

# Agenda of Regular Meeting (Rescheduled from July 19th)

## The Board of Trustees Lone Oak Independent School District

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A Regular Meeting (Rescheduled from July 19th) of the Board of Trustees of Lone Oak Independent School District will be held August 2, 2021, beginning at 6:00 PM in the Lone Oak ISD Administration Building  
8162 Highway 69 South  
Lone Oak, TX 75453.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. Establish a quorum and call meeting to order
2. Opening Prayer
3. Forum for community input
4. Consent Agenda
  1. Financial Report 3
  2. Monthly Investment Report
  3. Budget Amendments/Reallocation 15
  4. Minutes from previous meeting 18
5. Bond Facility Advisory Committee Presentation
6. TASB Worker's Comp Renewal 27
7. Discuss and possible approve a local policy regarding leave for peace officers based on HB 2073
8. Lone Oak Independent School District Resolution Regarding Special Education Shared Services Agreement With The Tri-County Shared Services Arrangement.
9. Defender Program 33
10. Deliberation and possible approval of the COVID-19 re-entry plan for staff and students. 36
  1. Deliberation and possible action(s) re: employee leave.
11. 2021-22 Handbooks & Student Code of Conduct
  1. Employee 39
  2. Student 105
  3. Athletic, Band, Cheer 107
  4. Student Code of Conduct 117
12. Discuss and possibly approve the amended District of Innovation (DOI) plan as it applies to Inter-District transfers and TEA Notification. 169

13. Discuss and possible approve two innovative courses for high school under DOI (District of Innovation)
14. Discuss and possible approve the purchase of high school cafeteria tables 175
15. Discuss and possible take action on lighting for the football field
16. Deliberation and possible action to clarify previous resolutions relating to the sale of approximate 10-acre tract of real property generally located at 412 Church Street 239
17. Executive Session
  1. 551.074 Discuss personnel or to hear complaints against personnel
  2. 551.071 Private Consultation with the board's attorney
  3. 551.072 Discussing purchase, exchange, lease, or value of real property
18. Adjournment
19. Sign Land Contract

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If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC(LEGAL)]

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on:

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For the Board of Trustees

**LONE OAK INDEPENDENT SCHOOL DISTRICT  
SUMMARY OF BANK ACCOUNT BALANCES  
FOR THE MONTH END MAY 2021**

	<b>OPENING BALANCES</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>ENDING BALANCES</b>
<b><u>CHECKING ACCOUNTS</u></b>				
<b>General Operating</b>	\$ 1,647,695	823,438	1,134,055	1,337,078
<b>Debt Service</b>	941,649	15,775	0	957,424
<b>TOTAL CHECKING ACCOUNTS</b>	\$ 2,589,344	839,213	1,134,055	2,294,502
<b><u>TIME DEPOSITS</u></b>				
<b>Texpool (General Operating)</b>	\$ 75,963	3		75,966
<b>Texpool (I &amp; S)</b>	4,722	0		4,722
<b>American Nat'l Bank CD'S</b>	3,141,353	861		3,142,214
<b>Inwood Nat'l Bank CD</b>	212,022	0		212,022
<b>Inwood Nat'l Bank CD (I&amp;S)</b>	42,419	0		42,419
<b>TOTAL TIME DEPOSITS</b>	\$ 3,476,479	864	0	3,477,343
<b>TOTAL ALL FUNDS</b>	\$ 6,065,823	840,077	1,134,055	5,771,845
<b>(Deduct) Interaccount Transfers</b>	0	0	0	0
<b>TOTAL FOR PERIOD</b>	\$ 6,065,823	840,077	1,134,055	5,771,845

**Fund Balance as of June 30, 2020: \$4,455,783**

**ATTN: ALL CD INTEREST ABOVE IS ACCRUED INTEREST  
RECEIVABLE, AND WILL BE ACCURATELY RECONCILED  
TO THE DISTRICT'S GENERAL LEDGER AT YEAR END.**

