPLINE MGT	.00	3,000.00	3,000.00	.00	3,000.00	.00%	N
11-6129.00-001-324000	SALARIES FOR SUPPORT P	35,156.26	35,660.00	35,660.00	32,024.92	35,660.00	.00%	N
11-6129.00-001-331000	HS AIDE-HS ALLOTMENT	24,525.80	25,265.00	25,265.00	21,891.24	25,564.00	1.18%	N
11-6129.00-041-311000	SALARIES FOR SUPPORT P	25,857.52	27,360.00	27,360.00	25,426.35	27,360.00	.00%	N
11-6129.00-041-322000	COMPUTER TECHNICIAN	.00	.00	.00	.00	_____.__	.00%	N
11-6129.00-041-323000	SALARIES FOR SUPPORT P	56,119.85	59,504.00	59,504.00	53,729.14	19,835.00	-66.67%	N
11-6129.00-041-324000	SALARIES FOR SUPPORT P	16,947.76	19,072.00	19,072.00	17,739.08	19,326.00	1.33%	N
11-6129.00-101-323000	SUB ELEM.SP.ED.AIDE	860.00	2,100.00	2,100.00	4,697.50	2,100.00	.00%	N
11-6129.00-101-324000	ELEM AIDE ST COMP ED	1,732.50	.00	.00	1,130.00	_____.__	.00%	N

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11-6129.00-101-337000	ELEM AIDE DYSLEXIA	3,300.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
11-6129.01-001-311000	BUS DRIVER-ED FIELD TRIP	.00	1,200.00	1,200.00	60.00	1,200.00	.00%	N
11-6129.01-001-322000	COMPUTER TECHNICIAN	.00	.00	.00	.00	_____.__	.00%	N
11-6129.01-001-323000	TEACHER AIDES-HIGH SCH	37,458.30	39,161.00	39,161.00	34,345.40	37,669.00	-3.81%	N
11-6129.01-041-311000	BUS DRIVER-ED FIELD TRIP	.00	400.00	400.00	70.00	400.00	.00%	N
11-6129.01-041-323000	SUB AIDE - JH SPEC ED	340.00	500.00	500.00	525.00	500.00	.00%	N
11-6129.01-101-311000	BUS DRIVER-ED FIELD TRIP	508.38	1,100.00	1,100.00	515.00	1,100.00	.00%	N
11-6129.01-101-323000	TEACHER AIDES-ELEM. SP.	38,359.38	61,538.00	61,538.00	36,364.50	40,432.00	-34.30%	N
11-6129.01-101-324000	BUS DRIVER HEADSTART FI	61.75	350.00	350.00	65.00	350.00	.00%	N
11-6129.02-001-311000	TEACHER AIDE-BASIC SKILL	14,805.94	15,000.00	15,000.00	260.00	15,000.00	.00%	N
11-6129.02-001-323000	SUB-AIDE-HIGH SCHOOL SP	622.50	5,000.00	5,000.00	200.00	5,000.00	.00%	N
11-6129.02-101-311000	HEADSTART AIDE	20,124.95	21,106.00	21,106.00	18,610.80	21,360.00	1.20%	N
11-6129.03-101-311000	SUB-AIDE-ELEM. BASIC SKI	795.00	2,500.00	2,500.00	620.00	2,500.00	.00%	N
11-6129.04-101-311000	COMPUTER TECHNICIAN	.00	.00	.00	.00	_____.__	.00%	N
11-6141.00-001-311000	SOCIAL SECURITY/MEDICA	10,235.96	10,500.00	10,500.00	10,495.20	9,873.00	-5.97%	N
11-6141.00-001-3110TB	SOCIAL SECURITYMEDICAR	.00	.00	.00	.00	_____.__	.00%	N
11-6141.00-001-321000	SOCIAL SECURITY	164.46	173.00	173.00	151.94	84.00	-51.45%	N
11-6141.00-001-322000	SOCIAL SECURITY/MEDICA	.00	3,000.00	3,000.00	.00	3,000.00	.00%	N
11-6141.00-001-323000	EMPLOYERS SHARE FICA H	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
11-6141.00-001-324000	"EMPLOYERS SHARE, FICA"	476.10	1,000.00	1,000.00	412.74	425.00	-57.50%	N
11-6141.00-001-331000	SOCIAL SECURITY/MEDICA	357.83	650.00	650.00	301.45	331.00	-49.08%	N
11-6141.00-041-311000	SOCIAL SECURITY/MEDICA	8,318.78	8,500.00	8,500.00	7,906.57	7,956.00	-6.40%	N
11-6141.00-041-321000	SOCIAL SECURITY	.00	40.00	40.00	.00	40.00	.00%	N
11-6141.00-041-322000	SOCIAL SECURITY/MEDICA	.00	200.00	200.00	.00	200.00	.00%	N
11-6141.00-041-323000	EMPLOYERS SHARE FICA	1,752.13	1,986.00	1,986.00	1,473.42	1,059.00	-46.68%	N
11-6141.00-041-324000	SOCIAL SECURITY	239.05	537.00	537.00	276.02	232.00	-56.80%	N
11-6141.00-101-311000	EMPLOYERS SHARE FICA E	13,253.79	13,500.00	13,500.00	11,737.30	11,423.00	-15.39%	N

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11-6141.00-101-3110TB		.00	.00	.00	.00	_____.__	.00%	N
11-6141.00-101-321000	SOCIAL SECURITY	.00	.00	.00	.00	_____.__	.00%	N
11-6141.00-101-323000	EMPLOYERS SHARE FICA E	52.76	1,000.00	1,000.00	272.28	1,000.00	.00%	N
11-6141.00-101-324000	"EMPLOYERS SHARE, FICA"	272.95	2,150.00	2,150.00	131.70	1,659.00	-22.84%	N
11-6141.00-101-325000		.00	100.00	100.00	.00	100.00	.00%	N
11-6141.00-101-337000	SOCIAL SECURITY/MEDICA	46.33	50.00	50.00	.00	50.00	.00%	N
11-6141.01-001-311000		.00	100.00	100.00	4.59	100.00	.00%	N
11-6141.01-001-323000	SOCIAL SECURITY/MEDICA	543.08	1,100.00	1,100.00	497.98	546.00	-50.36%	N
11-6141.01-001-324000	SOCIAL SECURITY/MEDICA	248.87	250.00	250.00	75.90	78.00	-68.80%	N
11-6141.01-041-311000		.00	50.00	50.00	5.36	50.00	.00%	N
11-6141.01-041-323000		26.01	20.00	20.00	36.13	20.00	.00%	N
11-6141.01-041-324000	SOCIAL SECURITY/MEDICA	1,584.73	1,672.00	1,672.00	1,307.48	1,364.00	-18.42%	N
11-6141.01-101-311000	SOCIAL SECURITY/MEDICA	27.32	50.00	50.00	35.06	50.00	.00%	N
11-6141.01-101-323000	SOCIAL SECURITY/MEDICA	543.14	1,000.00	1,000.00	503.65	530.00	-47.00%	N
11-6141.01-101-324000	SOCIAL SECURITY/MEDICA	2,334.13	2,399.00	2,399.00	2,129.06	2,365.00	-1.42%	N
11-6141.02-001-311000	SOCIAL SECURITY/MEDICA	262.26	600.00	600.00	19.88	600.00	.00%	N
11-6141.02-001-323000		47.64	250.00	250.00	27.68	250.00	.00%	N
11-6141.02-101-311000	SOCIAL SECURITY/MEDICA	198.48	200.00	200.00	179.59	188.00	-6.00%	N
11-6141.03-001-322000	SOCIAL SECURITY/MEDICA	3,669.91	3,700.00	3,700.00	3,434.15	3,453.00	-6.68%	N
11-6141.03-101-311000		39.13	200.00	200.00	45.24	200.00	.00%	N
11-6141.03-101-323000	SOCIAL SECURITY/MEDICA	674.41	700.00	700.00	646.19	1,211.00	73.00%	N
11-6141.04-001-323000	SOCIAL SECURITY/MEDICA	1,283.31	1,300.00	1,300.00	1,122.34	1,248.00	-4.00%	N
11-6141.05-041-323000		4.97	100.00	100.00	49.68	100.00	.00%	N
11-6141.05-101-323000	SOCIAL SECURITY/MEDICA	.00	720.00	720.00	.00	720.00	.00%	N
11-6141.06-041-321000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.__	.00%	N
11-6142.00-001-311000	HEALTH INSURANCE/HS RE	31,782.93	39,600.00	39,600.00	32,449.86	32,479.00	-17.98%	N
11-6142.00-001-3110TB		.00	.00	.00	.00	_____.__	.00%	N

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11-6142.00-001-321000	GROUP HEALTH & LIFE INS	446.98	450.00	450.00	391.90	392.00	-12.89%	N
11-6142.00-001-322000	GROUP HEALTH & LIFE INS	.00	9,900.00	9,900.00	.00	9,900.00	.00%	N
11-6142.00-001-323000	GROUP INSURANCE HS	.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
11-6142.00-001-324000	HEALTH INSURANCE/HS RE	2,436.32	6,600.00	6,600.00	2,248.89	2,254.00	-65.85%	N
11-6142.00-001-331000	GROUP HEALTH & LIFE INS	3,575.00	3,300.00	3,300.00	3,300.00	3,300.00	.00%	N
11-6142.00-041-311000	HEALTH INSURANCE/JH RE	22,869.72	33,800.00	33,800.00	23,167.27	23,885.00	-29.33%	N
11-6142.00-041-321000	GROUP HEALTH & LIFE INS	.00	200.00	200.00	.00	200.00	.00%	N
11-6142.00-041-323000	HEALTH INS/ JH SPEC ED	9,433.21	9,500.00	9,500.00	8,717.60	3,300.00	-65.26%	N
11-6142.00-041-324000	GROUP HEALTH & LIFE INS	825.00	6,600.00	6,600.00	3,300.00	3,300.00	-50.00%	N
11-6142.00-101-311000	HEALTH INSURANCE/ELEM.	45,726.40	48,000.00	48,000.00	39,302.40	36,277.00	-24.42%	N
11-6142.00-101-3110TB		.00	.00	.00	.00	_____.__	.00%	N
11-6142.00-101-321000	GROUP HEALTH & LIFE INS	.00	300.00	300.00	.00	300.00	.00%	N
11-6142.00-101-323000	HEALTH INS/ELEM.SP.ED.	.00	6,600.00	6,600.00	.00	6,600.00	.00%	N
11-6142.00-101-324000	HEALTH INS/ELEM COMP	.00	9,900.00	9,900.00	.00	9,900.00	.00%	N
11-6142.01-001-323000		.00	3,500.00	3,500.00	.00	3,500.00	.00%	N
11-6142.01-001-324000		798.63	800.00	800.00	325.10	325.00	-59.38%	N
11-6142.01-041-324000		4,628.11	5,000.00	5,000.00	4,287.50	4,288.00	-14.24%	N
11-6142.01-101-323000		3,575.00	9,900.00	9,900.00	3,300.00	3,300.00	-66.67%	N
11-6142.01-101-324000		10,414.86	10,500.00	10,500.00	8,799.00	5,774.00	-45.01%	N
11-6142.02-001-311000		.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
11-6142.02-001-323000		.00	.00	.00	.00	_____.__	.00%	N
11-6142.02-101-311000		3,575.00	3,600.00	3,600.00	3,300.00	3,300.00	-8.33%	N
11-6142.03-001-322000		17,961.84	17,700.00	17,700.00	16,225.11	16,485.00	-6.86%	N
11-6142.03-101-323000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	3,300.00	100.00%	N
11-6142.04-001-323000		4,815.25	4,800.00	4,800.00	4,507.60	4,524.00	-5.75%	N
11-6142.05-101-323000		.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
11-6143.00-001-311000	"WORKERS' COMP., H.S."	3,815.97	4,000.00	4,000.00	4,447.05	4,000.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
11-6143.00-001-3110WC	WKRS COMP CLAIMS PD-HS	13.00	4,300.00	4,300.00	4.00	4,300.00	.00%	N
11-6143.00-001-321000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.__	.00%	N
11-6143.00-001-322000	VOCATIONAL WORKERS CO	508.80	900.00	900.00	592.94	900.00	.00%	N
11-6143.00-001-3220WC	WKRS COMP CLAIMS PD-HS	.00	850.00	850.00	.00	850.00	.00%	N
11-6143.00-001-323000	WORKERS COMP - HS. SP.	508.80	900.00	900.00	592.94	900.00	.00%	N
11-6143.00-001-3230WC	WKRS COMP CLAIMS PD-HS	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6143.00-001-331000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.__	.00%	N
11-6143.00-041-311000	"WORKERS' COMP., J.H."	3,307.18	3,500.00	3,500.00	3,854.11	3,500.00	.00%	N
11-6143.00-041-3110WC	WKRS COMP CLAIMS PD-JH	.00	600.00	600.00	.00	600.00	.00%	N
11-6143.00-041-323000	JR HI SPEC ED	1,017.58	1,100.00	1,100.00	1,185.88	1,100.00	.00%	N
11-6143.00-101-311000	"WORKERS' COMP., ELEM."	5,342.36	5,400.00	5,400.00	6,522.34	5,400.00	.00%	N
11-6143.00-101-3110WC	WKRS COMP CLAIMS PD-EL	1,020.00	2,500.00	2,500.00	541.00	2,500.00	.00%	N
11-6143.00-101-321000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.__	.00%	N
11-6143.00-101-323000	WORKERS' COMP. SPECIAL	1,017.58	1,500.00	1,500.00	1,185.88	1,500.00	.00%	N
11-6143.00-101-3230WC	WKRS COMP CLAIMS PD-EL	.00	1,200.00	1,200.00	86.00	1,200.00	.00%	N
11-6143.00-101-324000	WORKERS COMP CLAIMS	.00	150.00	150.00	.00	150.00	.00%	N
11-6143.00-101-3240WC	WKRS COMP CLAIMS PD-EL	.00	150.00	150.00	.00	150.00	.00%	N
11-6144.00-001-300000	TRS ON BEHALF	.09	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-311000	TRS ON-BEHALF BENEFIT	47,522.56	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-3110TB		.00	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-321000	TRS ON-BEHALF BENEFIT	1,000.68	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-322000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-323000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-324000	TRS ON-BEHALF BENEFIT	3,062.85	.00	.00	.00	_____.__	.00%	N
11-6144.00-001-331000	TRS ON-BEHALF BENEFIT	2,085.23	.00	.00	.00	_____.__	.00%	N
11-6144.00-041-311000	TRS ON-BEHALF BENEFIT	45,451.30	.00	.00	.00	_____.__	.00%	N
11-6144.00-041-321000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N

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11-6144.00-041-323000	TRS ON-BEHALF BENEFIT	10,399.72	.00	.00	.00	_____.__	.00%	N
11-6144.00-041-324000	TRS ON-BEHALF BENEFIT	1,433.58	.00	.00	.00	_____.__	.00%	N
11-6144.00-101-311000	TRS ON-BEHALF BENEFIT	75,301.08	.00	.00	.00	_____.__	.00%	N
11-6144.00-101-3110TB		.00	.00	.00	.00	_____.__	.00%	N
11-6144.00-101-321000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
11-6144.00-101-323000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
11-6144.00-101-324000	TRS ON-BEHALF BENEFIT	27.11	.00	.00	.00	_____.__	.00%	N
11-6144.00-101-337000	TRS ON-BEHALF BENEFIT	288.84	.00	.00	.00	_____.__	.00%	N
11-6144.00-999-399000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
11-6144.01-001-311000		.00	.00	.00	.00	_____.__	.00%	N
11-6144.01-001-322000		.00	.00	.00	.00	_____.__	.00%	N
11-6144.01-001-323000	TRS ON-BEHALF BENEFIT	1,594.99	.00	.00	.00	_____.__	.00%	N
11-6144.01-001-324000	TRS ON-BEHALF BENEFIT	1,303.28	.00	.00	.00	_____.__	.00%	N
11-6144.01-041-311000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
11-6144.01-041-324000	TRS ON-BEHALF BENEFIT	10,381.86	.00	.00	.00	_____.__	.00%	N
11-6144.01-101-311000		.00	.00	.00	.00	_____.__	.00%	N
11-6144.01-101-323000	TRS ON-BEHALF BENEFIT	3,256.75	.00	.00	.00	_____.__	.00%	N
11-6144.01-101-324000	TRS ON-BEHALF BENEFIT	14,619.46	.00	.00	.00	_____.__	.00%	N
11-6144.02-001-311000	TRS ON-BEHALF BENEFIT	2,790.99	.00	.00	.00	_____.__	.00%	N
11-6144.02-001-323000		.00	.00	.00	.00	_____.__	.00%	N
11-6144.02-101-311000	TRS ON-BEHALF BENEFIT	1,719.12	.00	.00	.00	_____.__	.00%	N
11-6144.03-001-322000	TRS ON-BEHALF BENEFIT	21,707.73	.00	.00	.00	_____.__	.00%	N
11-6144.03-101-311000	TRS ON-BEHALF BENEFIT	30.62	.00	.00	.00	_____.__	.00%	N
11-6144.03-101-323000	TRS ON-BEHALF BENEFIT	3,575.14	.00	.00	.00	_____.__	.00%	N
11-6144.04-001-323000	TRS ON-BEHALF BENEFIT	6,277.52	.00	.00	.00	_____.__	.00%	N
11-6144.05-101-323000		.00	.00	.00	.00	_____.__	.00%	N
11-6145.00-001-311000	"UNEMPLOYMENT COMP., H	618.00	800.00	800.00	494.40	800.00	.00%	N

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11-6145.00-001-321000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.__	.00%	N
11-6145.00-001-322000	VOCATIONAL - UNEMPLOY	82.40	200.00	200.00	65.92	200.00	.00%	N
11-6145.00-001-323000	UNEMPLOYEMENT COMP. H	82.40	250.00	250.00	65.92	250.00	.00%	N
11-6145.00-001-331000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.__	.00%	N
11-6145.00-041-311000	"UNEMPLOYMENT COMP., J.	535.60	650.00	650.00	428.48	650.00	.00%	N
11-6145.00-041-323000	UNEMPLOYMENT COMP.-JR	164.80	200.00	200.00	131.84	200.00	.00%	N
11-6145.00-101-311000	"UNEMPLOYMENT COMP., E	865.20	900.00	900.00	692.16	900.00	.00%	N
11-6145.00-101-321000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.__	.00%	N
11-6145.00-101-323000	UNEMPLOYMENT COMP. EL	164.80	200.00	200.00	131.84	200.00	.00%	N
11-6146.00-001-311000	TR BENEFITS/H.S.REG.	17,233.01	17,671.00	17,671.00	16,882.43	19,545.00	10.60%	N
11-6146.00-001-3110TB	TRS- TEXTBOOK COORDINA	.00	.00	.00	.00	_____.__	.00%	N
11-6146.00-001-321000	TR BENEFITS	329.21	314.00	314.00	317.83	181.00	-42.36%	N
11-6146.00-001-322000	TEACHER RETIREMT/TRS C	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
11-6146.00-001-323000	TR BENEFITS	.00	750.00	750.00	.00	750.00	.00%	N
11-6146.00-001-324000	TR BENEFITS	828.11	849.00	849.00	777.23	884.00	4.12%	N
11-6146.00-001-331000	TEACHER RETIREMT/TRS C	555.25	595.00	595.00	522.76	626.00	5.21%	N
11-6146.00-041-311000	TR BENEFITS/JR.H.REG.	16,457.51	16,732.00	16,732.00	16,591.37	18,204.00	8.80%	N
11-6146.00-041-321000	TR BENEFITS	.00	50.00	50.00	.00	50.00	.00%	N
11-6146.00-041-323000	TR BENEFITS	3,249.20	2,976.00	2,976.00	2,775.30	2,177.00	-26.85%	N
11-6146.00-041-324000	TR BENEFITS	381.56	991.00	991.00	383.39	467.00	-52.88%	N
11-6146.00-101-311000	TR BENEFITS/ELEM.REG.	24,515.19	24,894.00	24,894.00	22,628.05	24,093.00	-3.22%	N
11-6146.00-101-3110TB		.00	.00	.00	.00	_____.__	.00%	N
11-6146.00-101-321000	TEACHER RETIREMENT	.00	50.00	50.00	.00	50.00	.00%	N
11-6146.00-101-323000	TR BENEFITS	.00	600.00	600.00	.00	600.00	.00%	N
11-6146.00-101-324000	TEACHER RETIREMENT	7.29	2,150.00	2,150.00	.00	2,150.00	.00%	N
11-6146.00-101-337000	TEACHER RETIREMENT/TR	77.54	100.00	100.00	.00	100.00	.00%	N
11-6146.01-001-311000		.00	10.00	10.00	.00	10.00	.00%	N

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11-6146.01-001-323000	TEACHER RETIREMT/TRS C	2,725.82	7,500.00	7,500.00	2,840.34	480.00	-93.60%	N
11-6146.01-001-324000	TEACHER RETIREMT/TRS C	563.53	400.00	400.00	214.11	221.00	-44.75%	N
11-6146.01-041-311000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	.__	.00%	N
11-6146.01-041-324000	TEACHER RETIREMT/TRS C	3,341.74	3,699.00	3,699.00	3,312.81	3,351.00	-9.41%	N
11-6146.01-101-311000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	.__	.00%	N
11-6146.01-101-323000	TEACHER RETIREMT/TRS C	867.30	1,700.00	1,700.00	839.50	980.00	-42.35%	N
11-6146.01-101-324000	TEACHER RETIREMT/TRS C	4,356.58	4,690.00	4,690.00	5,370.60	4,735.00	.96%	N
11-6146.02-001-311000	TEACHER RETIREMT/TRS C	329.88	800.00	800.00	.00	800.00	.00%	N
11-6146.02-001-323000		.00	50.00	50.00	.00	50.00	.00%	N
11-6146.02-101-311000	TEACHER RETIREMT/TRS C	457.82	493.00	493.00	441.60	519.00	5.27%	N
11-6146.03-001-322000	TEACHER RETIREMT/TRS C	6,634.55	6,957.00	6,957.00	6,217.02	7,381.00	6.09%	N
11-6146.03-101-311000	TEACHER RETIREMENT/TR	8.21	100.00	100.00	.00	100.00	.00%	N
11-6146.03-101-323000	TEACHER RETIREMT/TRS C	929.64	1,350.00	1,350.00	1,107.62	2,339.00	73.26%	N
11-6146.04-001-323000	TEACHER RETIREMT/TRS C	3,721.90	3,865.00	3,865.00	3,823.57	4,251.00	9.99%	N
11-6146.05-041-323000	TEACHER RETIREMENT/TR	.00	.00	.00	13.52	.__	.00%	N
11-6146.05-101-323000	TEACHER RETIREMT/TRS C	.00	1,200.00	1,200.00	.00	1,200.00	.00%	N
11-6146.06-041-321000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	.__	.00%	N
11-6149.00-001-311000	EMPLOYEE BENEFITS	.00	.00	.00	.00	.__	.00%	N
11-6149.00-001-321000	EMPLOYEE BENEFITS	.00	.00	.00	.00	.__	.00%	N
11-6149.00-001-331000	EMPLOYEE BENEFITS	.00	.00	.00	.00	.__	.00%	N
11-6149.00-101-321000	EMPLOYEE BENEFITS	.00	.00	.00	.00	.__	.00%	N
	61XX Totals	**3,803,065.87**	**3,885,858.00**	**3,885,858.00**	**3,222,994.05**	**3,915,022.00**	**.75%**	
11-6219.00-001-311000	PURCHASING COOP.HS	222.09	250.00	250.00	222.39	250.00	.00%	N
11-6219.00-001-3110BD	PROFESSIONAL SERVICES	3,400.00	5,000.00	5,000.00	4,350.00	5,000.00	.00%	N
11-6219.00-001-322000	PROF & CONTRACTED SVC	.00	3,500.00	3,500.00	2,884.00	3,500.00	.00%	N
11-6219.00-001-325000	CONTRACTED SERVICE HS	.00	100.00	100.00	.00	100.00	.00%	N
11-6219.00-001-338000	CCMR CONTRACTED SVCS	300.00	300.00	300.00	6,799.00	300.00	.00%	N

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11-6219.00-041-311000	PURCHASING COOP-JH	191.02	200.00	200.00	191.27	200.00	.00%	N
11-6219.00-041-3110BD	CONTRACTED SERVICES-J	400.00	1,000.00	1,000.00	1,000.00	1,000.00	.00%	N
11-6219.00-041-322000	FILTER-INTERNET CONNEC	.00	.00	.00	.00	_____.__	.00%	N
11-6219.00-041-325000	CONTRACTED SERVICES J	.00	500.00	500.00	.00	500.00	.00%	N
11-6219.00-101-311000	PURCHASING COOP-ELEM	344.89	375.00	375.00	345.34	375.00	.00%	N
11-6219.00-101-325000	CONTR SVCS ELEM BILING	714.00	800.00	800.00	612.00	800.00	.00%	N
11-6219.01-001-311000	EDGENUITY -HS	7,791.00	8,000.00	8,000.00	7,650.00	8,000.00	.00%	N
11-6219.01-001-322000	PROFESSIONAL SVCS-EDG	.00	.00	.00	.00	_____.__	.00%	N
11-6219.01-041-311000	EDGENUITY-JH	.00	.00	.00	.00	_____.__	.00%	N
11-6219.01-101-311000	PROFESSIONAL CONTRACT	.00	.00	.00	2,100.00	_____.__	.00%	N
11-6219.02-001-311000	ROCKETRY SYSTEMS GO P	2,785.00	4,000.00	4,000.00	4,725.00	4,000.00	.00%	N
11-6223.00-999-324000	DARE PROGRAM	.00	500.00	500.00	.00	500.00	.00%	N
11-6239.00-001-311000	REGION VII PROF DEV-HS	8,823.11	10,000.00	10,000.00	9,020.58	10,000.00	.00%	N
11-6239.00-001-323000	REG.VII HS SPECIAL ED WO	.00	100.00	100.00	.00	100.00	.00%	N
11-6239.00-001-331000	EDUCATION SERVICE CENT	.00	1,910.00	1,910.00	.00	1,910.00	.00%	N
11-6239.00-041-311000	EDUCATION SERVICE CENT	8,088.47	10,000.00	10,000.00	8,258.33	10,000.00	.00%	N
11-6239.00-041-323000	REGION VII JH SPECIAL ED	.00	100.00	100.00	.00	100.00	.00%	N
11-6239.00-101-311000	REG.VII PROF. DEVELOPME	13,701.42	14,000.00	14,000.00	14,008.09	14,000.00	.00%	N
11-6239.00-101-323000	REGION VII ELEM SPECIAL	.00	100.00	100.00	.00	100.00	.00%	N
11-6239.01-001-311000	DMAC - H.S.	.00	.00	.00	.00	_____.__	.00%	N
11-6239.01-001-321000	REGION 7-HS GT PROGRAM	2,417.55	2,600.00	2,600.00	2,208.62	2,600.00	.00%	N
11-6239.01-041-311000	DMAC - J.H.	.00	.00	.00	.00	_____.__	.00%	N
11-6239.01-041-321000	REGION 7-JH-GT PROGRAM	2,079.25	3,500.00	3,500.00	1,899.58	3,500.00	.00%	N
11-6239.01-101-311000	DMAC - ELEM.	.00	.00	.00	.00	_____.__	.00%	N
11-6239.01-101-321000	REGION 7-ELEM-GT PROGR	3,754.20	4,000.00	4,000.00	3,429.80	4,000.00	.00%	N
11-6249.00-001-322000	CONT. REPAIR/MAINT. VO.A	.00	250.00	250.00	.00	250.00	.00%	N
11-6249.01-001-3110BD	REPAIR/MAINT. BAND EQUI	9,380.51	7,500.00	7,500.00	7,496.01	7,500.00	.00%	N

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11-6249.01-001-322000	CONT. REPAIR/MAINT PRIN	.00	700.00	700.00	.00	700.00	.00%	N
11-6249.01-041-3110BD	REPAIR/MAINT. JH BAND	1,000.00	1,500.00	1,500.00	1,623.36	1,500.00	.00%	N
11-6249.01-101-3110BD	REPAIR/MAINT ELEM MUSIC	100.00	100.00	100.00	100.00	100.00	.00%	N
11-6249.02-001-3110BD	RENTALS BAND	200.00	1,000.00	1,000.00	617.69	1,000.00	.00%	N
11-6249.02-001-322000	NETWORK MAINTENANCE-V	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6269.00-001-311000	COPIER RENTAL/HS	7,753.14	9,000.00	9,000.00	7,652.46	9,000.00	.00%	N
11-6269.00-041-311000	COPIER RENTAL/JH	6,307.10	7,000.00	7,000.00	6,478.19	7,000.00	.00%	N
11-6269.00-101-311000	COPIER RENTAL/ELEM	8,499.90	9,000.00	9,000.00	8,331.98	9,000.00	.00%	N
11-6269.01-001-311000	RENTAL SUBSCRIPTIONS	114.00	500.00	500.00	114.00	500.00	.00%	N
11-6299.00-001-311000	MISC CONTRACTED SVCS-	11,311.11	10,000.00	10,000.00	9,929.23	13,055.00	30.55%	N
11-6299.00-001-324000	DAEP WITH KILGORE ISD	.00	.00	.00	.00	_____.__	.00%	N
11-6299.00-001-328000	DAEP	.00	15,000.00	15,000.00	.00	15,000.00	.00%	N
11-6299.00-041-311000	MISC CONTRACTED SVCS-J	5,055.15	5,100.00	5,100.00	4,644.41	7,251.00	42.18%	N
11-6299.00-041-324000	JH Mastery Connect	.00	.00	.00	.00	_____.__	.00%	N
11-6299.00-101-311000	MISC CONTRACTED SVCS-E	6,763.00	7,000.00	7,000.00	5,536.05	11,450.00	63.57%	N
11-6299.00-101-324000	Elementary Mastery Connect	1,000.00	3,600.00	3,600.00	1,774.00	3,600.00	.00%	N
	62XX Totals	**112,495.91**	**149,085.00**	**149,085.00**	**124,001.38**	**158,741.00**	**6.48%**	
11-6311.00-001-322000	GAS FOR AG TRUCK	174.67	500.00	500.00	402.43	500.00	.00%	N
11-6311.01-001-311000	GASOLINE/H.S.	.00	100.00	100.00	.00	100.00	.00%	N
11-6399.00-001-311000	TEACHING SUPPLIES-H.S. B	2,604.21	3,250.00	3,250.00	2,485.92	3,250.00	.00%	N
11-6399.00-001-3110PA	HS PAPER SUPPLY	2,921.70	3,000.00	3,000.00	2,828.92	3,000.00	.00%	N
11-6399.00-001-325000	HS BILINGUAL SUPPLIES	84.12	700.00	700.00	616.62	700.00	.00%	N
11-6399.00-001-338000	CCMR SUPPLIES	2,691.00	5,000.00	5,000.00	.00	5,000.00	.00%	N
11-6399.00-041-311000	SUPPLIES-JH ELA	591.59	1,500.00	1,500.00	316.24	1,500.00	.00%	N
11-6399.00-041-3110PA	JH PAPER SUPPLY	2,649.00	2,100.00	2,100.00	1,656.50	2,100.00	.00%	N
11-6399.00-041-325000	JH BILINGUAL SUPPLIES	145.10	300.00	300.00	.00	300.00	.00%	N
11-6399.00-101-311000	GENERAL SUPPLIES/ELEM	1,721.63	2,000.00	2,000.00	1,994.93	2,000.00	.00%	N

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11-6399.00-101-3110PA	ELEM PAPER SUPPLY	4,831.72	4,500.00	4,500.00	4,540.70	4,500.00	.00%	N
11-6399.00-101-325000	ELEM BILINGUAL SUPPLIES	.00	500.00	500.00	.00	500.00	.00%	N
11-6399.01-001-311000	HS SOCIAL STUDIES	.00	800.00	800.00	896.48	800.00	.00%	N
11-6399.01-001-3110BD	TEACHING SUPPLIES BAND	3,298.16	5,000.00	5,000.00	9,248.49	5,000.00	.00%	N
11-6399.01-001-322000	GENERAL SUPPLIES-PRINT	2,424.25	2,500.00	2,500.00	2,315.02	2,500.00	.00%	N
11-6399.01-001-324000	TEACHING SUPPLIES-H.S. S	172.06	1,000.00	1,000.00	282.72	1,000.00	.00%	N
11-6399.01-041-311000	SUPPLIES-JH-HISTORY	672.34	800.00	800.00	147.59	800.00	.00%	N
11-6399.01-041-3110BD	TEACHING SUPPLIES JH BA	2,468.36	2,500.00	2,500.00	2,653.63	2,500.00	.00%	N
11-6399.01-041-324000	SUPPLIES-JH CONTENT MA	.00	500.00	500.00	.00	500.00	.00%	N
11-6399.01-101-311000	SUPPLIES ELEM FINE ARTS	1,093.31	750.00	750.00	603.35	750.00	.00%	N
11-6399.01-101-3110BD	SUPPLIES-ELEM MUSIC	46.74	50.00	50.00	50.00	50.00	.00%	N
11-6399.01-101-324000	TEACHING SUPPLIES-ELEM.	1,406.07	1,000.00	1,000.00	856.92	1,000.00	.00%	N
11-6399.02-001-311000	POSTAGE/H.S.	968.00	1,000.00	1,000.00	821.25	1,000.00	.00%	N
11-6399.02-001-3110BD	TEACHING SUPPLIES BAND	1,014.66	500.00	500.00	618.81	500.00	.00%	N
11-6399.02-001-321000	TEACHING SUPPLIES-H.S. G	6,366.44	6,500.00	6,500.00	7,271.11	6,500.00	.00%	N
11-6399.02-001-322000	VOC AV SUPPLIES	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
11-6399.02-041-311000	POSTAGE/JR.HIGH	718.00	1,000.00	1,000.00	334.00	1,000.00	.00%	N
11-6399.02-041-3110AR	A R REWARDS JH	1,189.11	1,200.00	1,200.00	1,198.04	1,200.00	.00%	N
11-6399.02-041-321000	SUPPLIES-JR.HI G/T	658.14	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6399.02-101-311000	SUPPLIES-PRE-K	99.68	100.00	100.00	100.00	100.00	.00%	N
11-6399.02-101-3110AR	A R REWARDS ELEM	2,490.60	2,500.00	2,500.00	2,478.53	2,500.00	.00%	N
11-6399.02-101-321000	TEACHING SUPPLIES-ELEM.	.00	300.00	300.00	.00	300.00	.00%	N
11-6399.03-001-311000	HS MATH SUPPLIES	914.44	1,000.00	1,000.00	596.07	1,000.00	.00%	N
11-6399.03-001-322000	SUPPLIES-HS VOC AG	7,932.46	8,000.00	8,000.00	4,612.52	8,000.00	.00%	N
11-6399.03-041-311000	JH ART SUPPLIES	1,205.72	1,500.00	1,500.00	1,428.06	1,500.00	.00%	N
11-6399.03-041-323000	SUPPLIES-JR.HI SP.ED.	700.00	700.00	700.00	798.79	700.00	.00%	N
11-6399.03-101-311000	SUPPLIES-KINDERGARTEN	1,464.91	1,500.00	1,500.00	102.72	1,500.00	.00%	N

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11-6399.03-101-323000	SUPPLIES-ELEM. SP.ED	931.31	1,000.00	1,000.00	131.00	1,000.00	.00%	N
11-6399.04-001-311000	HS ENGLISH SUPPLIES	383.42	1,000.00	1,000.00	249.88	1,000.00	.00%	N
11-6399.04-001-322000	SUPPLIES-HS VOC PRINT S	1,595.18	2,000.00	2,000.00	970.05	2,000.00	.00%	N
11-6399.04-001-323000	SUPPLIES-HS SP.ED.	531.84	800.00	800.00	600.00	800.00	.00%	N
11-6399.04-041-311000	SUPPLIES - J.H. SCIENCE	1,641.58	1,500.00	1,500.00	231.04	1,500.00	.00%	N
11-6399.04-101-311000	SUPPLIES-1ST GRADE	1,490.70	1,500.00	1,500.00	88.92	1,500.00	.00%	N
11-6399.05-001-311000	HS DIGITAL CLASSROOM S	.00	800.00	800.00	1,066.74	800.00	.00%	N
11-6399.05-001-3110CH	TEACHING SUPPLIES-HS SC	3,059.82	3,300.00	3,300.00	1,863.09	3,300.00	.00%	N
11-6399.05-001-322000	HS VOC HEALTH SCIENCE S	854.59	860.00	860.00	275.00	860.00	.00%	N
11-6399.05-101-311000	SUPPLIES-ELEM SCIENCE	500.00	500.00	500.00	467.93	500.00	.00%	N
11-6399.06-001-311000	SUPPLIES-HS THEATER	1,801.94	2,000.00	2,000.00	596.39	2,000.00	.00%	N
11-6399.06-101-311000	SUPPLIES-2ND GRADE	2,043.11	1,500.00	1,500.00	228.71	1,500.00	.00%	N
11-6399.07-001-311000	FURN & EQUIP - HS	5,770.60	1,200.00	1,200.00	3,156.60	1,200.00	.00%	N
11-6399.07-001-322000	FURN&EQUIP-HS VOC PRIN	.00	1,500.00	1,500.00	367.66	1,500.00	.00%	N
11-6399.07-001-323000	FURN & EQUIP-HS SPEC ED	.00	100.00	100.00	.00	100.00	.00%	N
11-6399.07-001-324000	FURN& EQUIP-HS COMP ED	.00	50.00	50.00	.00	50.00	.00%	N
11-6399.07-041-311000	FURN & EQUIP- JH	5,529.85	1,000.00	1,000.00	997.59	1,000.00	.00%	N
11-6399.07-041-323000	FURN & EQUIP- JH SP.	75.00	75.00	75.00	136.00	75.00	.00%	N
11-6399.07-041-324000	FURN & EQUIP- JH COMP E	50.00	50.00	50.00	.00	50.00	.00%	N
11-6399.07-101-311000	FURN & EQUIP - ELEM	1,199.88	1,200.00	1,200.00	914.45	1,200.00	.00%	N
11-6399.07-101-323000	FURN & EQUIP- ELEM SPEE	500.00	500.00	500.00	.00	500.00	.00%	N
11-6399.07-101-324000	FURN & EQUIP-ELEM COMP	31.59	100.00	100.00	.00	100.00	.00%	N
11-6399.08-001-311000	HS P.E. EQUIPMENT	161.44	800.00	800.00	421.41	800.00	.00%	N
11-6399.08-041-311000	JH P.E. EQUIPMENT	805.00	500.00	500.00	407.02	500.00	.00%	N
11-6399.08-101-311000	ELEM P.E. EQUIPMENT	498.89	500.00	500.00	486.00	500.00	.00%	N
11-6399.09-001-311000	HS ART SUPPLIES	1,594.75	2,000.00	2,000.00	153.20	2,000.00	.00%	N
11-6399.09-101-311000	SUPPLIES-3RD GRADE	1,480.37	1,500.00	1,500.00	206.20	1,500.00	.00%	N

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11-6399.10-001-311000	TEACHING SUPPLIES-NEWS	400.00	600.00	600.00	.00	600.00	.00%	N
11-6399.10-041-311000	SUPPLIES-JH MATH	914.90	1,500.00	1,500.00	1,369.84	1,500.00	.00%	N
11-6399.10-101-311000	SUPPLIES-4TH GRADE	1,312.89	1,500.00	1,500.00	339.23	1,500.00	.00%	N
11-6399.11-001-322000	HS BUSINESS VOC.	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
11-6399.11-101-311000	SUPPLIES-5TH GRADE	1,454.63	1,500.00	1,500.00	540.55	1,500.00	.00%	N
11-6399.12-001-311000	TECH SUPPLY/HS	939.76	2,500.00	2,500.00	2,276.70	2,500.00	.00%	N
11-6399.12-041-311000	TECH SUPPLY/ JH	1,395.51	2,000.00	2,000.00	1,532.42	2,000.00	.00%	N
11-6399.12-101-311000	TECH SUPPLY/EL	1,367.11	2,000.00	2,000.00	1,532.41	2,000.00	.00%	N
11-6399.13-001-311000	NETWORKING SUPPLIES	205.79	500.00	500.00	.00	500.00	.00%	N
11-6399.13-101-311000	SUPPLIES-EL COMPUTER L	210.00	500.00	500.00	338.12	500.00	.00%	N
11-6399.14-001-311000	SOFTWARE LICENSE-HS	2,706.13	1,000.00	1,000.00	552.00	1,000.00	.00%	N
11-6399.14-041-311000	SOFTWARE LICENSE-JH	876.11	1,000.00	1,000.00	1,481.76	1,000.00	.00%	N
11-6399.14-101-311000	SOFTWARE LICENSE-ELEM	876.12	1,000.00	1,000.00	552.00	1,000.00	.00%	N
11-6399.15-101-311000	VOWAC & SOFTWARE	9,151.39	9,100.00	9,100.00	3,705.14	9,100.00	.00%	N
11-6399.16-101-311000	POSTAGE	572.00	1,000.00	1,000.00	398.00	1,000.00	.00%	N
	63XX Totals	**110,631.39**	**121,685.00**	**121,685.00**	**80,889.41**	**121,685.00**	**.00%**	
11-6411.00-001-311000	TRAVEL HS TEACHERS	620.06	4,000.00	4,000.00	342.18	4,000.00	.00%	N
11-6411.00-001-321000	TRAVEL & SUBSISTENCE-E	492.93	2,000.00	2,000.00	475.00	2,000.00	.00%	N
11-6411.00-001-323000	TRAVEL & SUBSISTENCE-H	67.00	100.00	100.00	.00	100.00	.00%	N
11-6411.00-041-311000	TRAVEL JH TEACHERS	184.25	1,000.00	1,000.00	715.36	1,000.00	.00%	N
11-6411.00-041-321000	TRAVEL JH G/T TEACHERS	.00	50.00	50.00	.00	50.00	.00%	N
11-6411.00-041-323000	TRAVEL JH SPEC ED TEACH	83.75	150.00	150.00	55.18	150.00	.00%	N
11-6411.00-101-311000	TRAVEL ELEM TEACHERS	394.75	2,000.00	2,000.00	1,999.52	2,000.00	.00%	N
11-6411.00-101-323000	TRAVEL ELEM SPEC ED	83.75	500.00	500.00	.00	500.00	.00%	N
11-6411.01-001-311000	HS TEACHER T&S-TCEA/CA	.00	3,000.00	3,000.00	.00	3,000.00	.00%	N
11-6411.01-001-3110BD	TRAVEL/BAND DIRECTOR	1,186.22	3,000.00	3,000.00	2,835.11	3,000.00	.00%	N
11-6411.01-001-322000	TRAVEL/HS VOC AG TEACH	1,215.64	4,000.00	4,000.00	2,720.95	4,000.00	.00%	N