Check Nbr	Check Date	Vend Nbr	Payee	Organization	PO Nbr Fnd-Fnc-Obj.	Invoice Nbr So-Org-Prog	Typ Cd	Reason	Amount	EFT
055033	06-28-2021	00005	ATMOS ENERGY	UNDIST. ORGAN.UN	188757		C	GAS SERVICES	519.27	N
					199-51-6259.74-999-199000					
054959	06-08-2021	00011	INTOUCH BY CUMBYT	UNDIST. ORGAN.UN	188659		C	PHONE SERVICES	2,950.18	N
					199-51-6259.72-999-199000					
054955	06-08-2021	00012	CITY OF LONE OAK	UNDIST. ORGAN.UN	188652		C	WATER SERVICES	1,633.75	N
					199-51-6259.71-999-199000					
054956	06-08-2021	00012	CITY OF LONE OAK	HIGH SCHOOL	188396	082525	C	LOCATION FOR AP TESTI	200.00	N
					199-31-6411.00-001-199000					
054957	06-08-2021	00012	CITY OF LONE OAK	UNDIST. ORGAN.UN	188680	060121	C	SRO JUNE WIFI SERVICE	62.49	N
					199-52-6219.00-999-191000					
055014	06-17-2021	00012	CITY OF LONE OAK	UNDIST. ORGAN.UN	188724	061521	C	REPAIR/SRO POLICE CAR	138.00	N
					199-51-6249.00-999-199000					
								<b>Vendor 00012 Total:</b>	<b>2,034.24</b>	
055016	06-17-2021	00021	DUKO OIL COMPANY	UNDIST. ORGAN.UN	188719	199283	C	FUEL/DIESEL INVOICE	2,713.80	N
					199-34-6311.00-999-199000					
054969	06-10-2021	00025	EDUCATION SERVICE	UNDIST. ORGAN.UN	188687	172703	C	FIBER NETWORK/JUNE BI	1,000.00	N
					199-11-6299.20-999-199000					
054972	06-10-2021	00038	GREENVILLE HERALD	SUPERINTENDENT	188663	113360	C	AD NOTIFICATIONS	1,499.00	N
					199-41-6499.00-701-199000					
054974	06-10-2021	00040	GREENVILLE SUPPLY	UNDIST. ORGAN.UN	188402	526572	C	FAUCET HOSE/SUPPLIES	77.15	N
					199-51-6319.00-999-199000					
055064	06-28-2021	00059	TASB RISK MANAGEM	SUPERINTENDENT	188745	588206	C	AUTO DEDUCTABLE	1,000.00	N
					199-41-6429.00-701-199000					
054982	06-10-2021	00063	J & R DISCOUNT AUTO	UNDIST. ORGAN.UN	188667	116449	C	BRAKE FLUID/GLOVES/BL	155.65	N
					199-51-6319.00-999-199000					
054984	06-10-2021	00069	KIRBY RESTAURANT S	UNDIST. ORGAN.UN	210316	609380/609381	C	DISHMAXHINE CHEMICAL	326.95	N
					240-35-6342.00-999-199000					
061721	06-18-2021	00077	HEALTH E INNOVATIO	UNDIST. ORGAN.UN	210324		D	WORKER COMP	741.40	N
					753-41-6499.00-999-199000					
055025	06-17-2021	00094	PITNEY BOWES	BUSINESS OFFICE	188720	1018312554	C	POSTAGE MACHINE RENT	105.00	N
					199-41-6399.PS-750-199000					
055026	06-17-2021	00107	SHERWIN WILLIAMS	UNDIST. ORGAN.UN	188630		C	RED PAINT	420.40	N
					199-51-6319.00-999-199000					
060921	06-15-2021	00141	CLAIMS ADMINISTRATI	UNDIST. ORGAN.UN	210321		D	WORKER COMP	1.00	N
					753-41-6499.00-999-199000					
				UNDIST. ORGAN.UN	210321		D	WORKER COMP	1.00	N
					753-41-6499.00-999-199000					
				UNDIST. ORGAN.UN	210321		D	WORKER COMP	2.00	N
					753-41-6499.00-999-199000					
				UNDIST. ORGAN.UN	210321		D	WORKER COMP	4.00	N
					753-41-6499.00-999-199000					
				UNDIST. ORGAN.UN	210321		D	WORKER COMP	4.00	N
					753-41-6499.00-999-199000					
				UNDIST. ORGAN.UN	210321		D	WORKER COMP	12.00	N
					753-41-6499.00-999-199000					
				UNDIST. ORGAN.UN	210321		D	WORKER COMP	16.00	N
					753-41-6499.00-999-199000					