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11-6411.01-041-311000	TRAVEL/TEXTBOOK COORD	.00	700.00	700.00	.00	700.00	.00%	N
11-6411.02-001-322000	TRAVEL /HS AV PRINTSHOP	.00	500.00	500.00	.00	500.00	.00%	N
11-6411.03-001-322000	TRAVEL/HS BUSINESS VOC	.00	750.00	750.00	576.00	750.00	.00%	N
11-6411.04-001-322000	T& S-EMPLOYEE-VOCATION	167.50	600.00	600.00	.00	600.00	.00%	N
11-6412.00-001-311000	STUDENT TRAVEL/H.S.	.00	500.00	500.00	2,783.58	500.00	.00%	N
11-6412.00-001-321000	HS GT Student Travel	1,246.64	2,000.00	2,000.00	5,180.67	2,000.00	.00%	N
11-6412.00-001-323000	TRAVEL/HS SPEC ED STUD	.00	100.00	100.00	.00	100.00	.00%	N
11-6412.00-001-325000	Spanish Student Field Trip	400.00	400.00	400.00	790.30	400.00	.00%	N
11-6412.00-041-311000	STUDENT TRAVEL/JH	.00	250.00	250.00	286.50	250.00	.00%	N
11-6412.00-101-311000	STUDENT TRAVEL ELEM	304.25	200.00	200.00	808.50	200.00	.00%	N
11-6412.01-001-322000	STUDENT TRAVEL HS VOC	2,251.92	4,500.00	4,500.00	4,193.08	4,500.00	.00%	N
11-6412.01-041-321000	TRAVEL JH GT STUDENTS	.00	500.00	500.00	418.46	500.00	.00%	N
11-6412.02-001-322000	TRAVEL HS VOC STUDENTS	360.00	1,000.00	1,000.00	2,588.75	1,000.00	.00%	N
11-6494.00-999-399000	RECLASSIFY TRANSPORTA	.00	.00	.00	.00	_____.__	.00%	N
11-6499.00-001-311000	FEES/DUES HIGH SCHOOL	413.86	1,750.00	1,750.00	1,917.00	1,750.00	.00%	N
11-6499.00-001-322000	HS CNA DUAL CREDIT FEE	9,036.00	10,000.00	10,000.00	.00	10,000.00	.00%	N
11-6499.00-001-325000	HS BILINGUAL FEE & DUES	.00	50.00	50.00	.00	50.00	.00%	N
11-6499.00-001-338000	CCMR TESTING FEES	1,855.00	2,500.00	2,500.00	3,552.00	2,500.00	.00%	N
11-6499.00-041-311000	FEES/DUES- JH	.00	200.00	200.00	.00	200.00	.00%	N
11-6499.00-041-3110BD	MISC -JH BAND	1,520.32	1,600.00	1,600.00	1,879.21	1,600.00	.00%	N
11-6499.00-041-325000	JH BILINGUAL FEES/ DUES	.00	50.00	50.00	78.00	50.00	.00%	N
11-6499.00-101-311000	HEADSTART CLASSROOM E	450.10	500.00	500.00	392.20	500.00	.00%	N
11-6499.00-101-325000	ELEM BILINGUAL FEES/DUE	.00	50.00	50.00	.00	50.00	.00%	N
11-6499.00-999-399000	REFUND FOR TRANSFER P	.00	.00	.00	.00	_____.__	.00%	N
11-6499.01-001-311000	FEES/DUES TEXTBOOK CO	.00	300.00	300.00	.00	300.00	.00%	N
11-6499.01-001-322000	HS WELDING DUAL CREDIT	.00	.00	.00	.00	_____.__	.00%	N
11-6499.01-001-3990HS	CAMPUS DISCR FUND HS	2,481.53	2,000.00	2,000.00	2,525.25	2,000.00	.00%	N

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11-6499.01-041-3990JH	CAMPUS DISCR FUND JH	1,014.90	1,000.00	1,000.00	1,971.42	1,000.00	.00%	N
11-6499.01-101-3990EL	CAMPUS DISCR FUND EL	1,726.27	2,000.00	2,000.00	2,394.61	2,000.00	.00%	N
11-6499.02-001-3110BD	FEES/DUES BAND DIRECTO	243.40	1,000.00	1,000.00	155.00	1,000.00	.00%	N
11-6499.05-001-311000	AWARDS - HS	4,678.49	5,000.00	5,000.00	4,982.60	5,000.00	.00%	N
11-6499.05-041-311000	AWARDS- JH	63.04	600.00	600.00	581.30	600.00	.00%	N
11-6499.05-101-311000	AWARDS-ELEM	449.95	450.00	450.00	631.82	450.00	.00%	N
11-6499.06-001-311000	STUDENT OF THE MONTH -	350.00	495.00	495.00	450.00	495.00	.00%	N
11-6499.06-041-311000	STUDENT OF THE MONTH -	402.50	495.00	495.00	450.00	495.00	.00%	N
11-6499.06-101-311000	STUDENT OF THE MONTH -	350.00	495.00	495.00	450.00	495.00	.00%	N
	64XX Totals	**34,094.02**	**62,335.00**	**62,335.00**	**49,179.55**	**62,335.00**	**.00%**	
11-6639.00-001-311000	HIGH SCHOOL SIGN	.00	.00	.00	.00	_____.__	.00%	N
11-6639.00-001-322000	VOCATIONAL EQUIPMENT	11,185.00	.00	.00	8,709.75	_____.__	.00%	N
11-6639.00-001-323000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
11-6639.00-041-311000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
11-6639.00-041-323000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
11-6639.00-101-311000	PLAYGROUND EQUIPMENT	.00	.00	.00	.00	_____.__	.00%	N
11-6639.00-101-323000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
11-6639.01-101-311000	ELEMENTARY SIGN	.00	.00	.00	.00	_____.__	.00%	N
11-6639.03-001-311000	TECHNOLOGY	.00	.00	.00	.00	_____.__	.00%	N
11-6649.00-001-311000	FURN& EQUIP HS	1,582.53	1,200.00	1,200.00	2,474.86	1,200.00	.00%	N
11-6649.00-001-3110BD	FURN & EQUIP BAND	88,068.80	12,500.00	12,500.00	14,001.68	12,500.00	.00%	N
11-6649.00-001-322000	TECH EQUIP-VOC HS	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6649.00-041-311000	FURN & EQUIP-JH	1,199.98	1,200.00	1,200.00	7,865.00	1,200.00	.00%	N
11-6649.00-101-311000	FURN & EQUIP-ELEM	1,400.00	2,000.00	2,000.00	116.13	2,000.00	.00%	N
11-6649.01-041-311000	FURN & EQUIP JH MATH	900.00	900.00	900.00	.00	900.00	.00%	N
11-6649.02-041-311000	FURN & EQUIP JH SCIENCE	571.87	1,500.00	1,500.00	.00	1,500.00	.00%	N
11-6649.03-001-311000	TECH EQUIPMENT-HS	12,240.43	6,565.00	6,565.00	6,062.71	13,315.00	102.82%	N

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11-6649.03-041-311000	TECH EQUIPMENT-JH	8,227.39	6,840.00	6,840.00	3,818.06	9,378.00	37.11%	N
11-6649.03-101-311000	TECH EQUIPMENT-ELEM	25,576.22	28,680.00	28,680.00	5,308.30	19,393.00	-32.38%	N
11-6649.04-041-323000	FURN & EQUIP JH SPEC ED	200.00	200.00	200.00	212.96	200.00	.00%	N
11-6649.05-041-311000	FURN & EQUIP JH HISTORY	586.90	600.00	600.00	859.76	600.00	.00%	N
11-6649.06-041-311000	FURN & EQUUIP JH ELA	.00	600.00	600.00	.00	600.00	.00%	N
	66XX Totals	**151,739.12**	**63,785.00**	**63,785.00**	**49,429.21**	**63,786.00**	**.00%**	
	Function 11 Totals	**4,212,026.31**	**4,282,748.00**	**4,282,748.00**	**3,526,493.60**	**4,321,569.00**	**.91%**	
12-6119.00-999-399000	SALARY/TECHNOLOGY DIR	129,866.28	140,684.00	140,684.00	121,322.68	141,288.00	.43%	N
12-6129.00-999-399000	LIBRARY AIDES & TECHNOL	110,556.08	124,695.00	124,695.00	113,370.91	127,682.00	2.40%	N
12-6129.01-999-399000	SUB-AIDE LIBRARY	4,390.01	7,000.00	7,000.00	1,185.25	7,000.00	.00%	N
12-6129.02-999-399000	AUDITORIUM SIGHT/SOUND	.00	2,000.00	2,000.00	1,833.48	2,000.00	.00%	N
12-6141.00-999-399000	EMPLOYER'S SHARE FICA	3,391.48	3,634.00	3,634.00	3,260.95	3,622.00	-.33%	N
12-6141.01-999-399000		140.52	300.00	300.00	90.66	300.00	.00%	N
12-6141.02-999-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	26.62	29.00	100.00%	N
12-6142.00-999-399000	GROUP HEALTH & LIFE INS	9,629.24	19,800.00	19,800.00	15,240.72	15,978.00	-19.30%	N
12-6143.00-999-399000	WORKERS' COMP.	1,017.58	1,500.00	1,500.00	1,185.88	1,500.00	.00%	N
12-6144.00-999-399000	TRS ON-BEHALF BENEFIT	20,527.86	.00	.00	.00	_____.__	.00%	N
12-6144.01-999-399000	TRS ON-BEHALF BENEFIT	220.07	.00	.00	.00	_____.__	.00%	N
12-6145.00-999-399000	UNEMPLOYMENT COMPEN	164.80	400.00	400.00	131.84	400.00	.00%	N
12-6146.00-999-399000	TR BENEFITS/TECH DIRECT	5,930.26	6,752.00	6,752.00	6,553.03	7,474.00	10.69%	N
12-6146.01-999-399000		132.51	200.00	200.00	.00	200.00	.00%	N
12-6146.02-999-399000	TEACHER RETIREMENT/TR	.00	.00	.00	44.88	51.00	100.00%	N
	61XX Totals	**285,966.69**	**306,965.00**	**306,965.00**	**264,246.90**	**307,524.00**	**.18%**	
12-6239.00-999-399000	REGION 7 LIBRARY COOP	775.00	775.00	775.00	775.00	775.00	.00%	N
12-6249.00-999-399000	CONTRACTED MAINT. & RE	10,127.01	11,500.00	11,500.00	9,768.05	11,500.00	.00%	N
12-6249.01-999-399000	COPY MACHINE	.00	100.00	100.00	.00	100.00	.00%	N
	62XX Totals	**10,902.01**	**12,375.00**	**12,375.00**	**10,543.05**	**12,375.00**	**.00%**	

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12-6329.00-001-399000	MAGS & PERIODICALS/LIB	.00	300.00	300.00	200.00	300.00	.00%	N
12-6329.00-999-324000	LIBRARY BOOKS ST COMP	1,041.10	1,400.00	1,400.00	1,392.36	1,400.00	.00%	N
12-6329.00-999-325000	SPANISH LIBRARY BOOKS	.00	100.00	100.00	.00	100.00	.00%	N
12-6329.01-999-399000	LIBRARY EQUIPMENT	2,500.00	2,500.00	2,500.00	963.62	2,500.00	.00%	N
12-6329.02-999-399000	LIBRARY BOOKS	15,727.71	18,000.00	18,000.00	14,720.20	18,000.00	.00%	N
12-6329.03-999-399000	LIBRARY BOOKS IN MEMOR	.00	100.00	100.00	577.18	100.00	.00%	N
12-6399.00-999-399000	GENERAL SUPPLIES	5,046.87	6,000.00	6,000.00	5,069.83	6,000.00	.00%	N
	63XX Totals	**24,315.68**	**28,400.00**	**28,400.00**	**22,923.19**	**28,400.00**	**.00%**	
12-6411.00-001-399000	TRAVEL & SUBSISTENCE/H	139.25	1,800.00	1,800.00	1,381.20	1,800.00	.00%	N
12-6411.01-999-399000	TRAVEL & SUBSISTENCE TE	264.10	4,500.00	4,500.00	3,931.48	4,500.00	.00%	N
12-6499.00-101-399000	FEES & DUES	156.00	300.00	300.00	175.00	300.00	.00%	N
12-6499.00-101-3990BF	BOOK FAIR EXPENSE	.00	6,200.00	6,200.00	.00	6,200.00	.00%	N
	64XX Totals	**559.35**	**12,800.00**	**12,800.00**	**5,487.68**	**12,800.00**	**.00%**	
12-6639.00-999-399000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
12-6669.01-001-399000	EQUIPMENT	5,377.50	3,000.00	3,000.00	247.85	3,000.00	.00%	N
	66XX Totals	**5,377.50**	**3,000.00**	**3,000.00**	**247.85**	**3,000.00**	**.00%**	
	Function 12 Totals	**327,121.23**	**363,540.00**	**363,540.00**	**303,448.67**	**364,099.00**	**.15%**	
13-6112.00-999-399000	SALARIES OR WAGES FOR	.00	.00	.00	.00	_____.__	.00%	N
13-6119.00-999-399000	SALARIES OR WAGES-TECH	.00	.00	.00	.00	_____.__	.00%	N
13-6141.00-999-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.__	.00%	N
13-6142.00-999-399000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.__	.00%	N
13-6143.00-999-399000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.__	.00%	N
13-6144.00-999-399000	TRS ON BEHALF	.00	.00	.00	.00	_____.__	.00%	N
13-6145.00-999-399000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.__	.00%	N
13-6146.00-999-399000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.__	.00%	N
13-6149.00-999-399000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	

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13-6219.00-999-399000	OTHER PROFESSIONAL SE	3,950.00	4,000.00	4,000.00	2,500.00	4,000.00	.00%	N
13-6219.02-999-399000	CAAPD/AH. CERT.	.00	700.00	700.00	.00	700.00	.00%	N
13-6239.00-001-311000	REGION 7-WORKSHOPS-HS	1,775.96	2,000.00	2,000.00	1,668.43	2,000.00	.00%	N
13-6239.00-041-311000	REGION 7-WORKSHOPS-JH	1,441.44	2,000.00	2,000.00	1,434.96	2,000.00	.00%	N
13-6239.00-101-311000	REGION 7-WORKSHOPS-EL	4,202.60	3,000.00	3,000.00	6,262.91	3,000.00	.00%	N
13-6239.02-999-399000	CAAPD/AH. CERT.	850.00	1,700.00	1,700.00	850.00	1,700.00	.00%	N
	62XX Totals	**12,220.00**	**13,400.00**	**13,400.00**	**12,716.30**	**13,400.00**	**.00%**	
13-6399.00-999-399000	GENERAL SUPPLIES	98.00	700.00	700.00	1,019.69	700.00	.00%	N
	63XX Totals	**98.00**	**700.00**	**700.00**	**1,019.69**	**700.00**	**.00%**	
13-6411.00-001-311000	STAFF DEV/HS REG	1,984.51	2,200.00	2,200.00	1,501.41	2,200.00	.00%	N
13-6411.00-041-311000	STAFF DEV/JH REG	1,866.67	200.00	200.00	100.00	200.00	.00%	N
13-6411.00-101-311000	STAFF DEV/ELEM REG	2,106.77	500.00	500.00	638.60	500.00	.00%	N
13-6411.00-999-324000	STAFF DEVELOPMENT COM	.00	100.00	100.00	.00	100.00	.00%	N
13-6411.00-999-399000	TRAVEL AND SUBSISTENCE	.00	300.00	300.00	200.00	300.00	.00%	N
13-6411.01-999-322000	VOCATIONAL TRAVEL/SUBS	50.25	150.00	150.00	.00	150.00	.00%	N
13-6499.00-001-311000	FEES & DUES-HS	635.00	60.00	60.00	40.00	60.00	.00%	N
13-6499.00-041-311000	FEES & DUES-JH	18.87	60.00	60.00	.00	60.00	.00%	N
13-6499.00-101-311000	FEES & DUES-ELEM	.00	100.00	100.00	40.00	100.00	.00%	N
13-6499.00-999-399000	MISC. OPERATING EXPENS	.00	60.00	60.00	.00	60.00	.00%	N
	64XX Totals	**6,662.07**	**3,730.00**	**3,730.00**	**2,520.01**	**3,730.00**	**.00%**	
	Function 13 Totals	**18,980.07**	**17,830.00**	**17,830.00**	**16,256.00**	**17,830.00**	**.00%**	
23-6119.00-001-399000	SALARIES OR WAGES-TECH	84,289.38	86,361.00	86,361.00	79,461.21	88,922.00	2.97%	N
23-6119.00-041-399000	SALARIES OR WAGES-TECH	75,715.03	71,000.00	71,000.00	65,341.67	73,100.00	2.96%	N
23-6119.00-101-399000	SALARIES OR WAGES-TECH	76,246.56	78,118.00	78,118.00	70,931.98	69,000.00	-11.67%	N
23-6129.00-001-399000	"SALARY, HIGH SCH OFFICE	23,353.48	26,685.00	26,685.00	24,544.18	26,867.00	.68%	N
23-6129.00-041-399000	"SALARY, JR HIGH SCH OFF	24,302.92	24,457.00	24,457.00	22,197.79	24,771.00	1.28%	N
23-6129.00-101-399000	"SALARY, ELEMENTARY OF	57,779.12	59,288.00	59,288.00	54,597.59	59,538.00	.42%	N

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23-6129.01-001-399000	SUBSTITUTE OFFICE WORK	280.00	2,000.00	2,000.00	280.00	2,000.00	.00%	N
23-6129.01-041-399000	SUBSTITUTE OFFICE WORK	682.50	960.00	960.00	227.50	960.00	.00%	N
23-6129.01-101-399000	SUBSTITUTE OFFICE WORK	70.00	700.00	700.00	.00	700.00	.00%	N
23-6129.02-001-399000	OFFICE AIDE-HIGH SCHOOL	27,331.62	27,860.00	27,860.00	25,551.96	28,192.00	1.19%	N
23-6129.02-101-399000	AIDE-ELEM. OFFICE	.00	.00	.00	.00	_____.__	.00%	N
23-6129.03-001-399000	HIGH SCHOOL-SECRETARY	.00	300.00	300.00	.00	300.00	.00%	N
23-6141.00-001-399000	SOCIAL SECURITY/MEDICA	1,560.76	1,625.00	1,625.00	1,507.97	1,650.00	1.54%	N
23-6141.00-041-399000	SOCIAL SECURITY/MEDICA	1,429.04	1,435.00	1,435.00	1,244.72	1,363.00	-5.02%	N
23-6141.00-101-399000	SOCIAL SECURITY/MEDICA	815.02	1,000.00	1,000.00	825.16	1,753.00	75.30%	N
23-6141.01-001-399000		14.93	250.00	250.00	4.08	250.00	.00%	N
23-6141.01-041-399000		52.23	100.00	100.00	17.40	100.00	.00%	N
23-6141.01-101-399000		5.35	30.00	30.00	.00	30.00	.00%	N
23-6141.02-001-399000	SOCIAL SECURITY/MEDICA	377.52	370.00	370.00	347.17	364.00	-1.62%	N
23-6141.02-101-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.__	.00%	N
23-6141.03-001-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.__	.00%	N
23-6142.00-001-399000	GROUP HEALTH & LIFE INS	.00	9,900.00	9,900.00	.00	9,900.00	.00%	N
23-6142.00-041-399000	GROUP HEALTH & LIFE INS	3,300.00	6,600.00	6,600.00	3,025.00	3,300.00	-50.00%	N
23-6142.00-101-399000	HEALTH INSURANCE/ELEM.	9,900.00	9,900.00	9,900.00	8,800.00	6,600.00	-33.33%	N
23-6142.02-001-399000		3,300.00	3,300.00	3,300.00	3,025.00	3,300.00	.00%	N
23-6143.00-001-399000	WORKERS' COMP.	508.80	750.00	750.00	592.94	750.00	.00%	N
23-6143.00-001-3990WC	WKRS COMP CLAIMS PD HS	.00	500.00	500.00	.00	500.00	.00%	N
23-6143.00-041-399000	WORKERS' COMP.	508.80	600.00	600.00	592.94	600.00	.00%	N
23-6143.00-041-3990WC	WKRS COMP CLAIMS PD JH	.00	200.00	200.00	.00	200.00	.00%	N
23-6143.00-101-399000	WORKERS' COMP.	508.80	650.00	650.00	592.94	650.00	.00%	N
23-6143.00-101-3990WC	WKRS COMP CLAIMS PD EL	4.00	1,200.00	1,200.00	225.00	1,200.00	.00%	N
23-6144.00-001-399000	TRS ON-BEHALF BENEFIT	7,633.75	.00	.00	.00	_____.__	.00%	N
23-6144.00-041-399000	TRS ON-BEHALF BENEFIT	7,900.59	.00	.00	.00	_____.__	.00%	N

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23-6144.00-101-399000	TRS ON-BEHALF BENEFIT	10,729.86	.00	.00	.00	_____.__	.00%	N
23-6144.01-001-399000		.00	.00	.00	.00	_____.__	.00%	N
23-6144.01-041-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
23-6144.01-101-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
23-6144.02-001-399000	TRS ON-BEHALF BENEFIT	2,304.02	.00	.00	.00	_____.__	.00%	N
23-6144.03-001-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
23-6145.00-001-399000	UNEMPLOYMENT COMP.	82.40	150.00	150.00	65.92	150.00	.00%	N
23-6145.00-041-399000	UNEMPLOYMENT COMP	82.40	150.00	150.00	65.92	150.00	.00%	N
23-6145.00-101-399000	UNEMPLOYMENT COMP.	82.40	150.00	150.00	65.92	150.00	.00%	N
23-6146.00-001-399000	TEACHER RETIREMT/TRS C	3,968.01	4,338.00	4,338.00	3,925.63	4,580.00	5.58%	N
23-6146.00-041-399000	TEACHER RETIREMT/TRS C	2,905.98	3,185.00	3,185.00	2,658.12	3,019.00	-5.21%	N
23-6146.00-101-399000	TEACHER RETIREMT/TRS C	3,657.30	4,200.00	4,200.00	3,672.01	4,180.00	-.48%	N
23-6146.01-001-399000		.00	.00	.00	.00	_____.__	.00%	N
23-6146.01-041-399000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.__	.00%	N
23-6146.01-101-399000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.__	.00%	N
23-6146.02-001-399000	TEACHER RETIREMT/TRS C	618.76	658.00	658.00	601.50	693.00	5.32%	N
23-6146.02-101-399000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.__	.00%	N
23-6146.03-001-399000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**432,301.33**	**428,970.00**	**428,970.00**	**374,989.22**	**419,782.00**	**-2.14%**	
23-6219.00-001-399000	CONSULTANT SVCS-HS	.00	100.00	100.00	.00	100.00	.00%	N
23-6219.00-041-399000	CONSULTANT SVCS-JH	.00	100.00	100.00	.00	100.00	.00%	N
23-6219.00-101-399000	CONSULTANT SVCS-ELEM	.00	100.00	100.00	.00	100.00	.00%	N
23-6239.00-001-399000	EQUIPMENT REPAIR - HS	.00	200.00	200.00	.00	200.00	.00%	N
23-6239.00-041-399000	EQUIP REPAIR-JH	.00	150.00	150.00	.00	150.00	.00%	N
23-6239.00-101-399000	EQUIP REPAIR-ELEM	.00	250.00	250.00	.00	250.00	.00%	N
23-6299.00-999-322000	LEGAL NOTICES/PUBLICATI	.00	150.00	150.00	.00	150.00	.00%	N
23-6299.00-999-323000	LEGAL NOTICES/PUBLICATI	.00	150.00	150.00	.00	150.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
	62XX Totals	**.00**	**1,200.00**	**1,200.00**	**.00**	**1,200.00**	**.00%**	
23-6329.00-001-399000	BOOKS/PUBLICATIONS-HS	425.64	500.00	500.00	1,401.76	500.00	.00%	N
23-6329.00-041-399000	BOOKS/PUBLICATIONS-JH	.00	200.00	200.00	133.17	200.00	.00%	N
23-6329.00-101-399000	BOOKS/PUBLICATIONS-ELE	.00	500.00	500.00	271.17	500.00	.00%	N
23-6399.00-001-399000	GENERAL SUPPLIES- HS	2,878.25	3,000.00	3,000.00	2,278.07	3,000.00	.00%	N
23-6399.00-041-399000	GENERAL SUPPLIES-JH	519.43	1,500.00	1,500.00	2,053.38	1,500.00	.00%	N
23-6399.00-101-399000	GENERAL SUPPLIES-ELEM	1,318.13	2,000.00	2,000.00	1,606.52	2,000.00	.00%	N
	63XX Totals	**5,141.45**	**7,700.00**	**7,700.00**	**7,744.07**	**7,700.00**	**.00%**	
23-6411.00-001-324000	TRAVEL/HS COMP ED	.00	100.00	100.00	50.00	100.00	.00%	N
23-6411.00-001-399000	TRAVEL/HS PRINCIPAL	389.25	3,500.00	3,500.00	3,223.00	3,500.00	.00%	N
23-6411.00-041-399000	TRAVEL/JH PRINCIPAL	33.50	3,000.00	3,000.00	1,987.79	3,000.00	.00%	N
23-6411.00-101-324000	TRAVEL/ ELEM COMP ED	.00	100.00	100.00	50.00	100.00	.00%	N
23-6411.00-101-399000	TAVEL/ELEM PRINCIPAL	492.00	1,500.00	1,500.00	1,455.33	1,500.00	.00%	N
23-6499.00-001-321000	MEMBERSHIP FEES-HS G/T	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-001-399000	FEES/DUES HS	510.00	600.00	600.00	450.00	600.00	.00%	N
23-6499.00-001-3990TB	TEXT BOOK REFUNDS HS	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-041-321000	MEMBERSHIP FEES-JH G/T	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-041-399000	FEES/DUES-JH	79.00	600.00	600.00	334.00	600.00	.00%	N
23-6499.00-041-3990TB	TEXT BOOK REFUNDS JH	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-101-321000	MEMBERSHIP FEES-ELEM G	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-101-399000	FEES/DUES-ELEM	423.00	1,000.00	1,000.00	357.00	1,000.00	.00%	N
23-6499.00-101-3990TB	TEXT BOOK REFUNDS ELE	.00	50.00	50.00	.00	50.00	.00%	N
	64XX Totals	**1,926.75**	**10,700.00**	**10,700.00**	**7,907.12**	**10,700.00**	**.00%**	
23-6639.00-001-399000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
23-6639.00-041-399000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
23-6639.00-101-399000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
23-6649.00-001-399000	FURN & EQUIP - HS ADMIN	.00	500.00	500.00	.00	500.00	.00%	N