Check Nbr	Check Date	Vend Nbr	Payee	Organization	PO Nbr Fnd-Fnc-Obj.	Invoice Nbr So-Org-Prog	Typ Cd	Reason	Amount	EFT
				UNDIST. ORGAN.UN	210321		D	WORKER COMP	29.00	N
					753-41-6499.00-999-199000					
				UNDIST. ORGAN.UN	210321		D	WORKER COMP	41.00	N
					753-41-6499.00-999-199000					
				UNDIST. ORGAN.UN	210321		D	WORKER COMP	120.00	N
					753-41-6499.00-999-199000					
				UNDIST. ORGAN.UN	210321		D	WORKER COMP	183.00	N
					753-41-6499.00-999-199000					
								<b>Check 060921 Total:</b>	<b>413.00</b>	
								<b>Vendor 00141 Total:</b>	<b>413.00</b>	
054994	06-10-2021	00160	QUILL CORPORATION	ELEMENTARY SCH	188511	16628496	C	STORAGE BOXES/ELEM W	813.80	N
					199-51-6499.99-101-199000					
055061	06-28-2021	00160	QUILL CORPORATION	UNDIST. ORGAN.UN	188703	17327121	C	INK CARTRIDGE	436.85	N
					199-34-6319.00-999-199000					
								<b>Vendor 00160 Total:</b>	<b>1,250.65</b>	
054975	06-10-2021	00197	GREENVILLE TROPHIE	ELEMENTARY SCH	188450	000163LOELEMEO	C	YEAR END AWARDS	821.00	N
					199-23-6499.00-101-199000					
055019	06-17-2021	00197	GREENVILLE TROPHIE	HIGH SCHOOL	188740	000180	C	ATHLETIC TROPHIES	826.90	N
					199-36-6499.00-001-191000					
								<b>Vendor 00197 Total:</b>	<b>1,647.90</b>	
054979	06-10-2021	00206	HUNT COUNTY APPRA	TAX OFFICE	188657	3RD QTR PYMT	C	3RD QTR PYMT	18,011.05	N
					199-99-6213.00-703-199000					
054986	06-10-2021	00247	LANA'S HOUSE OF FL	HIGH SCHOOL	188704	8950	C	HS CARNATIONS/SENIOR	30.41	N
					199-11-6499.41-001-111000					
				HIGH SCHOOL	188704	8950	C	HS CARNATIONS/SENIOR	69.59	N
					199-23-6499.00-001-199000					
								<b>Check 054986 Total:</b>	<b>100.00</b>	
								<b>Vendor 00247 Total:</b>	<b>100.00</b>	
055008	06-10-2021	00262	WAL-MART INC.	ELEMENTARY SCH	188447		C	SOLAR DAY SUPPLIES	61.99	N
					199-11-6399.00-101-111000					
				HIGH SCHOOL	188313		C	MISC SUPPLIES	209.55	N
					199-11-6399.38-001-122000					
				HIGH SCHOOL	188406		C	CHIPS/CANDY	53.60	N
					199-11-6499.88-001-123000					
				ELEMENTARY SCH	188572		C	INCENTIVES	86.63	N
					199-23-6399.00-101-199000					
				HIGH SCHOOL	188296		C	STAFF APPRECIATION DU	289.69	N
					199-23-6411.00-001-199000					
				HIGH SCHOOL	188480		C	END OF YEAR MISC	60.18	N
					480-36-6499.00-001-199000					
				MIDDLE SCHOOL	188400		C	Staff Appreciation week	197.95	N
					865-00-2190.59-041-100000					
				ELEMENTARY SCH	188384		C	ADMINISTRATIVE ASSIST	36.98	N
					865-00-2190.59-101-100000					
				ELEMENTARY SCH	188438		C	TEACHER APPRECIATION	190.80	N
					865-00-2190.59-101-100000					
				SUPERINTENDENT	188532		C	SUPPLIES/MEET BREAKF	180.59	N
					865-00-2190.59-701-100000					
								<b>Check 055008 Total:</b>	<b>1,367.96</b>	
								<b>Vendor 00262 Total:</b>	<b>1,367.96</b>	

Check Nbr	Check Date	Vend Nbr	Payee	Organization	PO Nbr Fnd-Fnc-Obj.	Invoice Nbr So-Org-Prog	Typ Cd	Reason	Amount	EFT
054987	06-10-2021	00301	LOWE'S	HIGH SCHOOL	188592		C	PAINT SUPPLIES	49.37	N
					199-11-6399.00-001-111000					
				UNDIST. ORGAN.UN	187975		C	SECURITY LIGHT/BOX/WI	414.95	N
					199-51-6319.00-999-199000					
								<b>Check 054987 Total:</b>	<b>464.32</b>	
								<b>Vendor 00301 Total:</b>	<b>464.32</b>	
055007	06-10-2021	00308	VARSITY SPIRIT FASHI	HIGH SCHOOL	188409	75203891	C	HS/JV CHEER UNIFORMS	2,792.15	N
					199-36-6399.85-001-191000					
				MIDDLE SCHOOL	188416	75203890	C	MS/UNIFORM/CLOTHES	2,049.00	N
					199-36-6399.85-041-191000					
				HIGH SCHOOL	188410	75203776	C	HS/JV CHEER CLOTHES	1,736.79	N
					865-00-2190.50-001-100000					
				HIGH SCHOOL	188411	75203779	C	HS/JV CLOTHES/UNIFORM	5,057.84	N
					865-00-2190.50-001-100000					
				MIDDLE SCHOOL	188417	75203771	C	MS/UNIFORM/CLOTHES	9,927.76	N
					865-00-2190.50-041-100000					
								<b>Check 055007 Total:</b>	<b>21,563.54</b>	
								<b>Vendor 00308 Total:</b>	<b>21,563.54</b>	
055027	06-17-2021	00330	TASB	SUPERINTENDENT	188739	610915	C	TASB LOCAL UPDATE 117	962.92	N
					199-41-6499.00-701-199000					
055063	06-28-2021	00366	SEAN TREDWAY	HIGH SCHOOL	210328	MEALS	C	FFA SKEET SHOOT/MEAL	100.00	N
					199-36-6411.39-001-199000					
055051	06-28-2021	00408	JESSICA PARKER	HIGH SCHOOL	188483		C	TBA CONVENTION EXPEN	164.00	N
					199-36-6411.75-001-199000					
054962	06-10-2021	00469	AIRGAS USA	HIGH SCHOOL	188700	9980123249	C	OXYGEN BOTTLE RENTAL	93.93	N
					199-11-6399.39-001-122000					
055002	06-10-2021	00472	TASBO	BUSINESS OFFICE	188632	357571	C	CPE - TASBO	305.00	N
					199-41-6411.00-750-199000					
				BUSINESS OFFICE	188626	357570	C	TASBO - CERT. COURSES	225.00	N
					199-41-6411.00-750-199000					
				BUSINESS OFFICE	188583	357329	C	G SORRELLS -	645.00	N
					199-41-6411.00-750-199000					
								<b>Check 055002 Total:</b>	<b>1,175.00</b>	
								<b>Vendor 00472 Total:</b>	<b>1,175.00</b>	
054992	06-10-2021	00515	PEDDLER'S PIZZA	ELEMENTARY SCH	188627	LO ELEM	C	RETIREMENT WALLACE	192.00	N
					484-36-6399.00-101-199000					
054968	06-10-2021	00517	ECHO PUBLISHING CO	HIGH SCHOOL	188321	7018	C	GRADUATION PROGRAMS	210.00	N
					199-11-6499.00-001-111000					
054977	06-10-2021	00542	HOOTEN'S	UNDIST. ORGAN.UN	188442	2105-209557	C	PLUMBING PARTS	18.16	N
					199-51-6319.00-999-199000					
				UNDIST. ORGAN.UN	188599	2105-223501	C	PAINT/PLATE/SWITCH	38.47	N
					199-51-6319.00-999-199000					
				UNDIST. ORGAN.UN	188557	2105-218427	C	SUPPLIES	348.17	N
					199-51-6319.00-999-199000					
				UNDIST. ORGAN.UN	188669	2105-228148	C	PAINT/COVERING/	147.51	N
					199-51-6319.00-999-199000					
				UNDIST. ORGAN.UN	188513	2105-213535	C	PAINTING SUPPLIES	606.72	N
					199-51-6319.00-999-199000					
				UNDIST. ORGAN.UN	188545	2105-217054	C	PAINT/HASP/HARDWARE	102.78	N
					199-51-6319.00-999-199000					
				UNDIST. ORGAN.UN	188522	2105-215571	C	PAINT/GLOVES/TUBE/PLU	234.81	N
					199-51-6319.00-999-199000					