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23-6649.00-041-399000	FURN&EQUIP-JH ADM	218.66	500.00	500.00	562.26	500.00	.00%	N
23-6649.00-101-399000	FURN & EQUIP-ELEM ADM	679.69	800.00	800.00	750.00	800.00	.00%	N
	66XX Totals	**898.35**	**1,800.00**	**1,800.00**	**1,312.26**	**1,800.00**	**.00%**	
	Function 23 Totals	**440,267.88**	**450,370.00**	**450,370.00**	**391,952.67**	**441,182.00**	**-2.04%**	
31-6119.00-001-322000	SALARIES-PROF. PERSONN	32,689.77	33,500.00	33,500.00	30,800.00	34,490.00	2.96%	N
31-6119.00-001-399000	SALARIES-PROF. PERSONN	32,722.36	33,500.00	33,500.00	30,735.00	34,490.00	2.96%	N
31-6119.00-041-399000	SALARIES-PROF. PERSONN	61,286.80	62,151.00	62,151.00	57,055.12	62,151.00	.00%	N
31-6119.00-101-324000	SALARIES OR WAGES-TECH	27,911.96	29,500.00	29,500.00	28,039.01	30,000.00	1.69%	N
31-6119.00-101-399000	SALARIES-PROF. PERSONN	27,912.06	29,500.00	29,500.00	28,039.11	30,000.00	1.69%	N
31-6119.01-001-399000	SALARIES OR WAGES-PT A	.00	.00	.00	.00	_____.__	.00%	N
31-6141.00-001-322000	SOCIAL SECURITY	462.02	600.00	600.00	411.32	454.00	-24.33%	N
31-6141.00-001-399000	EMPLOYERS SHARE FICA	462.54	600.00	600.00	410.55	454.00	-24.33%	N
31-6141.00-041-399000	SOCIAL SECURITY	667.06	800.00	800.00	606.52	800.00	.00%	N
31-6141.00-101-324000	SOCIAL SECURITY/MEDICA	395.81	433.00	433.00	405.13	411.00	-5.08%	N
31-6141.00-101-399000	"EMPLOYER'S SHARE,FICA"	395.92	433.00	433.00	405.24	411.00	-5.08%	N
31-6141.01-001-399000		.00	.00	.00	.00	_____.__	.00%	N
31-6142.00-001-322000	GROUP HEALTH & LIFE INS	1,512.50	1,650.00	1,650.00	1,512.50	1,650.00	.00%	N
31-6142.00-001-399000	GROUP HEALTH & LIFE INS	1,512.50	1,650.00	1,650.00	1,512.50	1,650.00	.00%	N
31-6142.00-041-399000	GROUP HEALTH & LIFE INS	3,300.00	3,300.00	3,300.00	3,025.00	3,300.00	.00%	N
31-6142.00-101-324000	GROUP HEALTH & LIFE INS	1,375.00	1,650.00	1,650.00	137.50	1,650.00	.00%	N
31-6142.00-101-399000	HEALTH INSURANCE/ELEM.	1,375.00	1,650.00	1,650.00	137.50	1,650.00	.00%	N
31-6142.01-001-399000		.00	.00	.00	.00	_____.__	.00%	N
31-6143.00-001-399000	WORKERS' COMP.	254.40	350.00	350.00	296.47	350.00	.00%	N
31-6143.00-001-3990WC	WKRS COMP CLAIMS PD HS	9.00	2,000.00	2,000.00	217.00	2,000.00	.00%	N
31-6143.00-041-399000	WORKER'S COMPENSATION	254.40	350.00	350.00	296.47	350.00	.00%	N
31-6143.00-101-399000	WORKERS' COMP.	254.40	350.00	350.00	296.47	350.00	.00%	N
31-6143.00-101-3990WC	WKRS COMP CLAIMS PD EL	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N

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31-6144.00-001-322000	TRS ON-BEHALF BENEFIT	2,676.25	.00	.00	.00	_____.__	.00%	N
31-6144.00-001-399000	TRS ON-BEHALF BENEFIT	2,679.29	.00	.00	.00	_____.__	.00%	N
31-6144.00-041-399000	TRS ON-BEHALF BENEFIT	5,034.98	.00	.00	.00	_____.__	.00%	N
31-6144.00-101-324000	TRS ON-BEHALF BENEFIT	2,292.35	.00	.00	.00	_____.__	.00%	N
31-6144.00-101-399000	TRS ON-BEHALF BENEFIT	2,292.38	.00	.00	.00	_____.__	.00%	N
31-6144.01-001-399000		.00	.00	.00	.00	_____.__	.00%	N
31-6145.00-001-399000	UNEMPLOYMENT COMP.	41.20	100.00	100.00	32.96	100.00	.00%	N
31-6145.00-041-399000	UNEMPLOYMENT COMPEN	41.20	100.00	100.00	32.96	100.00	.00%	N
31-6145.00-101-399000	UNEMPLOYMENT COMP.	41.20	100.00	100.00	32.96	100.00	.00%	N
31-6146.00-001-322000	TEACHER RETIREMENT	870.24	2,000.00	2,000.00	762.56	945.00	-52.75%	N
31-6146.00-001-399000	TEACHER RETIREMENT	871.25	2,000.00	2,000.00	761.12	945.00	-52.75%	N
31-6146.00-041-399000	TEACHER RETIREMENT	1,605.60	1,744.00	1,744.00	1,860.32	1,744.00	.00%	N
31-6146.00-101-324000	TEACHER RETIREMT/TRS C	692.35	1,000.00	1,000.00	907.79	1,108.00	10.80%	N
31-6146.00-101-399000	TR BENEFITS/ELEM.COUNS	692.35	1,000.00	1,000.00	907.90	1,108.00	10.80%	N
31-6146.01-001-399000		.00	.00	.00	.00	_____.__	.00%	N
31-6149.00-001-399000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**214,584.14**	**213,511.00**	**213,511.00**	**189,636.98**	**214,261.00**	**.35%**	
31-6219.00-001-399000	PROFESSIONAL COUNSELI	.00	.00	.00	.00	_____.__	.00%	N
31-6239.00-001-399000	EDUCATION SERVICE CENT	660.00	1,105.00	1,105.00	660.00	1,105.00	.00%	N
31-6249.00-041-399000	CONTRACTED SVCS-JH	.00	200.00	200.00	.00	200.00	.00%	N
	62XX Totals	**660.00**	**1,305.00**	**1,305.00**	**660.00**	**1,305.00**	**.00%**	
31-6339.00-001-399000	TESTING MATERIALS	855.14	1,000.00	1,000.00	2,259.56	1,000.00	.00%	N
31-6339.00-041-322000	TESTING MATERIALS/JH VO	658.94	700.00	700.00	458.14	700.00	.00%	N
31-6339.00-041-399000	TESTING MATERIALS-JH	73.42	200.00	200.00	200.00	200.00	.00%	N
31-6339.00-101-321000	TESTING MATERIALS/ELEM	.00	500.00	500.00	.00	500.00	.00%	N
31-6339.00-101-399000	TESTING MATERIALS/ELEM	31.59	100.00	100.00	53.28	100.00	.00%	N
31-6399.00-001-324000	"SUPPLIES - COMPENSATO	.00	100.00	100.00	.00	100.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
31-6399.00-001-399000	GENERAL SUPPLIES/HS	279.95	400.00	400.00	522.20	400.00	.00%	N
31-6399.00-001-3990HS	RED RIBBON WEEK SUPPLI	.00	300.00	300.00	261.56	300.00	.00%	N
31-6399.00-041-399000	GENERAL SUPPLIES/JR HIG	411.92	500.00	500.00	500.00	500.00	.00%	N
31-6399.00-101-324000	SUPPLIES-ELEM ST COMP E	31.58	300.00	300.00	.00	300.00	.00%	N
31-6399.00-101-399000	GENERAL SUPPLIES/ELEM	558.19	1,000.00	1,000.00	935.60	1,000.00	.00%	N
31-6399.00-101-3990EL	RED RIBBON WEEK SUPPLI	215.72	500.00	500.00	492.00	500.00	.00%	N
	63XX Totals	**3,116.45**	**5,600.00**	**5,600.00**	**5,682.34**	**5,600.00**	**.00%**	
31-6411.00-001-399000	TRAVEL-HS	16.75	1,000.00	1,000.00	1,262.67	1,000.00	.00%	N
31-6411.00-041-399000	TRAVEL-JH	16.75	500.00	500.00	445.42	500.00	.00%	N
31-6411.00-101-399000	TRAVEL-ELEM	16.75	1,000.00	1,000.00	645.00	1,000.00	.00%	N
31-6411.01-001-399000	TRAVEL. AND SUBS.-TECH	.00	200.00	200.00	.00	200.00	.00%	N
31-6499.00-001-399000	FEES & DUES-HS STUDENT	79.00	600.00	600.00	450.00	600.00	.00%	N
31-6499.00-041-399000	FEES & DUES- JH COUNSEL	.00	300.00	300.00	200.00	300.00	.00%	N
31-6499.00-101-399000	FEES & DUES-ELEM COUNS	344.00	500.00	500.00	357.00	500.00	.00%	N
	64XX Totals	**473.25**	**4,100.00**	**4,100.00**	**3,360.09**	**4,100.00**	**.00%**	
31-6639.00-001-399000	FURNITURE-HS	.00	200.00	200.00	140.69	200.00	.00%	N
31-6639.00-041-399000	FURNITURE-JH	134.98	200.00	200.00	162.91	200.00	.00%	N
31-6639.00-101-399000	FURNITURE-ELEM.	200.00	200.00	200.00	199.98	200.00	.00%	N
31-6649.00-041-399000	JH COUNSELOR EQUIIPMEN	.00	.00	.00	.00	_____.__	.00%	N
	66XX Totals	**334.98**	**600.00**	**600.00**	**503.58**	**600.00**	**.00%**	
	Function 31 Totals	**219,168.82**	**225,116.00**	**225,116.00**	**199,842.99**	**225,866.00**	**.33%**	
33-6129.01-999-399000	SUB-NURSE LVN	1,681.60	2,000.00	2,000.00	.00	2,000.00	.00%	N
33-6129.77-999-399000	SCHOOL NURSE-LVN	31,489.15	32,835.00	32,835.00	1,000.00	32,835.00	.00%	N
33-6141.00-999-399000	"EMPLOYER'S SHARE,FICA"	.00	.00	.00	.00	_____.__	.00%	N
33-6141.01-999-399000	SOCIAL SECURITY/MEDICA	24.38	100.00	100.00	.00	100.00	.00%	N
33-6141.77-999-399000	SOCIAL SECURITY/MEDICA	456.62	500.00	500.00	14.50	500.00	.00%	N
33-6142.00-999-399000	HEALTH INSURANCE/NURS	.00	.00	.00	.00	_____.__	.00%	N

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33-6142.77-999-399000		.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
33-6143.00-999-399000	WORKER'S COMP.	254.40	350.00	350.00	296.47	350.00	.00%	N
33-6144.00-999-399000	TRS ON BAHLF	.00	.00	.00	.00	.__	.00%	N
33-6144.01-999-399000	TRS ON-BEHALF BENEFIT	147.15	.00	.00	.00	.__	.00%	N
33-6144.77-999-399000	TRS ON-BEHALF BENEFIT	2,740.12	.00	.00	.00	.__	.00%	N
33-6145.00-999-399000	UNEMPLOYMENT COMP.	41.20	100.00	100.00	32.96	100.00	.00%	N
33-6146.00-999-399000	TEACHER RETIREMENT	.00	.00	.00	.00	.__	.00%	N
33-6146.01-999-399000	TEACHER RETIREMENT/TR	39.51	100.00	100.00	.00	100.00	.00%	N
33-6146.77-999-399000	TEACHER RETIREMT/TRS C	729.73	780.00	780.00	.00	780.00	.00%	N
	61XX Totals	**37,603.86**	**40,065.00**	**40,065.00**	**1,343.93**	**40,065.00**	**.00%**	
33-6219.00-999-399000	EMPLOYEE FLU & HEPATITI	3,450.00	3,500.00	3,500.00	.00	3,500.00	.00%	N
33-6239.00-999-399000	REGION 7 ESC CONTRACTS	500.00	1,000.00	1,000.00	500.00	1,000.00	.00%	N
33-6249.00-999-399000	MAINT/REPAIR-AUDIO METE	.00	300.00	300.00	.00	300.00	.00%	N
	62XX Totals	**3,950.00**	**4,800.00**	**4,800.00**	**500.00**	**4,800.00**	**.00%**	
33-6399.00-999-399000	NURSE SUPPLIES	2,032.93	1,500.00	1,500.00	1,050.00	1,500.00	.00%	N
	63XX Totals	**2,032.93**	**1,500.00**	**1,500.00**	**1,050.00**	**1,500.00**	**.00%**	
33-6411.00-999-399000	TRAVEL/NURSE	16.75	250.00	250.00	.00	250.00	.00%	N
	64XX Totals	**16.75**	**250.00**	**250.00**	**.00**	**250.00**	**.00%**	
33-6639.00-001-399000	FURN & EQUIP-NURSE	.00	2,500.00	2,500.00	.00	2,500.00	.00%	N
33-6649.00-001-399000	NURSE EQUIPMENT	.00	.00	.00	.00	.__	.00%	N
	66XX Totals	**.00**	**2,500.00**	**2,500.00**	**.00**	**2,500.00**	**.00%**	
	Function 33 Totals	**43,603.54**	**49,115.00**	**49,115.00**	**2,893.93**	**49,115.00**	**.00%**	
34-6129.00-999-323000	SPECIAL ED-BUS DRIVER	.00	.00	.00	.00	.__	.00%	N
34-6129.00-999-399000	TRANSPORTATION SALARIE	83,218.13	88,400.00	88,400.00	79,720.00	86,480.00	-2.17%	N
34-6129.01-999-323000	"SUBSTITUTE,SPECIAL ED-B	.00	300.00	300.00	.00	300.00	.00%	N
34-6129.01-999-399000	TRANSPORTATION DIRECT	10,800.00	10,800.00	10,800.00	9,929.89	10,800.00	.00%	N
34-6129.02-999-399000	SUB. BUS DRIVERS-REGUL	3,897.25	16,000.00	16,000.00	4,290.00	16,000.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
34-6129.04-999-399000	BUS DRIVERS-TRAINING &	210.00	1,100.00	1,100.00	1,676.56	1,100.00	.00%	N
34-6129.05-999-399000	WASHING BUS-OR-ATTEND	2,500.00	3,500.00	3,500.00	2,500.00	3,500.00	.00%	N
34-6141.00-999-323000	SOCIAL SECURITY/MEDICA	.00	50.00	50.00	.00	50.00	.00%	N
34-6141.00-999-399000	"EMPLOYERS SHARE, FICA"	1,850.99	2,600.00	2,600.00	1,769.90	1,834.00	-29.46%	N
34-6141.01-999-399000	SOCIAL SECURITY/MEDICA	120.12	800.00	800.00	138.60	151.00	-81.12%	N
34-6141.02-999-399000		56.90	500.00	500.00	61.12	500.00	.00%	N
34-6141.04-999-399000		2.94	100.00	100.00	69.76	100.00	.00%	N
34-6141.05-999-399000		54.07	120.00	120.00	59.90	120.00	.00%	N
34-6142.00-999-399000	HEALTH INSURANCE/TRAN	2,114.55	3,300.00	3,300.00	2,150.12	1,719.00	-47.91%	N
34-6142.01-999-399000		527.16	3,300.00	3,300.00	477.40	521.00	-84.21%	N
34-6142.02-999-399000		.00	400.00	400.00	.00	400.00	.00%	N
34-6142.04-999-399000		.00	.00	.00	.00	_____.__	.00%	N
34-6143.00-999-323000	WORKER'S COMP CLAIMS P	.00	4,000.00	4,000.00	.00	4,000.00	.00%	N
34-6143.00-999-3230WC	WORKERS COMP CLAIMS P	.00	.00	.00	.00	_____.__	.00%	N
34-6143.00-999-399000	WORKERS COMPENSATION	508.80	700.00	700.00	592.94	700.00	.00%	N
34-6143.00-999-3990WC	WKRS COMP CLAIMS PD TR	.00	.00	.00	.00	_____.__	.00%	N
34-6144.00-999-323000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
34-6144.00-999-399000	TRS ON-BEHALF BENEFIT	4,642.97	.00	.00	.00	_____.__	.00%	N
34-6144.01-999-399000	TRS ON-BEHALF BENEFIT	945.12	.00	.00	.00	_____.__	.00%	N
34-6144.02-999-399000	TRS ON-BEHALF BENEFIT	314.15	.00	.00	.00	_____.__	.00%	N
34-6144.04-999-399000	TRS ON-BEHALF BENEFIT	15.26	.00	.00	.00	_____.__	.00%	N
34-6144.05-999-399000	TRS ON-BEHALF BENEFIT	137.22	.00	.00	.00	_____.__	.00%	N
34-6145.00-999-399000	UNEMPLOYMENT COMP.	82.40	120.00	120.00	65.92	120.00	.00%	N
34-6146.00-999-323000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.__	.00%	N
34-6146.00-999-399000	TEACHER RETIREMENT	1,231.19	1,800.00	1,800.00	1,574.09	1,606.00	-10.78%	N
34-6146.01-999-399000		253.80	1,260.00	1,260.00	247.28	275.00	-78.17%	N
34-6146.02-999-399000		60.70	110.00	110.00	106.40	110.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
34-6146.04-999-399000		3.19	15.00	15.00	12.68	15.00	.00%	N
34-6146.05-999-399000		37.25	50.00	50.00	48.78	50.00	.00%	N
	61XX Totals	**113,584.16**	**139,325.00**	**139,325.00**	**105,491.34**	**130,451.00**	**-6.37%**	
34-6219.00-999-399000	BUS DRIVER'S CERTIFICATI	180.00	1,200.00	1,200.00	900.00	1,200.00	.00%	N
34-6249.00-999-322000	Contracted repairs to Ag truck	140.00	800.00	800.00	.00	800.00	.00%	N
34-6249.00-999-399000	CONT MAINT.& REPAIR-VEH	12,236.99	10,000.00	10,000.00	2,862.98	10,000.00	.00%	N
34-6299.00-001-323000	SPECIAL ED TRANSPORTAT	.00	200.00	200.00	.00	200.00	.00%	N
34-6299.00-101-323000	SPECIAL ED. TRANSPORTA	.00	6,000.00	6,000.00	.00	6,000.00	.00%	N
34-6299.00-999-399000	OTHER CONTRACTED SER	4,462.90	5,500.00	5,500.00	12,982.77	5,500.00	.00%	N
34-6299.01-999-399000	CONTR.SVCS/DRIVER DRU	967.00	1,500.00	1,500.00	1,480.00	1,500.00	.00%	N
	62XX Totals	**17,986.89**	**25,200.00**	**25,200.00**	**18,225.75**	**25,200.00**	**.00%**	
34-6311.00-999-399000	"GASOLINE, OIL, TIRES, ETC	45,973.15	50,000.00	50,000.00	75,514.49	50,000.00	.00%	N
34-6319.00-999-322000	VOCATIONAL TRUCK REPAI	274.20	750.00	750.00	1,324.00	750.00	.00%	N
34-6319.00-999-323000	BUS REPAIR/PARTS & SUPP	.00	1,200.00	1,200.00	10,776.00	1,200.00	.00%	N
34-6319.00-999-399000	TRANSPORTATION SUPPLIE	25,350.62	20,000.00	20,000.00	22,855.52	20,000.00	.00%	N
34-6319.01-999-399000	TRANSPORTATION UNIFOR	537.13	650.00	650.00	1,472.54	650.00	.00%	N
	63XX Totals	**72,135.10**	**72,600.00**	**72,600.00**	**111,942.55**	**72,600.00**	**.00%**	
34-6411.00-999-399000	TRAVEL AND SUBSISTENCE	524.80	3,000.00	3,000.00	469.11	3,000.00	.00%	N
34-6429.00-999-399000	LIABILITY INSURANCE FOR	18,102.00	20,000.00	20,000.00	17,816.00	20,000.00	.00%	N
34-6494.00-999-399000	RECLASSIFY TRANSPORTA	.00	.00	.00	.00	_____.__	.00%	N
34-6499.00-999-399000	FEES/COMM. DRIVERS LICE	583.86	4,500.00	4,500.00	637.68	4,500.00	.00%	N
34-6499.01-999-399000	SAFETY AWARDS	.00	200.00	200.00	.00	200.00	.00%	N
	64XX Totals	**19,210.66**	**27,700.00**	**27,700.00**	**18,922.79**	**27,700.00**	**.00%**	
34-6631.00-999-322000	VEHICLES-PER UNIT COST	.00	.00	.00	.00	_____.__	.00%	N
34-6631.00-999-399000	VEHIICLES	93,555.00	.00	.00	9,759.96	50,000.00	100.00%	N
34-6649.00-999-399000	BUS RADIOS	.00	.00	.00	.00	_____.__	.00%	N
	66XX Totals	**93,555.00**	**.00**	**.00**	**9,759.96**	**50,000.00**	**100.00%**	
	Function 34 Totals	**316,471.81**	**264,825.00**	**264,825.00**	**264,342.39**	**305,951.00**	**15.53%**	