Check Nbr	Check Date	Vend Nbr	Payee	Organization	PO Nbr Fnd-Fnc-Obj.	Invoice Nbr So-Org-Prog	Typ Cd	Reason	Amount	EFT
				UNDIST. ORGAN.UN	188497	2105-211734	C	SCREWS/ROCKS/PIPE	149.86	N
					199-51-6319.00-999-199000					
				UNDIST. ORGAN.UN	188505	2105-212349	C	PAINT SUPPLIES	1,037.90	N
					199-51-6319.00-999-199000					
				UNDIST. ORGAN.UN			M	CREDIT/RETURNED	-2.59	N
					199-51-6319.00-999-199000					
								<b>Check 054977 Total:</b>	<b>2,681.79</b>	
054978	06-10-2021	00542	HOOTEN'S	HIGH SCHOOL	188654	2105-228197	C	CIRCULAR SAW BLADES	519.96	N
					199-11-6399.39-001-122000					
								<b>Vendor 00542 Total:</b>	<b>3,201.75</b>	
055065	06-28-2021	00551	TEXAS FFA ASSOCIATI	HIGH SCHOOL	188744	220570	C	TEXAS FFA CONVENTIOO	855.00	N
					199-11-6412.00-001-122000					
055047	06-28-2021	00589	GREENVILLE ISD	ELEMENTARY SCH	188751		C	RDSFD - SPRING 2021	378.75	N
					199-93-6492.00-101-123000					
054958	06-08-2021	00672	FEC ELECTRIC	UNDIST. ORGAN.UN	188658		C	ELECTRIC SERVICES	14,829.98	N
					199-51-6259.72-999-199000					
054988	06-10-2021	00673	MCKAY MUSIC	HIGH SCHOOL	188487	445271	C	PEARL MALLESTATION	825.00	N
					490-11-6399.00-001-199000					
				HIGH SCHOOL	188639	445026/442396	C	SNARE HEAD/REPAIR HO	69.99	N
					865-00-2190.61-001-100000					
				HIGH SCHOOL	188573	445274	C	INSTRUMENT REPAIRS	293.00	N
					865-00-2190.61-001-100000					
								<b>Check 054988 Total:</b>	<b>1,187.99</b>	
055056	06-28-2021	00673	MCKAY MUSIC	HIGH SCHOOL	188275	448727	C	PERCUSSION EQUIPMENT	1,025.00	N
					199-11-6397.75-001-199000					
								<b>Vendor 00673 Total:</b>	<b>2,212.99</b>	
054964	06-10-2021	00676	CASH SPECIAL UTILIT	UNDIST. ORGAN.UN	188691		C	WATER SERVICES	1,045.17	N
					199-51-6259.71-999-199000					
055041	06-28-2021	00746	DISCOUNT WHEEL AN	UNDIST. ORGAN.UN	188763	1-150585	C	RED VAN/INSPECTION	7.00	N
					199-34-6249.00-999-199000					
055049	06-28-2021	00833	HORTON SALES	UNDIST. ORGAN.UN	188699	21-2422	C	MS FREEZER COMPRESS	1,200.00	N
					240-35-6249.00-999-199000					
055001	06-10-2021	00849	STUDIES WEEKLY	ELEMENTARY SCH	188549	391901	C	TEXAS STUDY WEEKLY R	4,921.90	N
					410-11-6321.00-101-100000					
054980	06-10-2021	00971	HUNT COUNTY ELECTI	DIRECT COST	188693	FINAL PYMT	C	FINAL COST/NOV. ELECTI	3,940.33	N
					199-41-6439.00-720-199000					
054976	06-10-2021	01082	GRIFFIN COMMUNICA	UNDIST. ORGAN.UN	188673	200888	C	ALARM SERVICES 6/1/21-8	1,454.85	N
					199-51-6249.00-999-199000					
055004	06-10-2021	01094	THE COLLEGE BOARD	HIGH SCHOOL	188681	ES00030557	C	HS SAT TESTING	1,435.00	N
					199-31-6339.00-001-199000					
055028	06-17-2021	01094	THE COLLEGE BOARD	HIGH SCHOOL	188738	EP00050352	C	AP TESTING	4,830.00	N
					199-31-6339.00-001-199000					
								<b>Vendor 01094 Total:</b>	<b>6,265.00</b>	
055009	06-10-2021	01110	WILLIAMS SPORTING	HIGH SCHOOL	188496	0779912-01	C	HUNT WHITE TOWELS	260.00	N
					199-36-6399.00-001-191080					

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054998	06-10-2021	01211	SCHOOL NURSE SUPP	UNDIST. ORGAN.UN	188590	0839864 199-33-6399.00-999-199000	C	AED CABINET	236.95	N
054954	06-08-2021	01226	CAROL SCOTT	HIGH SCHOOL	188651	199-23-6411.00-001-199000	C	REIMBURSE/ MILEAGE	62.06	N
054966	06-10-2021	01245	DONNA SCOGGINS	UNDIST. ORGAN.UN	188655	5-2021 459-41-6219.00-999-199000	C	HUNT CO-OP SERVICES	1,950.00	N
055030	06-17-2021	01251	CARD SERVICE CENT	HIGH SCHOOL	188315	199-11-6399.38-001-122000	C	MISC CRAFT SUPPLIES	186.73	N
				HIGH SCHOOL	188616	199-11-6412.88-001-123000	C	DONUTS	81.60	N
				HIGH SCHOOL	188615	199-11-6412.88-001-123000	C	STUDENT MEALS/CREDIT	160.95	N
				HIGH SCHOOL	188552	199-11-6499.00-001-111000	C	LIFE SKILLS END OF YEAR	68.94	N
				HIGH SCHOOL	188553	199-23-6499.00-001-199000	C	BEST BANNER & PLAQUE	191.40	N
				HIGH SCHOOL	188706	199-36-6411.39-001-199000	C	GOLF CART RENTAL/FFA	644.09	N
				ELEMENTARY SCH	188591	199-51-6499.99-101-199000	C	CONTAINER RENTAL/ELE	318.00	N
				ELEMENTARY SCH	188672	199-51-6499.99-101-199000	C	CONTAINER RENTAL/ELE	318.00	N
				UNDIST. ORGAN.UN	188741	199-52-6219.00-999-199000	C	SRO PHONE SERVICE	33.08	N
				MIDDLE SCHOOL	188742	865-00-2190.49-041-100000	C	MS JR BETA/TICKET PACK	4,294.08	N
				MIDDLE SCHOOL	188491	865-00-2190.49-041-100000	C	SHUUTLE BUS/TO/FROM A	904.34	N
				HIGH SCHOOL	188295	865-00-2190.51-001-100000	C	SENIOR LUNCH	1,072.31	N
								<b>Check 055030 Total:</b>	<b>8,273.52</b>	
								<b>Vendor 01251 Total:</b>	<b>8,273.52</b>	
055050	06-28-2021	01268	HYATT REGENCY	HIGH SCHOOL	188484	199-36-6411.75-001-199000	C	TBA CONVENTION	801.50	N
054960	06-08-2021	01354	KIM PATTERSON	ELEMENTARY SCH	188650	CAKE 865-00-2190.59-101-100000	C	REIMBURSE/RETIRE CAK	36.99	N
054985	06-10-2021	01368	LABATT FOOD SERVIC	UNDIST. ORGAN.UN	210317	240-35-6341.00-999-199000	C	FOOD INVOICE/HS	9,511.46	N
				UNDIST. ORGAN.UN	210317	240-35-6341.00-999-199000	C	FOOD INVOICE/MS	6,959.87	N
				UNDIST. ORGAN.UN	210317	240-35-6342.00-999-199000	C	NON FOOD INVOICE/HS	1,206.02	N
				UNDIST. ORGAN.UN	210317	240-35-6342.00-999-199000	C	NON FOOD INVOICE/MS	1,048.06	N
								<b>Check 054985 Total:</b>	<b>18,725.41</b>	
								<b>Vendor 01368 Total:</b>	<b>18,725.41</b>	
054999	06-10-2021	01428	SIGN GYPSIES	ELEMENTARY SCH	188628	001236 199-31-6499.00-101-199000	C	KINDER CELEBRATION	67.15	N