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35-6144.00-999-399000	TRS ON BEHALF	.00	.00	.00	.00	_____.__	.00%	N
35-6144.01-999-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
35-6144.03-999-399000		.00	.00	.00	.00	_____.__	.00%	N
35-6144.05-999-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Function 35 Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
36-6119.00-001-391000	SALARIES OR WAGES-TECH	149,312.98	138,429.00	138,429.00	130,820.12	129,852.00	-6.20%	N
36-6119.01-001-399000	ASSISTANT BAND DIRECTO	6,043.71	6,207.00	6,207.00	5,536.79	6,207.00	.00%	N
36-6119.01-041-391000	SALARIES OR WAGES-TECH	73,483.12	88,168.00	88,168.00	68,321.72	76,954.00	-12.72%	N
36-6119.02-001-399000	BAND DIRECTOR	10,993.83	11,367.00	11,367.00	10,029.93	11,440.00	.64%	N
36-6119.03-001-391000	CHEERLEADER SPONSOR-	1,500.00	3,000.00	3,000.00	3,000.00	3,000.00	.00%	N
36-6119.03-001-399000	UIL SPONSOR-OAP	1,460.46	2,000.00	2,000.00	1,764.94	2,000.00	.00%	N
36-6119.03-041-399000	UIL SPONSOR-JH OAP	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
36-6119.04-001-399000	HS YEARBOOK SPONSOR	1,000.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
36-6119.04-041-391000	CHEERLEADER SPONSOR-J	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00%	N
36-6119.04-041-399000	JH YEARBOOK SPONSOR	400.00	600.00	600.00	.00	600.00	.00%	N
36-6119.04-101-399000	ELEMENTARY YEARBOOK S	600.00	900.00	900.00	.00	900.00	.00%	N
36-6119.05-001-399000	UIL SPONSORS-HIGH SCHO	1,800.00	3,000.00	3,000.00	3,100.00	3,000.00	.00%	N
36-6119.05-041-399000	UIL SPONSOR-JR. HIGH	.00	3,500.00	3,500.00	.00	3,500.00	.00%	N
36-6119.06-001-399000	HS PROM SPONSOR	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	.00%	N
36-6119.06-041-399000	ONE-ACT PLAY HOST/HOST	.00	200.00	200.00	.00	200.00	.00%	N
36-6119.07-001-321000	HS ROCKETRY SPONSOR	.00	1,000.00	1,000.00	882.52	1,000.00	.00%	N
36-6119.07-001-322000	HS AG/FFA SPONSOR	.00	3,000.00	3,000.00	3,250.11	4,500.00	50.00%	N
36-6119.07-001-399000	NATIONAL HONOR SOCIETY	.00	500.00	500.00	441.11	500.00	.00%	N
36-6119.08-001-321000	HS ROBOTICS SPONSOR	.00	1,000.00	1,000.00	882.52	1,000.00	.00%	N
36-6119.08-001-322000	FBLA SPONSOR	.00	500.00	500.00	441.21	500.00	.00%	N
36-6119.08-001-399000	HS STUDENT COUNCIL SPO	.00	500.00	500.00	441.31	500.00	.00%	N

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36-6119.08-041-321000	JH ROBOTICS SPONSOR	.00	500.00	500.00	.00	500.00	.00%	N
36-6119.08-041-399000	JH STUDENT COUNCIL SPO	.00	500.00	500.00	441.11	500.00	.00%	N
36-6119.09-001-399000	TX ASSOC FUTURE	.00	500.00	500.00	.00	500.00	.00%	N
36-6121.00-001-391000	"EXTRA DUTY PAY -TICKET	4,122.70	5,000.00	5,000.00	3,140.75	5,000.00	.00%	N
36-6121.01-001-391000	EXTRA DUTY PAY-BUS DRIV	2,146.59	3,000.00	3,000.00	2,380.00	3,000.00	.00%	N
36-6129.00-001-391000	MAJORETTE SPONSOR	1,500.00	2,000.00	2,000.00	1,810.00	2,000.00	.00%	N
36-6129.00-041-391000	SALARIES FOR SUPPORT P	8,276.50	8,500.00	8,500.00	7,500.17	8,500.00	.00%	N
36-6129.01-041-391000	JH MAJORETTE SPONSOR	1,250.00	1,500.00	1,500.00	1,500.00	1,500.00	.00%	N
36-6129.02-001-391000	AIDE-HS COACH	10,513.52	12,797.00	12,797.00	9,527.10	10,797.00	-15.63%	N
36-6141.00-001-391000	SOCIAL SECURITY/MEDICA	2,186.48	2,100.00	2,100.00	1,875.96	1,786.00	-14.95%	N
36-6141.00-001-399000	SOCIAL SECURITY	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
36-6141.00-041-391000	SOCIAL SECURITY/MEDICA	120.01	300.00	300.00	108.74	123.00	-59.00%	N
36-6141.00-041-399000	SOCIAL SECURITY	.00	400.00	400.00	.00	400.00	.00%	N
36-6141.00-101-399000	SOCIAL SECURITY	.00	25.00	25.00	.00	25.00	.00%	N
36-6141.00-999-399000	SOCIAL SECURITY	.00	25.00	25.00	.00	25.00	.00%	N
36-6141.01-001-391000		40.86	50.00	50.00	42.45	50.00	.00%	N
36-6141.01-001-399000	SOCIAL SECURITY/MEDICA	87.63	90.00	90.00	80.23	90.00	.00%	N
36-6141.01-041-391000	SOCIAL SECURITY/MEDICA	1,056.77	1,065.00	1,065.00	948.53	1,038.00	-2.54%	N
36-6141.01-999-391000	SOCIAL SECURITY	.00	25.00	25.00	.00	25.00	.00%	N
36-6141.02-001-391000	SOCIAL SECURITY/MEDICA	131.98	325.00	325.00	117.22	132.00	-59.38%	N
36-6141.02-001-399000	SOCIAL SECURITY/MEDICA	142.59	250.00	250.00	129.23	147.00	-41.20%	N
36-6141.03-001-391000		20.89	25.00	25.00	41.72	25.00	.00%	N
36-6141.03-001-399000	SOCIAL SECURITY/MEDICA	21.16	25.00	25.00	24.38	28.00	12.00%	N
36-6141.03-041-399000		.00	15.00	15.00	.00	15.00	.00%	N
36-6141.04-001-399000	SOCIAL SECURITY/MEDICA	13.99	20.00	20.00	.00	20.00	.00%	N
36-6141.04-041-391000		13.82	20.00	20.00	27.59	20.00	.00%	N
36-6141.04-041-399000	SOCIAL SECURITY/MEDICA	5.59	20.00	20.00	.00	20.00	.00%	N

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36-6141.04-101-399000	SOCIAL SECURITY/MEDICA	8.39	20.00	20.00	.00	20.00	.00%	N
36-6141.05-001-399000		25.52	50.00	50.00	45.02	50.00	.00%	N
36-6141.05-041-399000		.00	30.00	30.00	.00	30.00	.00%	N
36-6141.06-001-399000		15.71	25.00	25.00	29.70	25.00	.00%	N
36-6141.07-001-321000	SOCIAL SECURITY/MEDICA	.00	.00	.00	11.03	13.00	100.00%	N
36-6141.07-001-322000	SOCIAL SECURITY/MEDICA	.00	.00	.00	44.09	63.00	100.00%	N
36-6141.07-001-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	6.36	7.00	100.00%	N
36-6141.08-001-321000	SOCIAL SECURITY/MEDICA	.00	.00	.00	12.71	_____.__	.00%	N
36-6141.08-001-322000	SOCIAL SECURITY/MEDICA	.00	.00	.00	6.13	7.00	100.00%	N
36-6141.08-001-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	6.12	7.00	100.00%	N
36-6141.08-041-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	5.49	6.00	100.00%	N
36-6142.00-001-391000	GROUP HEALTH INSURANC	6,407.02	6,600.00	6,600.00	6,159.36	6,265.00	-5.08%	N
36-6142.00-001-399000	GROUP HEALTH INSURANC	.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
36-6142.00-041-391000	GROUP HEALTH INSURANC	.00	.00	.00	.00	_____.__	.00%	N
36-6142.00-041-399000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.__	.00%	N
36-6142.00-101-399000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.__	.00%	N
36-6142.01-001-399000		.00	1,079.00	1,079.00	.00	1,079.00	.00%	N
36-6142.01-041-391000		2,958.96	3,871.00	3,871.00	3,388.87	3,509.00	-9.35%	N
36-6142.02-001-391000		759.08	1,380.00	1,380.00	700.70	702.00	-49.13%	N
36-6142.02-001-399000		616.85	1,060.00	1,060.00	566.40	564.00	-46.79%	N
36-6142.03-001-399000	GROUP HEALTH & LIFE INS	.00	.00	.00	131.30	129.00	100.00%	N
36-6142.07-001-321000	GROUP HEALTH & LIFE INS	.00	.00	.00	75.40	73.00	100.00%	N
36-6142.07-001-322000	GROUP HEALTH & LIFE INS	.00	.00	.00	194.59	338.00	100.00%	N
36-6142.08-001-322000	GROUP HEALTH & LIFE INS	.00	.00	.00	34.20	33.00	100.00%	N
36-6142.08-001-399000	GROUP HEALTH & LIFE INS	.00	.00	.00	32.90	32.00	100.00%	N
36-6142.08-041-399000	GROUP HEALTH & LIFE INS	.00	.00	.00	28.20	28.00	100.00%	N
36-6143.00-001-399000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.__	.00%	N

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36-6144.00-001-391000	TRS ON-BEHALF BENEFIT	11,177.74	.00	.00	.00	_____.__	.00%	N
36-6144.00-001-399000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
36-6144.00-041-391000	TRS ON-BEHALF BENEFIT	743.88	.00	.00	.00	_____.__	.00%	N
36-6144.00-041-399000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
36-6144.00-101-399000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
36-6144.01-001-391000	TRS ON-BEHALF BENEFIT	127.78	.00	.00	.00	_____.__	.00%	N
36-6144.01-001-399000	TRS ON-BEHALF BENEFIT	365.04	.00	.00	.00	_____.__	.00%	N
36-6144.01-041-391000	TRS ON-BEHALF BENEFIT	5,448.15	.00	.00	.00	_____.__	.00%	N
36-6144.02-001-391000	TRS ON-BEHALF BENEFIT	944.50	.00	.00	.00	_____.__	.00%	N
36-6144.02-001-399000	TRS ON-BEHALF BENEFIT	829.30	.00	.00	.00	_____.__	.00%	N
36-6144.03-001-391000	TRS ON-BEHALF BENEFIT	131.24	.00	.00	.00	_____.__	.00%	N
36-6144.03-001-399000	TRS ON-BEHALF BENEFIT	97.21	.00	.00	.00	_____.__	.00%	N
36-6144.03-041-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
36-6144.04-001-399000	TRS ON-BEHALF BENEFIT	82.05	.00	.00	.00	_____.__	.00%	N
36-6144.04-041-391000	TRS ON-BEHALF BENEFIT	80.20	.00	.00	.00	_____.__	.00%	N
36-6144.04-041-399000	TRS ON-BEHALF BENEFIT	32.82	.00	.00	.00	_____.__	.00%	N
36-6144.04-101-399000	TRS ON-BEHALF BENEFIT	49.23	.00	.00	.00	_____.__	.00%	N
36-6144.05-001-399000	TRS ON-BEHALF BENEFIT	117.43	.00	.00	.00	_____.__	.00%	N
36-6144.05-041-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
36-6144.06-001-399000	TRS ON-BEHALF BENEFIT	82.12	.00	.00	.00	_____.__	.00%	N
36-6145.00-001-399000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.__	.00%	N
36-6146.00-001-391000	TEACHER RETIREMENT	6,787.34	5,783.00	5,783.00	6,536.68	6,377.00	10.27%	N
36-6146.00-001-399000	TEACHER RETIREMENT	.00	235.00	235.00	.00	235.00	.00%	N
36-6146.00-041-391000	TEACHER RETIREMENT	201.30	300.00	300.00	189.17	217.00	-27.67%	N
36-6146.00-041-399000	TEACHER RETIREMENT	.00	25.00	25.00	.00	25.00	.00%	N
36-6146.00-101-399000	TEACHER RETIREMENT	.00	.00	.00	.00	_____.__	.00%	N
36-6146.01-001-391000		36.24	50.00	50.00	77.83	50.00	.00%	N

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36-6146.01-001-399000	TEACHER RETIREMT/TRS C	305.12	317.00	317.00	619.81	226.00	-28.71%	N
36-6146.01-041-391000	TEACHER RETIREMT/TRS C	2,652.21	3,068.00	3,068.00	2,622.28	2,990.00	-2.54%	N
36-6146.02-001-391000	TEACHER RETIREMT/TRS C	254.77	400.00	400.00	242.46	275.00	-31.25%	N
36-6146.02-001-399000	TEACHER RETIREMT/TRS C	388.70	610.00	610.00	370.65	423.00	-30.66%	N
36-6146.03-001-391000		35.26	50.00	50.00	73.50	50.00	.00%	N
36-6146.03-001-399000	TEACHER RETIREMT/TRS C	67.26	70.00	70.00	55.60	59.00	-15.71%	N
36-6146.03-041-399000		.00	25.00	25.00	.00	25.00	.00%	N
36-6146.04-001-399000	TEACHER RETIREMENT/TR	48.52	.00	.00	.00	_____.__	.00%	N
36-6146.04-041-391000		33.39	20.00	20.00	70.56	20.00	.00%	N
36-6146.04-041-399000	TEACHER RETIREMENT/TR	19.41	.00	.00	.00	_____.__	.00%	N
36-6146.04-101-399000	TEACHER RETIREMENT/TR	29.11	.00	.00	.00	_____.__	.00%	N
36-6146.05-001-399000		73.85	100.00	100.00	87.52	100.00	.00%	N
36-6146.05-041-399000		.00	115.00	115.00	.00	115.00	.00%	N
36-6146.06-001-399000		22.16	45.00	45.00	21.87	45.00	.00%	N
36-6146.07-001-321000	TEACHER RETIREMENT/TR	.00	.00	.00	24.73	28.00	100.00%	N
36-6146.07-001-322000	TEACHER RETIREMENT/TR	.00	.00	.00	83.08	142.00	100.00%	N
36-6146.07-001-399000	TEACHER RETIREMENT/TR	.00	.00	.00	12.03	14.00	100.00%	N
36-6146.08-001-321000	TEACHER RETIREMENT/TR	.00	.00	.00	24.40	_____.__	.00%	N
36-6146.08-001-322000	TEACHER RETIREMENT/TR	.00	.00	.00	11.99	14.00	100.00%	N
36-6146.08-001-399000	TEACHER RETIREMENT/TR	.00	.00	.00	13.89	15.00	100.00%	N
36-6146.08-041-399000	TEACHER RETIREMENT/TR	.00	.00	.00	14.28	15.00	100.00%	N
36-6149.00-001-399000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**322,500.04**	**339,276.00**	**339,276.00**	**284,438.36**	**317,359.00**	**-6.46%**	
36-6219.00-001-391000	ATHLETIC OFFICIALS	13,615.00	15,000.00	15,000.00	23,895.00	25,000.00	66.67%	N
36-6219.00-001-399000	YEARBOOK PUBLISHING	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00%	N
36-6219.00-001-3990BD	MAJORETTE JUDGES	300.00	1,000.00	1,000.00	600.00	1,000.00	.00%	N
36-6219.01-001-391000	AMBULANCE SERVICES	.00	8,500.00	8,500.00	.00	8,500.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
36-6219.02-001-391000	SECURITY FOR ATHLETIC A	4,620.00	5,000.00	5,000.00	4,590.00	5,000.00	.00%	N
36-6219.03-001-391000	DRUG TESTING	1,235.00	1,200.00	1,200.00	588.00	1,200.00	.00%	N
36-6219.04-001-391000	FOOTBALL CLOCK KEEPER	.00	.00	.00	.00	_____.__	.00%	N
36-6219.05-001-391000	TOURNAMENT OFFICIALS/S	.00	.00	.00	.00	_____.__	.00%	N
36-6219.05-999-399000	UIL CONTEST JUDGING	.00	200.00	200.00	.00	200.00	.00%	N
36-6219.06-001-391000	HS CHEERLEADER JUDGES	200.00	325.00	325.00	300.00	325.00	.00%	N
36-6249.00-001-391000	INSTALL/REPLACE SCOREB	.00	.00	.00	.00	30,215.00	100.00%	N
36-6249.01-001-391000	RECONDITIONING-ATHLETI	6,053.90	6,000.00	6,000.00	8,178.61	6,000.00	.00%	N
36-6249.08-001-391000	CONTRACTED FIELD MAINT	.00	.00	.00	11,470.00	_____.__	.00%	N
36-6269.00-001-391000	RENTAL EQUIPMENT	.00	700.00	700.00	292.22	700.00	.00%	N
36-6269.00-001-399000	RENTALS-GRADUATION	1,048.25	1,400.00	1,400.00	854.94	1,400.00	.00%	N
36-6299.00-001-391000	GATE SPLIT	2,577.69	2,500.00	2,500.00	2,684.82	2,500.00	.00%	N
36-6299.01-001-391000	MISC CONTRACTED SERVIC	4,600.22	3,700.00	3,700.00	36,801.14	3,700.00	.00%	N
36-6299.02-001-391000	TICKET SALES-OUT OF	5,568.00	.00	.00	.00	_____.__	.00%	N
	62XX Totals	**41,818.06**	**47,525.00**	**47,525.00**	**92,254.73**	**87,740.00**	**84.62%**	
36-6399.00-001-391000	FOOTBALL SUPPLIES	12,586.26	12,500.00	12,500.00	12,388.07	12,500.00	.00%	N
36-6399.00-001-3990BD	BAND UNIFORMS	2,535.61	3,000.00	3,000.00	498.72	3,000.00	.00%	N
36-6399.00-041-391000	JH FOOTBALL SUPPLIES	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00%	N
36-6399.01-001-391000	TRAINING SUPPLIES	4,379.17	5,000.00	5,000.00	5,121.98	5,000.00	.00%	N
36-6399.01-001-3910BY	HS BASKETBALL SUPPLIES-	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.00%	N
36-6399.01-001-3910GR	HS BASKETBALL SUPPLIES-	2,546.77	2,500.00	2,500.00	2,560.56	2,500.00	.00%	N
36-6399.02-001-391000	BASEBALL SUPPLIES	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	.00%	N
36-6399.03-001-391000	TRACK SUPPLIES-BOYS	6,282.49	2,500.00	2,500.00	2,163.72	2,500.00	.00%	N
36-6399.03-001-3910GR	HS TRACK SUPPLIES-GIRLS	2,497.44	2,500.00	2,500.00	2,478.22	2,500.00	.00%	N
36-6399.03-041-391000	TRACK SUPPLIES-JH BOYS	983.39	1,000.00	1,000.00	881.11	1,000.00	.00%	N
36-6399.04-001-391000	TENNIS SUPPLIES	909.23	1,000.00	1,000.00	1,000.00	1,000.00	.00%	N
36-6399.04-041-391000	TRACK SUPPLIES-JH GIRLS	1,000.00	1,000.00	1,000.00	218.43	1,000.00	.00%	N

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36-6399.05-001-391000	GOLF SUPPLIES	916.21	1,000.00	1,000.00	2,321.95	1,000.00	.00%	N
36-6399.05-041-391000	JH BOYS BASKETBALL SUP	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00%	N
36-6399.06-001-391000	CROSS COUNTRY SUPPLIE	800.00	800.00	800.00	776.08	800.00	.00%	N
36-6399.06-001-399000	HIGH SCHOOL UIL SUPPLIE	304.98	750.00	750.00	56.00	750.00	.00%	N
36-6399.06-041-391000	JH GIRLS BASKETBALL SUP	1,057.88	1,000.00	1,000.00	758.65	1,000.00	.00%	N
36-6399.06-041-399000	ONE ACT PLAY SUPPLIES -	.00	400.00	400.00	.00	400.00	.00%	N
36-6399.07-001-391000	UNIFORMS	5,500.00	15,000.00	15,000.00	15,667.15	15,000.00	.00%	N
36-6399.07-041-391000	JH BOYS & GIRLS CROSS C	5,000.00	1,000.00	1,000.00	1,013.38	1,000.00	.00%	N
36-6399.07-041-399000	JH UIL SUPPLIES	.00	400.00	400.00	.00	400.00	.00%	N
36-6399.08-999-391000	FIELD MAINTENANCE SUPP	36,824.97	40,000.00	40,000.00	42,249.76	40,000.00	.00%	N
36-6399.09-001-391000	SOFTBALL SUPPLIES	3,500.00	3,500.00	3,500.00	3,467.25	3,500.00	.00%	N
36-6399.10-001-391000	HIGH SCHOOL CHEERLEAD	946.64	1,000.00	1,000.00	999.33	1,000.00	.00%	N
36-6399.10-041-391000	JR. HIGH CHEERLEADERS	.00	500.00	500.00	498.00	500.00	.00%	N
36-6399.11-001-391000	ATHLETIC CLOTH-HS & JH	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00	.00%	N
36-6399.11-101-399000	ARCHERY SUPPLIES	1,792.50	3,000.00	3,000.00	3,931.11	3,000.00	.00%	N
36-6399.14-001-3910BD	HS MAJORETTES SUPPLIES	.00	500.00	500.00	132.00	500.00	.00%	N
36-6399.15-001-391000	BASKETBALL TOURNAMENT	2,974.25	3,000.00	3,000.00	314.31	3,000.00	.00%	N
36-6399.16-001-391000	HS CHEERLEADING CAMP	902.00	1,000.00	1,000.00	1,000.00	1,000.00	.00%	N
36-6399.18-001-391000	POWERLIFTING SUPPLIES	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.00%	N
36-6399.19-001-391000	HUDL VIDEO SUPPLIES	2,699.00	3,600.00	3,600.00	2,699.00	3,600.00	.00%	N
	63XX Totals	**111,438.79**	**122,450.00**	**122,450.00**	**118,194.78**	**122,450.00**	**.00%**	
36-6411.00-001-391000	TRAVEL HS COACHES	3,498.00	4,000.00	4,000.00	4,099.24	4,000.00	.00%	N
36-6411.01-041-391000	TRAVEL JH COACHES	.00	1,500.00	1,500.00	1,406.10	1,500.00	.00%	N
36-6411.02-999-399000	TRAVEL UIL SPONSORS	82.00	500.00	500.00	.00	500.00	.00%	N
36-6411.03-001-391000	TRAVEL PLAYOFFS COACH	.00	500.00	500.00	.00	500.00	.00%	N
36-6412.00-999-399000	TRAVEL & SUBSISTENCE-UI	200.00	6,000.00	6,000.00	8,370.20	6,000.00	.00%	N
36-6412.01-001-391000	T & S-HS BASEBALL ATHLET	2,755.65	3,500.00	3,500.00	2,489.87	3,500.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
36-6412.01-001-3990BD	HS BAND STUDENT TRAVEL	1,238.00	6,400.00	6,400.00	5,564.44	6,400.00	.00%	N
36-6412.01-041-391000	TRAVEL JH ATHLETES	367.16	2,000.00	2,000.00	1,160.44	2,000.00	.00%	N
36-6412.01-041-3990BD	JH BAND STUDENT TRAVEL	420.00	1,000.00	1,000.00	877.53	1,000.00	.00%	N
36-6412.02-001-399000	T & S-UIL/HS-ACADEMIC ST	319.00	1,000.00	1,000.00	972.00	1,000.00	.00%	N
36-6412.02-041-399000	T & S JH STUDENT	.00	100.00	100.00	.00	100.00	.00%	N
36-6412.03-001-399000	TRAVEL & SUBS-HS OAP ST	1,155.00	1,300.00	1,300.00	1,614.00	1,300.00	.00%	N
36-6412.03-041-399000	TRAVEL JH UIL STUDENTS	.00	300.00	300.00	300.00	300.00	.00%	N
36-6412.04-001-391000	TRAVEL HS ATHLETIC WINN	2,091.52	4,500.00	4,500.00	4,126.58	4,500.00	.00%	N
36-6412.04-041-399000	TRAVEL & SUBSISTENCE-JH	.00	250.00	250.00	.00	250.00	.00%	N
36-6412.05-001-391000	T & S-HS FOOTBALL ATHLE	3,176.40	3,500.00	3,500.00	2,837.59	3,500.00	.00%	N
36-6412.05-041-391000	T & S-JH ATHLETES	1,874.52	2,000.00	2,000.00	2,142.00	2,000.00	.00%	N
36-6412.06-001-391000	T &S-HS BASKETBALL BOY	1,777.78	2,500.00	2,500.00	2,196.16	2,500.00	.00%	N
36-6412.06-041-391000	T & S -JH CHEERLEADERS	.00	300.00	300.00	300.00	300.00	.00%	N
36-6412.07-001-391000	T & S-HS BASKETBALL GIRL	1,281.42	1,500.00	1,500.00	1,952.51	1,500.00	.00%	N
36-6412.08-001-391000	T & S-HS GIRLS SOFTBALL	1,107.81	1,500.00	1,500.00	1,215.25	1,500.00	.00%	N
36-6412.09-001-391000	T & S-HS TRACK	2,398.35	2,500.00	2,500.00	2,831.61	3,000.00	20.00%	N
36-6412.10-001-391000	T & S-HS TENNIS	666.68	1,000.00	1,000.00	927.39	1,000.00	.00%	N
36-6412.11-001-391000	T & S-HS CROSS COUNTRY	855.49	700.00	700.00	844.39	900.00	28.57%	N
36-6412.12-001-391000	T & S-HS GOLF	452.05	500.00	500.00	285.61	500.00	.00%	N
36-6412.13-001-391000	T & S POWERLIFTING	940.37	1,200.00	1,200.00	444.00	1,200.00	.00%	N
36-6412.14-001-391000	T & S-HS CHEERLEADERS	.00	615.00	615.00	684.00	615.00	.00%	N
36-6419.00-001-391000	OTHER TRAVEL/SUB. ATHL.	.00	500.00	500.00	.00	500.00	.00%	N
36-6429.00-999-391000	ATHLETIC INSURANCE	16,018.00	16,500.00	16,500.00	16,018.00	16,500.00	.00%	N
36-6494.00-999-399000	RECLASSIFY TRANSPORTA	.00	.00	.00	.00	_____.__	.00%	N
36-6499.00-001-399000	VETERAN'S DAY CEREMON	175.00	500.00	500.00	517.27	500.00	.00%	N
36-6499.00-001-3990BD	FEE/DUES HS BAND	1,040.00	500.00	500.00	500.00	500.00	.00%	N
36-6499.00-001-3990HS	CAMPUS DISCRETIONARY F	2,669.42	3,200.00	3,200.00	3,669.90	3,200.00	.00%	N

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36-6499.00-041-3990BD	FEES/DUES JH BAND	300.00	500.00	500.00	500.00	500.00	.00%	N
36-6499.00-041-3990JH	CAMPUS DISCRETIONARY F	983.31	1,340.00	1,340.00	1,214.18	1,340.00	.00%	N
36-6499.00-101-3990EL	CAMPUS DISCRETIONARY F	1,355.19	600.00	600.00	772.68	600.00	.00%	N
36-6499.00-999-391000	ENTRY FEES/ATHLETICS	4,260.00	4,000.00	4,000.00	6,702.00	7,000.00	75.00%	N
36-6499.00-999-399000	"UIL MEMBERSHIP FEES,NO	5,300.00	6,500.00	6,500.00	6,491.22	6,500.00	.00%	N
36-6499.01-001-391000	FEES & DUES-HS	6,718.25	10,000.00	10,000.00	10,768.20	12,000.00	20.00%	N
36-6499.01-041-391000	FEES & DUES-JH ATHLETES	800.00	800.00	800.00	500.00	800.00	.00%	N
36-6499.02-001-3990BD	FEES/DUES HS BAND	1,600.00	2,500.00	2,500.00	2,500.00	2,500.00	.00%	N
36-6499.02-041-391000	AWARDS-JH ATHLETICS	115.00	800.00	800.00	119.00	800.00	.00%	N
36-6499.02-041-399000	FEES & DUES -JH- OAP	.00	100.00	100.00	.00	100.00	.00%	N
36-6499.02-041-3990BD	FEES/DUES JH BAND	500.00	1,000.00	1,000.00	1,000.00	1,000.00	.00%	N
36-6499.02-999-399000	TICKETS/STATE BASKETBA	.00	800.00	800.00	.00	800.00	.00%	N
36-6499.03-001-391000	AWARDS/HHS ATHLETICS	4,635.00	5,000.00	5,000.00	7,740.44	5,000.00	.00%	N
36-6499.04-001-391000	BASKETBALL TOURNAMENT	200.00	200.00	200.00	.00	200.00	.00%	N
36-6499.04-001-399000	PROJECT EXPENSE-GLOBE	.00	600.00	600.00	450.00	600.00	.00%	N
36-6499.05-001-399000	AWARDS - HS	1,086.38	2,500.00	2,500.00	3,423.25	2,500.00	.00%	N
36-6499.05-041-399000	AWARDS-JH	365.41	1,000.00	1,000.00	493.64	1,000.00	.00%	N
36-6499.05-101-399000	AWARDS- ELEM	.00	600.00	600.00	.00	600.00	.00%	N
	64XX Totals	**74,778.16**	**110,705.00**	**110,705.00**	**111,020.69**	**116,405.00**	**5.15%**	
36-6639.00-001-391000	HS ATHLETIC EQUIPMENT >	.00	28,290.00	28,290.00	15,453.00	_____.__	-100.00%	N
36-6639.00-001-399000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
36-6639.02-001-391000	ATHLETIC EQUIPMENT	.00	.00	.00	.00	_____.__	.00%	N
36-6649.00-001-391000	HS ATHLETIC EQUIPMENT	.00	.00	.00	.00	50,000.00	100.00%	N
36-6649.01-001-391000	ATHLETIC DEPT TECH EQUI	13,837.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
36-6649.02-001-391000	TUNNEL	.00	.00	.00	.00	_____.__	.00%	N
36-6659.00-001-391000	SCOREBOARDS	.00	.00	.00	175,354.40	29,168.00	100.00%	N
	66XX Totals	**13,837.00**	**29,290.00**	**29,290.00**	**190,807.40**	**80,168.00**	**173.70%**	

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	Function 36 Totals	**564,372.05**	**649,246.00**	**649,246.00**	**796,715.96**	**724,122.00**	**11.53%**	
41-6119.00-701-399000	SALARIES OR WAGES-TECH	134,162.50	137,475.00	137,475.00	126,443.26	141,569.00	2.98%	N
41-6129.00-701-399000	PARAPROF. SALARY - SUPT	35,543.52	35,714.00	35,714.00	33,220.80	36,184.00	1.32%	N
41-6129.01-701-399000	SUBSTITUTE-CENTRAL OFF	.00	2,400.00	2,400.00	.00	2,400.00	.00%	N
41-6129.02-702-399000	ADMIN. STAFF-BOARD MEE	1,400.00	2,400.00	2,400.00	800.00	2,400.00	.00%	N
41-6129.04-701-399000	CENTRAL OFFICE-EXTRA D	.00	600.00	600.00	300.00	600.00	.00%	N
41-6131.00-701-399000	CONTRACT BUYOUT	.00	.00	.00	.00	_____.__	.00%	N
41-6139.00-701-399000	EMPLOYEE ALLOWANCES	.00	.00	.00	.00	_____.__	.00%	N
41-6141.00-701-399000	SOCIAL SECURITY/MEDICA	2,213.29	2,235.00	2,235.00	2,046.14	2,255.00	.89%	N
41-6141.00-702-399000	EMPLOYERS SHARE/FICA	.00	200.00	200.00	.00	200.00	.00%	N
41-6141.01-701-399000		.00	100.00	100.00	.00	100.00	.00%	N
41-6141.02-702-399000		20.30	50.00	50.00	11.60	50.00	.00%	N
41-6141.04-701-399000		.00	300.00	300.00	4.35	300.00	.00%	N
41-6142.00-701-399000	GROUP HEALTH & LIFE INS	3,300.00	3,300.00	3,300.00	3,025.00	3,300.00	.00%	N
41-6142.01-701-399000		.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
41-6143.00-701-399000	WORKER'S COMPENSATION	508.80	600.00	600.00	592.94	600.00	.00%	N
41-6144.00-701-399000	TRS ON-BEHALF BENEFIT	10,014.86	.00	.00	.00	_____.__	.00%	N
41-6144.00-702-399000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.__	.00%	N
41-6144.01-701-399000		.00	.00	.00	.00	_____.__	.00%	N
41-6144.02-702-399000	TRS ON-BEHALF BENEFIT	122.36	.00	.00	.00	_____.__	.00%	N
41-6144.04-701-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
41-6145.00-701-399000	UNEMPLOYMENT	82.40	100.00	100.00	65.92	100.00	.00%	N
41-6146.00-701-399000	TEACHER RETIREMT/TRS C	7,438.56	10,000.00	10,000.00	7,825.90	9,139.00	-8.61%	N
41-6146.00-702-399000	TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.__	.00%	N
41-6146.01-701-399000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.__	.00%	N
41-6146.02-702-399000	TEACHER RETIREMENT/TR	25.17	.00	.00	16.31	_____.__	.00%	N
41-6146.04-701-399000		.00	120.00	120.00	7.35	120.00	.00%	N

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41-6149.00-701-399000	SUPERINTENDENTS ANNUI	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**194,831.76**	**198,894.00**	**198,894.00**	**174,359.57**	**202,617.00**	**1.87%**	
41-6211.00-701-399000	LEGAL SERVICES	5,882.52	6,000.00	6,000.00	9,306.12	6,000.00	.00%	N
41-6212.00-750-399000	AUDIT SERVICES	13,900.00	14,200.00	14,200.00	14,200.00	14,200.00	.00%	N
41-6213.00-703-399000	TAX APPRAISAL AND COLLE	4,184.50	6,000.00	6,000.00	4,173.75	6,000.00	.00%	N
41-6214.00-720-399000	LOBBYING	.00	800.00	800.00	.00	800.00	.00%	N
41-6219.00-750-399000	CONSULTANT SVCS	6,218.46	18,000.00	18,000.00	14,136.77	18,000.00	.00%	N
41-6219.01-750-399000	PROFESSIONAL SVCS-ARC	.00	.00	.00	.00	_____.__	.00%	N
41-6239.00-750-399000	EDUCATION SERVICE CENT	15,682.00	17,100.00	17,100.00	15,780.00	20,295.00	18.68%	N
41-6269.00-750-399000	COPIER RENTAL	4,731.40	5,000.00	5,000.00	4,531.77	5,000.00	.00%	N
41-6299.00-701-399000	MISC. CONTRACTED SVCS-	2,188.25	3,000.00	3,000.00	1,838.91	3,000.00	.00%	N
41-6299.00-750-399000	MISC CONTRACTED SERVIC	2,110.35	2,800.00	2,800.00	500.00	2,800.00	.00%	N
	62XX Totals	**54,897.48**	**72,900.00**	**72,900.00**	**64,467.32**	**76,095.00**	**4.38%**	
41-6329.00-720-399000	BOOKS & PUBLICATIONS	275.64	750.00	750.00	275.60	750.00	.00%	N
41-6399.00-701-399000	GENERAL SUPPLIES/SUPT.	3,048.57	3,500.00	3,500.00	2,537.89	3,500.00	.00%	N
41-6399.01-701-399000	FURN & EQUIP-CENTRAL	44.95	2,000.00	2,000.00	1,797.99	2,000.00	.00%	N
41-6399.01-750-399000	POSTAGE/C.O./TAX OFFICE	1,797.55	2,000.00	2,000.00	906.25	2,000.00	.00%	N
	63XX Totals	**5,166.71**	**8,250.00**	**8,250.00**	**5,517.73**	**8,250.00**	**.00%**	
41-6411.00-701-399000	TRAVEL/SUPT.	1,926.32	5,000.00	5,000.00	4,406.69	5,000.00	.00%	N
41-6411.01-701-399000	TRAVEL/SUPT. SECRETARY	947.67	2,000.00	2,000.00	728.75	2,000.00	.00%	N
41-6419.00-702-399000	TRAVEL & SUBSISTENCE - B	4,600.83	13,000.00	13,000.00	8,304.23	13,000.00	.00%	N
41-6429.00-702-399000	LIABILITY INSURANCE-SCH	7,309.01	7,500.00	7,500.00	7,771.00	8,150.00	8.67%	N
41-6429.01-701-399000	BONDING EXPENSE	518.30	300.00	300.00	255.50	300.00	.00%	N
41-6439.00-702-399000	ELECTION EXPENSE	.00	.00	.00	.00	_____.__	.00%	N
41-6491.00-750-399000	PUBLICATION FEES	272.33	1,000.00	1,000.00	.00	1,000.00	.00%	N
41-6499.00-702-399000	FEES/DUES-SCHOOL BOAR	.00	1,000.00	1,000.00	860.00	1,000.00	.00%	N
41-6499.00-720-399000	FEES/DUES-DISTRICT MEM	7,097.05	9,800.00	9,800.00	8,618.95	9,800.00	.00%	N

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41-6499.01-750-399000	MISC. OPERATING EXPENS	15,384.37	16,000.00	16,000.00	19,559.35	16,000.00	.00%	N
	64XX Totals	**38,055.88**	**55,600.00**	**55,600.00**	**50,504.47**	**56,250.00**	**1.17%**	
41-6639.00-750-399000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.__	.00%	N
41-6649.00-701-399000	FURN & EQUIP - CENTRAL O	275.41	3,000.00	3,000.00	.00	3,000.00	.00%	N
41-6649.00-702-399000	FURN& EQUIP-BOARD	.00	2,000.00	2,000.00	293.99	2,000.00	.00%	N
	66XX Totals	**275.41**	**5,000.00**	**5,000.00**	**293.99**	**5,000.00**	**.00%**	
	Function 41 Totals	**293,227.24**	**340,644.00**	**340,644.00**	**295,143.08**	**348,212.00**	**2.22%**	
51-6129.00-999-399000	CUSTODIANS	127,705.49	148,265.00	148,265.00	8,000.00	148,265.00	.00%	N
51-6129.01-999-399000	CUSTODIAN SUBSTITUTES	14,881.07	15,000.00	15,000.00	14,640.07	15,000.00	.00%	N
51-6129.02-999-399000	MAINTENANCE WORKERS	114,402.15	140,292.00	140,292.00	123,285.85	142,165.00	1.34%	N
51-6129.03-999-399000	SECURITY	.00	.00	.00	.00	_____.__	.00%	N
51-6129.04-999-399000	SUMMER HELP-TEMPORAR	18,696.02	15,000.00	15,000.00	11,695.19	15,000.00	.00%	N
51-6129.05-999-399000	MAINTENANCE - EXTRA DU	10,588.15	7,500.00	7,500.00	2,994.46	7,500.00	.00%	N
51-6129.08-999-399000	CUSTODIAN SUPERVISOR	32,814.24	34,181.00	34,181.00	1,000.00	34,181.00	.00%	N
51-6129.09-999-399000	MAINTENANCE DIRECTOR	57,810.00	58,636.00	58,636.00	53,833.11	58,636.00	.00%	N
51-6141.00-999-399000	"EMPLOYERS SHARE, FICA"	1,664.98	6,000.00	6,000.00	116.00	6,000.00	.00%	N
51-6141.01-999-399000		283.73	1,200.00	1,200.00	390.44	1,200.00	.00%	N
51-6141.02-999-399000	SOCIAL SECURITY/MEDICA	1,571.89	1,559.00	1,559.00	2,582.31	1,561.00	.13%	N
51-6141.04-999-399000		1,430.31	1,000.00	1,000.00	894.70	1,000.00	.00%	N
51-6141.05-999-399000		145.51	150.00	150.00	40.52	150.00	.00%	N
51-6141.08-999-399000	SOCIAL SECURITY/MEDICA	418.41	500.00	500.00	14.50	500.00	.00%	N
51-6141.09-999-399000	SOCIAL SECURITY/MEDICA	646.30	810.00	810.00	752.16	805.00	-.62%	N
51-6142.00-999-399000	HEALTH INSURANCE/MAINT	23,100.00	29,700.00	29,700.00	.00	29,700.00	.00%	N
51-6142.01-999-399000		.00	.00	.00	.00	_____.__	.00%	N
51-6142.02-999-399000		6,600.00	9,065.00	9,065.00	6,050.00	6,600.00	-27.19%	N
51-6142.08-999-399000		3,300.00	3,300.00	3,300.00	.00	3,300.00	.00%	N
51-6142.09-999-399000		2,772.84	2,779.00	2,779.00	2,547.60	2,779.00	.00%	N