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054995	06-10-2021	01816	RAINS COUNTY APPR	TAX OFFICE	188690	3-2021	C	3RD QTR APPRA PYMT	591.57	N
					199-99-6213.00-703-199000					
055029	06-17-2021	01933	TJM PROMOS INC	MIDDLE SCHOOL	188574	300367952	C	JR BETA NATIONAL PINS	419.00	N
					865-00-2190.49-041-100000					
055012	06-17-2021	01968	ATWOODS	HIGH SCHOOL	188501		C	AG SUPPLIES	22.97	N
					199-11-6399.39-001-122000					
055036	06-28-2021	02196	COMPLETE SUPPLY IN	UNDIST. ORGAN.UN	188502	258415-1-2	C	CUSTODIAL SUPPLIES	11,605.10	N
					199-51-6319.00-999-199000					
				UNDIST. ORGAN.UN	188479	28180-1	C	CLARKE FLOOR MACHINE	2,824.00	N
					199-51-6397.00-999-199000					
								<b>Check 055036 Total:</b>	<b>14,429.10</b>	
								<b>Vendor 02196 Total:</b>	<b>14,429.10</b>	
054967	06-10-2021	02339	DRUG TESTING OF GR	UNDIST. ORGAN.UN	188668	25449	C	IN HOUSE TESTING	40.00	N
					199-34-6499.00-999-199000					
054981	06-10-2021	02378	IXL LEARNING	HIGH SCHOOL	188272	S401034	C	RESOURCE INTERVENTIO	1,050.00	N
					199-11-6399.00-001-111000					
054990	06-10-2021	02394	NORTH TEXAS TOLLW	HIGH SCHOOL	188695		C	TOLL FEES/FFA TRAVEL	9.62	N
					199-36-6411.39-001-199000					
054870	06-03-2021	02504	CHISUM ISD	HIGH SCHOOL	188520	meals	D	WRONG VENDOR	-536.00	N
					199-36-6412.00-001-191000					
055015	06-17-2021	02511	CRAWFORD-SMITH IN	UNDIST. ORGAN.UN	188737	284568	C	TRACTOR TIRE	265.00	N
					199-51-6249.00-999-199000					
055058	06-28-2021	02604	O'REILLY AUTO PARTS	UNDIST. ORGAN.UN	188764	4461-416953	C	MINI BULB	5.26	N
					199-34-6319.00-999-199000					
055062	06-28-2021	02668	WELLS FARGO VENDO	ELEMENTARY SCH	188756	105080837	C	JUNE COPIER MAINTEN	2,750.29	N
					199-23-6249.00-101-199090					
				HIGH SCHOOL	188756	105080837	C	JUNE COPIER MAINTEN	239.71	N
					199-23-6249.88-001-199090					
								<b>Check 055062 Total:</b>	<b>2,990.00</b>	
								<b>Vendor 02668 Total:</b>	<b>2,990.00</b>	
055011	06-17-2021	02679	AMAZON	UNDIST. ORGAN.UN	188589		C	PO Created by Req: 808322	3,943.72	N
					199-11-6299.20-999-199000					
				HIGH SCHOOL	188482		C	MISC BAND SUPPLIES	432.40	N
					199-11-6397.75-001-199000					
				HIGH SCHOOL	188608		C	ENRICHMENT CAMP SUPP	77.15	N
					199-11-6399.00-001-111000					
				HIGH SCHOOL	188524		C	LIFE SKILLS BOOKS	43.80	N
					199-11-6399.00-001-123000					
				MIDDLE SCHOOL	188623		C	ENRICHMENT CAMP SUPP	83.47	N
					199-11-6399.00-041-111000					
				MIDDLE SCHOOL	188641		C	ENRICHMENT CAMP SUPP	37.60	N
					199-11-6399.00-041-111000					
				MIDDLE SCHOOL	188621		C	ENRICHMENT CAMP SUPP	83.60	N
					199-11-6399.00-041-111000					
				MIDDLE SCHOOL	188622		C	ENRICHMENT CAMP SUPP	84.80	N
					199-11-6399.00-041-111000					
				MIDDLE SCHOOL	188640		C	ENRICHMENT CAMP SUPP	327.43	N
					199-11-6399.00-041-111000					
				MIDDLE SCHOOL	188598		C	ENRICHMENT CAMP SUPP	299.96	N
					199-11-6399.00-041-111000					