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51-6143.00-999-399000	WORKERS COMPENSATION	2,797.38	3,500.00	3,500.00	3,500.09	3,500.00	.00%	N
51-6143.00-999-3990WC	WKRS COMP CLAIMS PD MA	7,401.51	7,500.00	7,500.00	3,774.77	7,500.00	.00%	N
51-6144.00-999-399000	TRS ON-BEHALF BENEFIT	11,836.03	.00	.00	.00	_____.__	.00%	N
51-6144.01-999-399000	TRS ON-BEHALF BENEFIT	1,190.77	.00	.00	.00	_____.__	.00%	N
51-6144.02-999-399000	TRS ON-BEHALF BENEFIT	9,915.90	.00	.00	.00	_____.__	.00%	N
51-6144.04-999-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
51-6144.05-999-399000	TRS ON-BEHALF BENEFIT	926.47	.00	.00	.00	_____.__	.00%	N
51-6144.08-999-399000	TRS ON-BEHALF BENEFIT	2,783.75	.00	.00	.00	_____.__	.00%	N
51-6144.09-999-399000	TRS ON-BEHALF BENEFIT	4,970.76	.00	.00	.00	_____.__	.00%	N
51-6145.00-999-399000	UNEMPLOYMENT COMPEN	453.20	600.00	600.00	362.56	600.00	.00%	N
51-6146.00-999-399000	TEACHER RETIREMENT	3,062.06	3,437.00	3,437.00	.00	3,437.00	.00%	N
51-6146.01-999-399000		319.78	300.00	300.00	310.14	300.00	.00%	N
51-6146.02-999-399000		2,641.20	2,800.00	2,800.00	2,570.82	2,937.00	4.89%	N
51-6146.04-999-399000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.__	.00%	N
51-6146.05-999-399000		248.79	250.00	250.00	73.35	250.00	.00%	N
51-6146.08-999-399000		747.70	764.00	764.00	.00	764.00	.00%	N
51-6146.09-999-399000	TEACHER RETIREMT/TRS C	1,335.12	1,412.00	1,412.00	1,294.37	1,470.00	4.11%	N
	61XX Totals	**469,461.51**	**495,500.00**	**495,500.00**	**240,723.01**	**495,100.00**	**-.08%**	
51-6249.00-001-399000	HS BLDG & GROUNDS MAIN	151,123.98	84,000.00	84,000.00	46,806.93	234,000.00	178.57%	N
51-6249.00-041-399000	JH BLDG & GROUNDS MAIN	1,767.00	5,000.00	5,000.00	3,101.33	5,000.00	.00%	N
51-6249.00-101-399000	ELEM BLDGS & GROUNDS	6,814.50	5,000.00	5,000.00	5,005.59	5,000.00	.00%	N
51-6249.00-999-399000	OTHER SERVICES	9,361.49	5,000.00	5,000.00	1,579.00	5,000.00	.00%	N
51-6249.01-101-399000	CARPET FOR ELEM BLDG	25,985.00	5,500.00	5,500.00	20,026.90	5,500.00	.00%	N
51-6249.01-999-399000	BLDGS.& GROUNDS REPAIR	1,065.90	5,000.00	5,000.00	439.75	5,000.00	.00%	N
51-6249.02-999-399000	BUILDING AND GROUNDS R	.00	5,000.00	5,000.00	.00	5,000.00	.00%	N
51-6249.03-999-399000	GROUNDS MAINTENANCE	2,431.58	3,000.00	3,000.00	3,144.68	3,000.00	.00%	N
51-6249.04-999-399000	PEST CONTROL SERVICE	4,008.92	5,000.00	5,000.00	4,708.92	5,000.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
51-6249.05-999-399000	ROOF REPAIR	240.00	5,000.00	5,000.00	.00	5,000.00	.00%	N
51-6249.06-999-399000	PAINTING HS/JH/ELEM	20,900.00	20,000.00	20,000.00	30,000.00	20,000.00	.00%	N
51-6249.07-999-399000	CONTRACTED MAINTENAN	.00	.00	.00	.00	_____.__	.00%	N
51-6249.08-999-399000	DRAINAGE IMPROVEMENT	.00	.00	.00	.00	_____.__	.00%	N
51-6259.00-999-399000	WATER SERVICES	26,070.68	35,000.00	35,000.00	25,960.32	35,000.00	.00%	N
51-6259.02-999-399000	TELEPHONE/CELLULAR	17,686.27	25,000.00	25,000.00	16,750.66	25,000.00	.00%	N
51-6259.03-999-399000	ELECTRIC	139,365.07	150,000.00	150,000.00	157,753.44	150,000.00	.00%	N
51-6259.04-999-399000	NATURAL GAS	12,294.56	20,000.00	20,000.00	11,452.58	20,000.00	.00%	N
51-6259.05-999-399000	TRASH DISPOSAL	19,993.84	20,000.00	20,000.00	19,532.52	20,000.00	.00%	N
51-6259.06-999-399000	SEPTIC SYSTEM SVCS	3,797.50	8,000.00	8,000.00	1,140.00	8,000.00	.00%	N
	62XX Totals	**442,906.29**	**405,500.00**	**405,500.00**	**347,402.62**	**555,500.00**	**36.99%**	
51-6311.00-999-399000	"GASOLINE, OIL"	5,692.32	6,000.00	6,000.00	4,927.51	6,000.00	.00%	N
51-6319.00-999-399000	MAINTENANCE SUPPLIES	104,816.36	50,000.00	50,000.00	87,388.40	50,000.00	.00%	N
51-6319.01-999-399000	JANITORIAL SUPPLIES	28,686.05	30,000.00	30,000.00	12,947.49	30,000.00	.00%	N
51-6319.02-999-399000	GROUNDS KEEPING SUPPLI	9,082.31	8,500.00	8,500.00	21,146.77	8,500.00	.00%	N
51-6319.03-999-399000	MAINTENANCE UNIFORMS	4,145.96	5,000.00	5,000.00	5,538.39	5,000.00	.00%	N
51-6319.04-999-399000	AIR PURIFICATION SYSTEM	73,000.00	.00	.00	.00	_____.__	.00%	N
	63XX Totals	**225,423.00**	**99,500.00**	**99,500.00**	**131,948.56**	**99,500.00**	**.00%**	
51-6411.00-999-399000	TRAVEL AND SUBSISTENCE	437.93	1,500.00	1,500.00	600.15	1,500.00	.00%	N
51-6429.00-999-399000	PROPERTY INSURANCE	58,702.00	68,150.00	68,150.00	67,720.00	80,322.00	17.86%	N
51-6499.01-999-399000	MAINT.LIC. FEES & DUES	315.74	400.00	400.00	358.95	400.00	.00%	N
	64XX Totals	**59,455.67**	**70,050.00**	**70,050.00**	**68,679.10**	**82,222.00**	**17.38%**	
51-6631.00-999-399000	VEHICLES-MAINTENANCE T	.00	.00	.00	.00	_____.__	.00%	N
51-6639.00-999-399000	GROUNDS EQUIPMENT	10,399.20	5,000.00	5,000.00	.00	65,000.00	1,200.00%	N
51-6639.01-999-399000	A/C UNITS	9,875.93	25,000.00	25,000.00	.00	55,000.00	120.00%	N
51-6639.03-999-399000	GROUNDS KEEPING EQUIP	.00	.00	.00	.00	_____.__	.00%	N
51-6649.00-999-399000	CUSTODIAL EQUIPMENT	5,652.47	7,000.00	7,000.00	3,030.00	7,000.00	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
51-6649.01-999-399000	MAINTENANCE EQUIPMENT	.00	.00	.00	.00	_____.__	.00%	N
	66XX Totals	**25,927.60**	**37,000.00**	**37,000.00**	**3,030.00**	**127,000.00**	**243.24%**	
	Function 51 Totals	**1,223,174.07**	**1,107,550.00**	**1,107,550.00**	**791,783.29**	**1,359,322.00**	**22.73%**	
52-6219.00-999-399000	CONTRACTED SECURITY O	31,051.50	43,200.00	43,200.00	36,770.00	43,200.00	.00%	N
52-6299.00-999-399000	SAFETY/SECURITY TRAININ	.00	.00	.00	.00	7,500.00	100.00%	N
	62XX Totals	**31,051.50**	**43,200.00**	**43,200.00**	**36,770.00**	**50,700.00**	**17.36%**	
52-6399.00-999-399000	SECURITY SUPPLIES	3,149.98	5,000.00	5,000.00	3,166.72	15,000.00	200.00%	N
	63XX Totals	**3,149.98**	**5,000.00**	**5,000.00**	**3,166.72**	**15,000.00**	**200.00%**	
52-6411.00-999-399000	TRAVEL & SUBSISTENCE-S	.00	100.00	100.00	.00	500.00	400.00%	N
	64XX Totals	**.00**	**100.00**	**100.00**	**.00**	**500.00**	**400.00%**	
	Function 52 Totals	**34,201.48**	**48,300.00**	**48,300.00**	**39,936.72**	**66,200.00**	**37.06%**	
53-6129.00-750-399000	SALARIES FOR SUPPORT P	129,534.20	135,207.00	135,207.00	126,691.00	125,630.00	-7.08%	N
53-6129.01-750-399000	DATA PROCESSING-EXTRA	.00	500.00	500.00	.00	500.00	.00%	N
53-6141.00-750-399000	SOCIAL SECURITY	1,696.32	1,721.00	1,721.00	1,616.02	1,888.00	9.70%	N
53-6141.01-750-399000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.__	.00%	N
53-6142.00-750-399000	GROUP HEALTH & LIFE INS	9,900.00	9,900.00	9,900.00	9,075.00	7,661.00	-22.62%	N
53-6143.00-750-399000	WORKER'S COMPENSATION	508.80	550.00	550.00	592.94	550.00	.00%	N
53-6144.00-750-399000	TRS ON-BEHALF BENEFIT	11,071.74	.00	.00	.00	_____.__	.00%	N
53-6144.01-750-399000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.__	.00%	N
53-6145.00-750-399000	UNEMPLOYMENT	82.40	100.00	100.00	65.92	100.00	.00%	N
53-6146.00-750-399000	TEACHER RETIREMENT	2,973.46	3,215.00	3,215.00	3,030.42	3,791.00	17.92%	N
53-6146.01-750-399000	TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.__	.00%	N
	61XX Totals	**155,766.92**	**151,193.00**	**151,193.00**	**141,071.30**	**140,120.00**	**-7.32%**	
53-6219.00-750-399000	CONTRACTED SVCS-SOFT	8,885.36	14,636.00	14,636.00	8,849.28	14,636.00	.00%	N
53-6219.00-999-399000	PROFESSIONAL CONTRACT	.00	450.00	450.00	.00	450.00	.00%	N
53-6239.00-750-399000	ESC-REGION 7	15,185.00	15,203.00	15,203.00	15,203.00	15,784.00	3.82%	N
53-6249.00-720-399000	CONTRACTED MAINTENAN	.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
53-6249.00-750-399000	COMPUTER & EQUIP REPAI	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
53-6299.00-750-399000	MISC CONTRACTED SERVIC	.00	500.00	500.00	.00	500.00	.00%	N
	62XX Totals	**24,070.36**	**31,789.00**	**31,789.00**	**24,052.28**	**32,370.00**	**1.83%**	
53-6399.00-750-399000	SUPPLIES & MATERIALS	2,766.75	3,700.00	3,700.00	2,711.68	3,700.00	.00%	N
	63XX Totals	**2,766.75**	**3,700.00**	**3,700.00**	**2,711.68**	**3,700.00**	**.00%**	
53-6411.00-750-399000	TRAVEL & SUBSISTENCE	1,416.81	4,000.00	4,000.00	2,210.12	4,000.00	.00%	N
53-6499.00-750-399000	"FEES, DUES, & MEMBERSH	980.00	1,000.00	1,000.00	556.00	1,000.00	.00%	N
	64XX Totals	**2,396.81**	**5,000.00**	**5,000.00**	**2,766.12**	**5,000.00**	**.00%**	
53-6649.00-999-399000	FURNITURE & EQUIP - CENT	.00	3,000.00	3,000.00	.00	3,000.00	.00%	N
	66XX Totals	**.00**	**3,000.00**	**3,000.00**	**.00**	**3,000.00**	**.00%**	
	Function 53 Totals	**185,000.84**	**194,682.00**	**194,682.00**	**170,601.38**	**184,190.00**	**-5.39%**	
71-6513.00-999-399000	LONG TERM DEBIT PRINCIP	171,000.00	181,000.00	181,000.00	181,000.00	192,000.00	6.08%	N
71-6519.00-999-399000	LOAN PRINCIPAL-SECO	30,844.53	30,922.00	30,922.00	23,184.04	30,999.00	.25%	N
71-6523.00-999-399000	INTEREST ON DEBT	74,812.50	64,125.00	64,125.00	64,125.00	52,813.00	-17.64%	N
71-6529.00-999-399000	LOAN INTEREST	222.43	300.00	300.00	116.17	70.00	-76.67%	N
	65XX Totals	**276,879.46**	**276,347.00**	**276,347.00**	**268,425.21**	**275,882.00**	**-.17%**	
	Function 71 Totals	**276,879.46**	**276,347.00**	**276,347.00**	**268,425.21**	**275,882.00**	**-.17%**	
81-6219.00-999-399000		.00	.00	.00	.00	_____.__	.00%	N
	62XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
81-6619.00-999-399000		.00	.00	.00	.00	_____.__	.00%	N
81-6629.00-001-399000	"BLDG PURCHASE,CONSTR	.00	.00	.00	.00	_____.__	.00%	N
	66XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Function 81 Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
93-6492.00-999-323000	PYMTS TO SPECIAL ED. CO	134,287.00	150,098.00	150,098.00	150,098.00	219,560.00	46.28%	N
	64XX Totals	**134,287.00**	**150,098.00**	**150,098.00**	**150,098.00**	**219,560.00**	**46.28%**	
	Function 93 Totals	**134,287.00**	**150,098.00**	**150,098.00**	**150,098.00**	**219,560.00**	**46.28%**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
99-6213.00-703-399000	TAX APPRAISAL & COLLECT	30,259.00	33,000.00	33,000.00	31,120.00	33,000.00	.00%	N
99-6213.00-999-399000	TAX APPRAISAL & COLLECT	.00	.00	.00	.00	_____.__	.00%	N
	62XX Totals	**30,259.00**	**33,000.00**	**33,000.00**	**31,120.00**	**33,000.00**	**.00%**	
	Function 99 Totals	**30,259.00**	**33,000.00**	**33,000.00**	**31,120.00**	**33,000.00**	**.00%**	
	Expenditure Totals	**8,319,040.80**	**8,453,411.00**	**8,453,411.00**	**7,249,053.89**	**8,936,100.00**	**5.71%**	
00-7912.00-000-300000	SALE OF PROPERTY	.00	.00	.00	.00	_____.__	.00%	N
00-7914.00-000-300000	LOAN PROCEEDS	.00	.00	.00	.00	_____.__	.00%	N
	79XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Other Resources Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-8911.00-000-300000	OPERATING TRANSFERS O	.00	.00	.00	.00	_____.__	.00%	N
	89XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Other Uses Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
Fund 199 / 3 Totals								
Fund Balances		**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
Revenue		**8,968,941.47**	**8,053,941.00**	**8,053,941.00**	**8,570,694.53**	**8,616,100.00**	**6.98%**	
Expenditures		**8,319,040.80**	**8,453,411.00**	**8,453,411.00**	**7,249,053.89**	**8,936,100.00**	**5.71%**	
Other Resources		**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
Other Uses		**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
Grand Totals								
Fund Balances		.00	.00	.00	.00	_____.__	.00%	
Revenues		8,968,941.47	8,053,941.00	8,053,941.00	8,570,694.53	8,616,100.00	6.98%	
Expenditures		8,319,040.80	8,453,411.00	8,453,411.00	7,249,053.89	8,936,100.00	5.71%	
Other Resources		.00	.00	.00	.00	_____.__	.00%	
Other Uses		.00	.00	.00	.00	_____.__	.00%	

End of Report

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-1102.00-000-300000	MISCELLANEOUS ACCT-CA	.00	.00	.00	.00	_____.__	.00%	N
00-1110.00-000-300000	CASH IN BANK CAFETERIA	.00	.00	.00	.00	_____.__	.00%	N
00-1111.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	11XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-1241.00-000-300000	DUE FROM STATE	.00	.00	.00	.00	_____.__	.00%	N
00-1243.00-000-300000	DUE FROM OTHER GOVERN	.00	.00	.00	.00	_____.__	.00%	N
00-1260.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	12XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2110.00-000-300000	ACCOUNTS PAYABLE	.00	.00	.00	.00	_____.__	.00%	N
00-2110.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2110.02-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2111.00-000-300000	PAYABLE ACCOUNT	.00	.00	.00	.00	_____.__	.00%	N
00-2122.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2151.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2152.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2152.02-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-002-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-043-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2155.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2155.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2155.04-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-007-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-030-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-031-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2159.00-044-300000		.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-2160.00-000-300000	ACCRUED WAGES PAYABL	.00	.00	.00	.00	_____.__	.00%	N
00-2161.00-000-300000	OBJECT CODE DESCRIPTIO	.00	.00	.00	.00	_____.__	.00%	N
00-2171.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2171.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2171.99-000-300000	GENERAL FUND	.00	.00	.00	.00	_____.__	.00%	N
00-2172.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2175.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2175.99-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2177.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2177.02-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2177.99-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2180.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2183.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	21XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2210.00-000-300000	ACCRUED EXPENSES	.00	.00	.00	.00	_____.__	.00%	N
00-2211.14-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
00-2211.16-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
00-2211.19-000-300000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.__	.00%	N
	22XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2310.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2312.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	23XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3410.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3440.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3450.00-000-300000	FOOD SERVICE RESERVE	.00	.00	.00	.00	_____.__	.00%	N
00-3470.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
	34XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3510.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3510.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3540.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3590.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	35XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3600.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3601.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3602.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	36XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3700.00-000-300000	BUDGET FUND BALANCE	.00	.00	.00	.00	_____.__	.00%	N
	37XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Fund Balance Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-4310.00-000-300000	RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.__	.00%	N
00-4310.01-000-300000	RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.__	.00%	N
	43XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-5742.00-000-300000	INTEREST ON CAFETERIA F	38.55	100.00	100.00	66.51	100.00	.00%	N
00-5744.00-000-300000	DONATIONS	.00	.00	.00	.00	_____.__	.00%	N
00-5749.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-5751.00-000-300000	LOCAL LUNCHES	121,892.68	100,000.00	100,000.00	54,612.95	100,000.00	.00%	N
00-5751.01-000-300000	HEADSTART MEAL REIMB	3,852.20	4,400.00	4,400.00	4,822.00	5,000.00	13.64%	N
	57XX Totals	**125,783.43**	**104,500.00**	**104,500.00**	**59,501.46**	**105,100.00**	**.57%**	
00-5829.00-000-300000	MISC. STATE PROGRAM RE	1,677.92	1,800.00	1,800.00	26,646.89	25,000.00	1,288.89%	N
00-5831.00-000-300000	TRS ON-BEHALF BENEFIT	13,641.32	.00	.00	.00	_____.__	.00%	N
	58XX Totals	**15,319.24**	**1,800.00**	**1,800.00**	**26,646.89**	**25,000.00**	**1,288.89**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-5921.00-000-300000	SCHOOL BREAKFAST PROG	48,950.94	64,000.00	64,000.00	124,104.71	87,357.00	36.50%	N
00-5922.00-000-300000	NATIONAL SCHOOL LUNCH	124,407.12	150,000.00	150,000.00	307,915.87	225,000.00	50.00%	N
00-5923.00-000-300000	USDA DONATED COMMODI	31,107.01	32,000.00	32,000.00	.00	32,000.00	.00%	N
	59XX Totals	**204,465.07**	**246,000.00**	**246,000.00**	**432,020.58**	**344,357.00**	**39.98%**	
	Revenue Totals	**345,567.74**	**352,300.00**	**352,300.00**	**518,168.93**	**474,457.00**	**34.67%**	
35-6129.00-999-399000	SALARIES/WAGES FOR SUP	150,259.69	165,192.00	165,192.00	122,719.07	165,192.00	.00%	N
35-6129.01-999-399000	SUBSTITUTE CAFETERIA W	.00	6,000.00	6,000.00	8,714.90	6,000.00	.00%	N
35-6129.03-999-399000	AIDE SALARY	.00	.00	.00	.00	_____.__	.00%	N
35-6129.05-999-399000	CAFETERIA EXTRA DUTY	1,245.87	12,000.00	12,000.00	2,325.65	12,000.00	.00%	N
35-6141.00-999-399000	MEDICARE TAX	1,661.99	1,680.00	1,680.00	1,330.86	1,680.00	.00%	N
35-6141.01-999-399000	FICA TAX	.00	750.00	750.00	666.67	750.00	.00%	N
35-6141.03-999-399000	SOCIAL SECURITY/MEDICA	.00	250.00	250.00	.00	250.00	.00%	N
35-6141.05-999-399000		16.21	25.00	25.00	32.01	25.00	.00%	N
35-6142.00-999-399000	SCHOOL PAID INSURANCE-	9,900.00	26,400.00	26,400.00	4,125.00	4,585.00	-82.63%	N
35-6142.03-999-399000		.00	.00	.00	.00	_____.__	.00%	N
35-6142.05-999-399000		.00	.00	.00	.00	_____.__	.00%	N
35-6143.00-999-399000	WORKER'S COMPENSATION	2,112.19	2,200.00	2,200.00	1,875.82	2,200.00	.00%	N
35-6143.00-999-3990WC	WORKERS COMP CLAIMS P	.00	.00	.00	.00	_____.__	.00%	N
35-6144.00-999-399000	TRS ON-BEHALF BENEFIT	13,532.32	.00	.00	.00	_____.__	.00%	N
35-6144.05-999-399000	TRS ON-BEHALF BENEFIT	109.00	.00	.00	.00	_____.__	.00%	N
35-6145.00-999-399000	UNEMPLOYMENT COMPEN	329.60	375.00	375.00	263.68	375.00	.00%	N
35-6146.00-999-399000	TRS-CHILD NUTRITION	13,246.47	13,000.00	13,000.00	2,873.32	13,000.00	.00%	N
35-6146.01-999-399000	TRS-CARE	.00	300.00	300.00	10,663.14	300.00	.00%	N
35-6146.02-999-399000	TRS	.00	100.00	100.00	.00	100.00	.00%	N
35-6146.03-999-399000	TEACHER RETIREMT/TRS C	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
35-6146.05-999-399000		29.80	500.00	500.00	57.26	500.00	.00%	N
	61XX Totals	**192,443.14**	**230,272.00**	**230,272.00**	**155,647.38**	**208,457.00**	**-9.47%**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
35-6249.00-999-399000	EQUIPMENT REPAIR	2,406.00	6,000.00	6,000.00	2,489.51	6,000.00	.00%	N
35-6299.00-999-399000	MISC. CONTRACTED SERVI	5,395.69	22,000.00	22,000.00	18,488.91	22,000.00	.00%	N
35-6299.01-999-399000	MISC.-COUNTY HEALTH SE	.00	300.00	300.00	.00	300.00	.00%	N
	62XX Totals	**7,801.69**	**28,300.00**	**28,300.00**	**20,978.42**	**28,300.00**	**.00%**	
35-6319.00-999-399000	PARTS/FOOD SERVICE EQU	2,598.90	3,500.00	3,500.00	334.51	3,500.00	.00%	N
35-6319.00-999-3990LR	SUPPLIES AND EQUIPMENT	4,449.57	5,000.00	5,000.00	1,947.97	5,000.00	.00%	N
35-6341.00-999-399000	FOOD EXPENSE	95,942.40	125,000.00	125,000.00	120,759.94	125,000.00	.00%	N
35-6341.01-999-399000	FOOD EXPENSE-NON PROG	29,758.70	30,000.00	30,000.00	24,465.33	30,000.00	.00%	N
35-6342.00-999-399000	NON FOOD EXPENSE	14,481.78	14,000.00	14,000.00	23,419.22	25,000.00	78.57%	N
35-6344.00-999-399000	USDA DONATED COMMODI	31,107.01	32,000.00	32,000.00	.00	32,000.00	.00%	N
	63XX Totals	**178,338.36**	**209,500.00**	**209,500.00**	**170,926.97**	**220,500.00**	**5.25%**	
35-6411.00-999-399000	TRAVEL AND SUBSISTENCE	79.98	700.00	700.00	164.42	700.00	.00%	N
	64XX Totals	**79.98**	**700.00**	**700.00**	**164.42**	**700.00**	**.00%**	
35-6639.00-999-399000	EQUIPMENT	.00	15,000.00	15,000.00	11,130.00	15,000.00	.00%	N
35-6649.00-999-399000	CAFETERIA EQUIPMENT	.00	.00	.00	.00	_____.__	.00%	N
	66XX Totals	**.00**	**15,000.00**	**15,000.00**	**11,130.00**	**15,000.00**	**.00%**	
	Function 35 Totals	**378,663.17**	**483,772.00**	**483,772.00**	**358,847.19**	**472,957.00**	**-2.24%**	
51-6249.01-999-399000	PEST CONTROL SERVICE	1,326.08	1,500.00	1,500.00	1,051.08	1,500.00	.00%	N
	62XX Totals	**1,326.08**	**1,500.00**	**1,500.00**	**1,051.08**	**1,500.00**	**.00%**	
	Function 51 Totals	**1,326.08**	**1,500.00**	**1,500.00**	**1,051.08**	**1,500.00**	**.00%**	
	Expenditure Totals	**379,989.25**	**485,272.00**	**485,272.00**	**359,898.27**	**474,457.00**	**-2.23%**	

Fund 240 / 3 Totals						
Fund Balances	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**
Revenue	**345,567.74**	**352,300.00**	**352,300.00**	**518,168.93**	**474,457.00**	**34.67%**
Expenditures	**379,989.25**	**485,272.00**	**485,272.00**	**359,898.27**	**474,457.00**	**-2.23%**
Other Resources	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**
Other Uses	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
Grand Totals								
Fund Balances		.00	.00	.00	.00	_____.__	.00%	
Revenues		345,567.74	352,300.00	352,300.00	518,168.93	474,457.00	34.67%	
Expenditures		379,989.25	485,272.00	485,272.00	359,898.27	474,457.00	-2.23%	
Other Resources		.00	.00	.00	.00	_____.__	.00%	
Other Uses		.00	.00	.00	.00	_____.__	.00%	

End of Report

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-1107.00-000-300000	INVESTMENT WITH AJ CAPI	.00	.00	.00	.00	_____.__	.00%	N
00-1110.00-000-300000	CASH IN BANK DEBT SERVI	.00	.00	.00	.00	_____.__	.00%	N
00-1113.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-1120.00-000-300000	INVESTMENTS CD	.00	.00	.00	.00	_____.__	.00%	N
	11XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-1221.00-000-300000	RECEIVABLE PROPERTY TA	.00	.00	.00	.00	_____.__	.00%	N
00-1230.00-000-300000	ALLOWANCE FOR UNCOLL.	.00	.00	.00	.00	_____.__	.00%	N
00-1241.00-000-300000	DUE FROM STATE	.00	.00	.00	.00	_____.__	.00%	N
00-1260.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	12XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2110.00-000-300000	ACCOUNTS PAYABLE	.00	.00	.00	.00	_____.__	.00%	N
00-2110.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2110.02-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2111.00-000-300000	PAYABLE ACCOUNT	.00	.00	.00	.00	_____.__	.00%	N
00-2122.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2153.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2160.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2161.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2171.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2171.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2171.99-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2172.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2175.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2175.99-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2177.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2177.02-000-300000		.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-2177.99-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2180.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2181.00-000-300000	DUE TO STATE	.00	.00	.00	.00	_____.__	.00%	N
00-2183.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	21XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2210.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2211.14-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2211.16-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-2211.19-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	22XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2310.00-000-300000	DEFERRED REVENUE	.00	.00	.00	.00	_____.__	.00%	N
00-2312.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	23XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-2600.00-000-300000	DEFERED RESOURCES INF	.00	.00	.00	.00	_____.__	.00%	N
	26XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3410.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3420.00-000-300000	RETIRE LONG-TERM DEBT	.00	.00	.00	.00	_____.__	.00%	N
00-3440.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3470.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3480.00-000-300000	FUND BALANCE RESTRICTE	.00	.00	.00	.00	_____.__	.00%	N
	34XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3510.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3510.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3540.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3590.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	35XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-3600.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3601.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-3602.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	36XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-3700.00-000-300000	BUDGET FUND BALANCE	.00	.00	.00	.00	_____.__	.00%	N
	37XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Fund Balance Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-4310.00-000-300000		.00	.00	.00	.00	_____.__	.00%	N
00-4310.01-000-300000		.00	.00	.00	.00	_____.__	.00%	N
	43XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-5711.00-000-300000	TAXES CURRENT YEAR	127,247.69	140,242.00	140,242.00	133,815.52	136,993.00	-2.32%	N
00-5712.00-000-300000	DELINQUENT TAXES	4,847.48	4,000.00	4,000.00	5,365.34	4,000.00	.00%	N
00-5719.00-000-300000	PENALTIES & INTEREST	3,401.99	2,000.00	2,000.00	4,188.05	2,000.00	.00%	N
00-5742.00-000-300000	ACCOUNT INTEREST EARN	135.72	100.00	100.00	152.15	100.00	.00%	N
	57XX Totals	**135,632.88**	**146,342.00**	**146,342.00**	**143,521.06**	**143,093.00**	**-2.22%**	
00-5829.00-000-300000	CH. 46 EXISTING DEBT ALL	47,394.00	35,537.00	35,537.00	49,800.00	23,705.00	-33.29%	N
	58XX Totals	**47,394.00**	**35,537.00**	**35,537.00**	**49,800.00**	**23,705.00**	**-33.29%**	
	Revenue Totals	**183,026.88**	**181,879.00**	**181,879.00**	**193,321.06**	**166,798.00**	**-8.29%**	
71-6511.00-999-399000	BOND PRINCIPAL	133,000.00	137,000.00	137,000.00	137,000.00	140,000.00	2.19%	N
71-6521.01-999-399000	INTEREST ON BONDS	19,484.25	16,123.00	16,123.00	8,914.20	12,675.00	-21.39%	N
71-6599.00-999-399000	OTHER DEBT FEES	.00	28,756.00	28,756.00	.00	14,123.00	-50.89%	N
	65XX Totals	**152,484.25**	**181,879.00**	**181,879.00**	**145,914.20**	**166,798.00**	**-8.29%**	
	Function 71 Totals	**152,484.25**	**181,879.00**	**181,879.00**	**145,914.20**	**166,798.00**	**-8.29%**	
	Expenditure Totals	**152,484.25**	**181,879.00**	**181,879.00**	**145,914.20**	**166,798.00**	**-8.29%**	
00-7911.00-000-300000	ISSUANCE OF BONDS	.00	.00	.00	.00	_____.__	.00%	N
00-7915.00-000-300000	OPERATING TRANSFERS IN	.00	.00	.00	.00	_____.__	.00%	N

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
00-7916.00-000-300000	PREMIUM OR DISCOUNT	.00	.00	.00	.00	_____.__	.00%	N
00-7917.00-000-300000	PREPAID INTEREST	.00	.00	.00	.00	_____.__	.00%	N
	79XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Other Resources Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
00-8949.00-000-300000	OTHER USES	.00	.00	.00	.00	_____.__	.00%	N
	89XX Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
	Other Uses Totals	**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
Fund 599 / 3 Totals								
Fund Balances		**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
Revenue		**183,026.88**	**181,879.00**	**181,879.00**	**193,321.06**	**166,798.00**	**-8.29%**	
Expenditures		**152,484.25**	**181,879.00**	**181,879.00**	**145,914.20**	**166,798.00**	**-8.29%**	
Other Resources		**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	
Other Uses		**.00**	**.00**	**.00**	**.00**	_____.__	**.00%**	

Fnc-Obj.So-Org-Prog	Description	2020 - 2021 Last Yr Closing Amt	2021 - 2022 This Yr Orig Budget	2021 - 2022 This Yr Amend Budget	2021 - 2022 This Yr Actual Amt	2022 - 2023 Next Yr Recommend	Pct Inc /Dec	Lk
Grand Totals								
Fund Balances		.00	.00	.00	.00	_____.__	.00%	
Revenues		183,026.88	181,879.00	181,879.00	193,321.06	166,798.00	-8.29%	
Expenditures		152,484.25	181,879.00	181,879.00	145,914.20	166,798.00	-8.29%	
Other Resources		.00	.00	.00	.00	_____.__	.00%	
Other Uses		.00	.00	.00	.00	_____.__	.00%	

End of Report

M & O Tax Collections								
	2011-2012 Certified @ $1.17	2012-2013 Certified @ $1.17	2013-2014 Certified @ $1.17	2014-2015 certified @ $1.17	2015-2016 Certified @ $1.17	2016-2017 Certified @ $1.17	2017-2018 Prelim @ $1.17	2018-2019 Prelim @ $1.17
CAD Taxable Value	158526130	149940292	150194191	159702743	146585509	146297669	154098688	159461802
Ceiling Taxable	11801140	12334716	12974289	13285340	13093429	13844144	14855020	16536502
	146724990	137605576	137219902	146417403	133492080	132453525	139243668	142925300
Divide by 100	1467249.9	1376055.8	1372199.02	1464174	1334920.8	1324535.3	1392436.7	1429253
Tax Rate	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
	1716682.38	1609985.2	1605472.85	1713083.6	1561857.3	1549706.2	1629150.9	1672226
Add Ceiling Receivable	92007.04	98049.41	111096.67	126040	118708.33	130169.43	139897.48	161553.14
	1808689	1708035	1716569.52	1839123.6	1680565.7	1679875.7	1769048.4	1833779.2
Collection Rate	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Budgeted M&O Collections	**1736342**	**1639713**	**1647907**	**1765559**	**1613343**	**1612681**	**1698286**	**1760428**

I & S Tax Collections								
Don't add back receivables								
Taxable Value	158526130	149940292	150194191	159702743	146585509	146297669	154098688	159467802
Divide by 100	1585261.3	1499402.9	1501941.91	1597027.4	1465855.1	1462976.7	1540986.9	1594678
I&S Tax Rate	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08
	126820.90	119952.23	120155.35	127762.19	117268.41	117038.14	123278.95	127574.24
Collection Rate	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Budgeted I&S Collections	**121748**	**115154**	**115349**	**122652**	**112578**	**112357**	**118348**	**122471**

Total Tax Levy	1858090	1754867	1763256	1888210	1725921	1725037	1816634	1882899

M & O Tax Collections								
	2019-2020 Prelim @ $1.17	2019-2020 Prelim @ $1.0684	2019-2020 Prelim @ $1.06835	2020-2021 Prelim @ $1.17	2020-2021 Prelim @ $1.0547	2021-2022 Prelim @ $1.17	2021-2022 Prelim @ $1.0021	2022-2023 Prelim @ $0.9429
CAD Taxable Value	166509680	166509680	166509680	167197154	167197154	182606974	182606974	203858682
Ceiling Taxable	17990852	17990852	17990852	17939105	17939105	19907782	19907782	19727392
	148518828	148518828	148518828	149258049	149258049	162699192	162699192	184131290
Divide by 100	1485188.28	1485188.3	1485188.3	1492580.5	1492580.5	1626991.9	1626991.92	1841312.9
Tax Rate	1.17	1.0684	1.06835	1.17	1.0547	1.17	1.0021	0.9429
	1737670.29	1586775.2	1586700.9	1746319.2	1574224.6	1903580.5	1630408.6	1736173.93
Add Ceiling Receivable	175397.88	175397.88	175397.88	170060.73	170060.73	187267.08	187267.08	185888.65
	1913068.17	1762173	1762098.8	1916379.9	1744285.4	2090847.6	1817675.68	1922062.58
Collection Rate	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Budgeted M&O Collections	**1836545**	**1691686**	**1691615**	**1839725**	**1674514**	**2007214**	**1744969**	**1845180**

I & S Tax Collections								
Don't add back receivables								
Taxable Value	166509680	166509680	166509680	167197154	167197154	182606974	182606974	203858682
Divide by 100	1665096.8	1665096.8	1665096.8	1671971.5	1671971.5	1826069.7	1826069.74	2038586.82
I&S Tax Rate	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.07
	133207.74	133207.74	133207.74	133757.72	133757.72	146085.58	146085.58	142701.08
Collection Rate	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Budgeted I&S Collections	**127879**	**127879**	**127879**	**128407**	**128407**	**140242**	**140242**	**136993**

Total Tax Levy	1964425	1819566	1819494	1968132	1802921		1885211	1982173

Release 6
06/09/22

Notice of Public Meeting to Discuss Budget and Proposed Tax Rate

Comparison of Proposed Rates with Last Year's Rates

	Maintenance & Operations	Interest & Sinking Fund*	Total	Local Revenue Per Student	State Revenue Per Student
Last Year's Rate	1.00210	0.08000	1.08210	2,793	9,837
Rate to Maintain Same Level of Maintenance & Operations Revenue & Pay Debt Service	0.94304	0.05515	0.99819	3,093	9,477
Proposed Rate	0.94290	0.07000	1.01290	3,012	9,755

* The Interest and Sinking Fund tax revenue is used to pay for bonded debt on construction, equipment, or both. The bonds, and the tax rate necessary to pay those bonds, were approved by the voters of this district.

My Commentary: The Rate to Maintain in my opinion can be very misleading, as the 18-19 funding elements

Harrison Central Appraisal District

COPY

2022

CERTIFICATION of TAXABLE VALUE for

Harleton Independent School District

"I, Robert Lisman, Chief Appraiser for the Harrison Central Appraisal District solemnly swear that the following information is a true and correct summary of that portion of the appraisal roll of the Harrison Central Appraisal District; which is taxable by this Taxing Unit, and constitutes the appraisal roll for this Taxing Unit."

Total Market Value	396,200,940
(LESS PRODUCTIVITY LOSS and HOMESTEAD CAP - EQUALS) Total Appraised Value	282,177,930
(LESS TOTAL, PARTIAL EXEMPTIONS, POLLUTION CONTROL AND ABATEMENTS - EQUALS) **Total Taxable Value**	**203,858,682**
Number of Accounts	6,904
New Value	3,794,668
Ceiling Taxable	19,727,392
Ceiling Receivable	$185,888.65
Value lost to 10% Homestead Cap	(9,579,220)

Robert Lisman
Chief Appraiser

7/25/2022
Date

Received By

Date

2022 Certified Values

Harleton ISD	Contract			Staff			Combined			
Property Category	2021 Certified	2022 Certified	% +/-	2021 Certified	2022 Certified	% +/-	2021 Certified	2022 Total	% +/-	% Total
A-Single Family	0			16,106,610	19,741,700	22.6%	16,106,610	19,741,700	22.6%	5.0%
B-Multi-Family	0			0	0	0.0%	0	0	0.0%	0.0%
C-Vacant Land	0			2,367,660	2,317,200	-2.1%	2,367,660	2,317,200	-2.1%	0.6%
D-Acreage	0			253,705,070	308,904,130	21.8%	253,705,070	308,904,130	21.8%	78.0%
F-Comm/Ind Real	93,880	117,760		3,310,340	6,025,890	82.0%	3,404,220	6,143,650	80.5%	1.6%
G-Gas/Oil/Mineral	11,435,250	11,804,390	3.2%	0	0	0.0%	11,435,250	11,804,390	3.2%	3.0%
J-Utility	21,354,490	23,014,640	7.8%	67,370	84,980	26.1%	21,421,860	23,099,620	7.8%	5.8%
L-Comm/Ind Personal	1,321,310	2,784,850	110.8%	3,421,390	3,159,330	-7.7%	4,742,700	5,944,180	25.3%	1.5%
M-MH/Aircraft	0	0		5,472,900	6,472,780	18.3%	5,472,900	6,472,780	18.3%	1.6%
O-Real Inventory	0	0		0	0	#DIV/0!	0	0	0.0%	0.0%
X-Exempt	0	0		10,000,870	11,773,290	17.7%	10,000,870	11,773,290	17.7%	3.0%
Total Market	34,204,930	37,721,640	10.3%	294,452,210	358,479,300	21.7%	328,657,140	396,200,940	20.6%	100.0%
Less Minimum Value Loss							0	0	0.0%	
HMSTD 10% Cap Loss							(699,090)	(9,579,220)	1270.2%	
Productivity Loss							(84,140,240)	(104,443,790)	24.1%	
Total Appraised							243,817,810	282,177,930	15.7%	
Less: Minimum Value Exemptions							(163,582)	(173,162)	5.9%	
Freeport & Pollution Control Exemptions							0	0	0.0%	
Abatements							0	0	0.0%	
Constitutional Exemptions							(10,045,557)	(11,808,560)	17.6%	
State HMSTD							(21,028,506)	(32,920,199)	56.6%	
State Over 65							(2,589,133)	(2,436,499)	-5.9%	
State DISAB							(355,002)	(290,349)	-18.2%	
Veteran Disability							(2,813,640)	(3,185,715)	13.2%	
20% HMSTD							(24,215,416)	(27,504,764)	13.6%	
Optional Over 65							0	0	0.0%	
Optional DISAB							0	0	0.0%	
Total Taxable							182,606,974	203,858,682	11.6%	
Ceiling Taxable Value				19,907,782	19,727,392	-0.9%				
Ceiling Receivable				$187,267.08	$185,888.65	-0.7%				
2021 Adpoted/2022 Revenue Neutral Tax Rate				1.082100	0.95700	-11.6%				
Revenue Estimates							$1,947,835	$1,948,025	0.0%	
New Value							3,274,346	3,794,668	15.9%	
Number of Accounts							6,901	6,904	0.0%	

School Enrollment **001 HARLETON HIGH SCHOOL**

	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total
Grade	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
09	0	0	0	0	1	0	0	0	19	16	4	5	4	1	28	22	50
10	0	0	0	0	1	0	0	0	24	21	4	2	2	3	31	26	57
11	0	0	0	0	0	0	0	0	33	22	4	4	1	0	38	26	64
12	0	0	0	0	0	0	0	0	23	23	2	1	3	3	28	27	55
TOTAL	0	0	0	0	2	0	0	0	99	82	14	12	10	7	125	101	226

School Enrollment **041 HARLETON JR HIGH SCHOOL**

	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total
Grade	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
06	0	0	0	0	0	0	0	0	27	21	1	2	0	1	28	24	52
07	0	0	0	0	0	0	0	0	19	29	4	5	1	0	24	34	58
08	0	0	0	0	1	0	0	0	25	19	1	3	3	1	30	23	53
TOTAL	0	0	0	0	1	0	0	0	71	69	6	10	4	2	82	81	163

School Enrollment **101 HARLETON ELEMENTARY SCHOOL**

	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total
Grade	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
01	0	0	0	0	1	1	0	0	18	29	3	1	0	0	22	31	53
02	0	0	0	0	1	0	0	0	29	22	0	1	2	4	32	27	59
03	0	0	0	0	0	0	0	0	18	23	4	4	0	1	22	28	50
04	0	0	0	0	0	1	0	0	31	22	0	1	1	2	32	26	58
05	0	0	0	0	0	0	0	0	19	24	0	4	3	1	22	29	51
KG	0	0	1	0	0	0	0	0	11	15	0	2	2	1	14	18	32
PK	0	0	0	0	0	0	0	0	2	3	0	0	0	1	2	4	6
TOTAL	0	0	1	0	2	2	0	0	128	138	7	13	8	10	146	163	309

Totals for All Schools

	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total
Grade	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
01	0	0	0	0	1	1	0	0	18	29	3	1	0	0	22	31	53
02	0	0	0	0	1	0	0	0	29	22	0	1	2	4	32	27	59
03	0	0	0	0	0	0	0	0	18	23	4	4	0	1	22	28	50
04	0	0	0	0	0	1	0	0	31	22	0	1	1	2	32	26	58
05	0	0	0	0	0	0	0	0	19	24	0	4	3	1	22	29	51
06	0	0	0	0	0	0	0	0	27	21	1	2	0	1	28	24	52
07	0	0	0	0	0	0	0	0	19	29	4	5	1	0	24	34	58
08	0	0	0	0	1	0	0	0	25	19	1	3	3	1	30	23	53
09	0	0	0	0	1	0	0	0	19	16	4	5	4	1	28	22	50
10	0	0	0	0	1	0	0	0	24	21	4	2	2	3	31	26	57
11	0	0	0	0	0	0	0	0	33	22	4	4	1	0	38	26	64
12	0	0	0	0	0	0	0	0	23	23	2	1	3	3	28	27	55
KG	0	0	1	0	0	0	0	0	11	15	0	2	2	1	14	18	32
PK	0	0	0	0	0	0	0	0	2	3	0	0	0	1	2	4	6
TOTAL	0	0	1	0	5	2	0	0	298	289	27	35	22	19	353	345	698

********** End of report **********

Kirby
Restaurant & Chemical Supply
08/01/2022

Quote

Project: Harleton ISD serving counter

From: Kirby Restaurant Supply Co.
David Witt
809 S. Eastman Road
Longview, TX 75602-2303
903-757-2723

Item	Qty	Description	Sell	Sell Total
1	1 ea	**HOT FOOD SERVING COUNTER / TABLE** Atlas Metal Hot Food Serving Counter, electric, (3) 12" x 20" hot food wells, 50"L x 35"H x 30-1/2"W, mobile modular, open base, stainless steel top, extruded aluminum frame, laminate front & end panels, 5" swivel casters, (2) with brakes, UL EPH Classified	$6,725.00	$6,725.00
	1 ea	NOTE: Contact Atlas Metal direct for freight quote: FreightQuotes@Atlasfoodserv.com		
	1 ea	208v/60/1-ph, 2.55 kW, 850 watt elements, 12.3 amps, NEMA L6-20P, standard		
	1 ea	NOTE: Drains are optional		
	1 ea	NOTE: Contact Atlas Metal direct for freight quote: FreightQuotes@Atlasfoodserv.com		
	1 ea	Individual Drain, for each well with manifold to single valve, for drop-in units	$550.00	$550.00
	1 ea	Work Shelf, 8" wide, stainless steel, for 50"L units	$725.00	$725.00
	1 ea	Protector Case, countertop installation, for single service, with fixed laminated safety glass shield, (2) laminated safety glass end panels, square tubular stainless steel framework	$1,275.00	$1,275.00
	1 ea	Bottom Shelf, stainless steel, (BL-units)	$635.00	$635.00
	1 ea	ESTIMATED FREIGHT. Please verify before ordering. No special services.	$725.00	$725.00
2	1 ea	**SERVICE** Kirby Installation Deliver, Uncrate, assemble	$495.00	$495.00
		Total		$11,130.00

Prices Good Until: 08/31/2022

Acceptance: _____ Date: _____

Printed Name: _____