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				ELEMENTARY SCH	188646		C	ENRICHMENT CAMP SUPP	95.54	N
					199-11-6399.00-101-111000					
				ELEMENTARY SCH	188597		C	ENRICHMENT CAMP SUPP	83.75	N
					199-11-6399.00-101-111000					
				UNDIST. ORGAN.UN			M	CREDIT/RETURN	-609.00	N
					199-11-6399.20-999-199000					
				SUPERINTENDENT	188634		C	PHOTO CONTEST END OF	400.00	N
					199-13-6499.00-701-111000					
				ELEMENTARY SCH	188653		C	PACKING TAPE	65.32	N
					199-23-6399.00-101-199000					
				ELEMENTARY SCH	188537		C	TEACHER GUIDE COMMU	47.50	N
					199-23-6399.00-101-199000					
				ELEMENTARY SCH	188439		C	TEACHER INCENTIVE	210.17	N
					199-23-6399.00-101-199000					
				HIGH SCHOOL	188735		C	SUPPLIES	505.61	N
					199-23-6499.00-001-199000					
				UNDIST. ORGAN.UN	188544		C	SUPPLIES	123.20	N
					199-34-6319.00-999-199000					
				UNDIST. ORGAN.UN	188678		C	NOTEBINDERS	103.96	N
					199-34-6319.00-999-199000					
				SUPERINTENDENT	188656		C	ACADEMIC PLANNERS	96.79	N
					199-41-6399.00-701-199000					
				SUPERINTENDENT	188604		C	DESK/WALL CALENDARS	167.20	N
					199-41-6399.00-701-199000					
				BUSINESS OFFICE	188604		C	DESK/WALL CALENDARS	162.24	N
					199-41-6399.00-750-199000					
				UNDIST. ORGAN.UN	188528		C	2 PK RYOB BATTERIES	54.44	N
					199-51-6319.00-999-199000					
				UNDIST. ORGAN.UN	188529		C	LIGHT DUTY CLAMP/PALL	164.99	N
					199-51-6319.00-999-199000					
				ELEMENTARY SCH	188512		C	GAMES IN CLASSROOM	2,574.39	N
					490-11-6399.00-101-199000					
				MIDDLE SCHOOL	188547		C	MS MORP DANCE SUPPLI	26.92	N
					865-00-2190.49-041-100000					
				ELEMENTARY SCH	188568		C	RETIREMENT CELEBRATI	46.78	N
					865-00-2190.59-101-100000					
								<b>Check 055011 Total:</b>	<b>9,733.73</b>	
								<b>Vendor 02679 Total:</b>	<b>9,733.73</b>	
055040	06-28-2021	02700	DIRECT ENERGY BUSI	UNDIST. ORGAN.UN	188754		C	ELECTRIC SERVICE/COLL	364.77	N
					199-51-6259.73-999-199000					
002460	06-04-2021	02801	ORTHOPEDIC SPECIA	UNDIST. ORGAN.UN	210314		D	WORKER COMP	229.61	N
					753-41-6499.00-999-199000					
002463	06-18-2021	02801	ORTHOPEDIC SPECIA	UNDIST. ORGAN.UN	210325		D	WORKER COMP	229.61	N
					753-41-6499.00-999-199000					
								<b>Vendor 02801 Total:</b>	<b>459.22</b>	
055005	06-10-2021	03006	THE WORKS SERVICE	UNDIST. ORGAN.UN	188473	112913	C	REPLACE TEMP	903.00	N
					240-35-6249.00-999-199000					
054997	06-10-2021	03042	SANITATION Solutio	UNDIST. ORGAN.UN	188679	3527122/3527473	C	TRASH REMOVAL SERVIC	2,862.57	N
					199-51-6249.00-999-199000					

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055003	06-10-2021	03095	TEXAS A&M UNIVERSI	HIGH SCHOOL	188688	SCHOLAR AWARD	C	SCHOLAR AWARD/J LUHN	1,500.00	N
					865-00-2190.57-001-100000					
055024	06-17-2021	03109	PARIS FIRE EXTINGUI	UNDIST. ORGAN.UN	188718		C	FIRE EXTINGUISHER INSP	1,895.00	N
					199-51-6249.00-999-199000					
055053	06-28-2021	04013	LAURA FINLEY	ELEMENTARY SCH	188778		C	REIMBURSE/BOXES	66.23	N
					199-51-6499.99-101-199000					
054961	06-08-2021	05007	LONE OAK ISD	SUPERINTENDENT	188684		C	PETTY CASH REIMBURSE	32.85	N
					199-41-6399.00-701-199000					
				SCHOOL BOARD	188684		C	PETTY CASH REIMBURSE	8.00	N
					199-41-6399.00-702-199000					
								<b>Check 054961 Total:</b>	<b>40.85</b>	
055023	06-17-2021	05007	LONE OAK ISD	MIDDLE SCHOOL	188429		C	BETA MEALS/NATIONAL T	1,380.00	N
					865-00-2190.49-041-100000					
								<b>Vendor 05007 Total:</b>	<b>1,420.85</b>	
055068	06-28-2021	05111	TRIPLE E ELECTRIC	UNDIST. ORGAN.UN	188733	4970/4969	C	HS/RAN NEW WIRING	4,495.00	N
					199-51-6249.00-999-199000					
055038	06-28-2021	13627	DEBBIE COX	HIGH SCHOOL	210327		C	FSTAT CONF/MEALS/PAR	192.00	N
					199-11-6411.00-001-122000					
054991	06-10-2021	13630	OAK FARMS DAIRY DA	UNDIST. ORGAN.UN	210318		C	FOOD INVOICE	3,451.90	N
					240-35-6341.00-999-199000					
055018	06-17-2021	13653	GENTRY FINANCIAL G	UNDIST. ORGAN.UN	188712	JUNE BILL	C	JUNE LIFE INS PYMT	111.80	N
					199-41-6499.99-999-199000					
054971	06-10-2021	13664	GARY SORRELLS	BUSINESS OFFICE	210322	MEALS	C	FFA SKEET SHOOT MEAL	50.98	N
					199-41-6411.00-750-199000					
055017	06-17-2021	13664	GARY SORRELLS	BUSINESS OFFICE	210323	MEALS/GAS	C	TASBO MEALS/GAS	125.30	N
					199-41-6411.00-750-199000					
				BUSINESS OFFICE	188584	HOTEL	C	G SORRELLS - CONF HOT	462.30	N
					199-41-6411.00-750-199000					
								<b>Check 055017 Total:</b>	<b>587.60</b>	
								<b>Vendor 13664 Total:</b>	<b>638.58</b>	
054970	06-10-2021	13724	EMORY AUTOMOTIVE	UNDIST. ORGAN.UN	188661	23700/23697	C	TRUCK REPAIRS/MIINI VA	319.83	N
					199-34-6249.00-999-199000					
055043	06-28-2021	13724	EMORY AUTOMOTIVE	UNDIST. ORGAN.UN	188755	23786	C	CHEVY TRUCK/FULE FILT	255.87	N
					199-34-6249.00-999-199000					
								<b>Vendor 13724 Total:</b>	<b>575.70</b>	
054996	06-10-2021	13777	RMA TOLL PROCESSI	HIGH SCHOOL	188675		C	TOLL FEES/TRACK TRIP	15.06	N
					199-36-6411.00-001-191000					
054989	06-10-2021	13786	NATUS OTOMETRICS	UNDIST. ORGAN.UN	188218	38666	C	CALIBRATE AUDIOMETER	305.00	N
					199-33-6299.00-999-199000					
055006	06-10-2021	13791	TREERING CORPORAT	HIGH SCHOOL	188692	220913-2020	C	FINAL YEARBOOK PYMT	45.81	N
					865-00-2190.44-001-100000					
055021	06-17-2021	13857	JANEE CARTER	SUPERINTENDENT	188743	FURNITURE	C	OFFICE FURNITURE/REIM	450.00	N
					199-41-6399.00-701-199000					
055000	06-10-2021	13860	SIMPLIFIED SCHOOL S	UNDIST. ORGAN.UN	188674	1037	C	HUNT COOP SERVICES	9,880.00	N
					459-41-6219.00-999-199000					

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055010	06-10-2021	13865	YUMI ICE CREAM CO.	UNDIST. ORGAN.UN	210319		C	FOOD INVOICE	667.92	N
					240-35-6341.00-999-199000					
055055	06-28-2021	13871	MAGNEGAS WELDING	HIGH SCHOOL	188713	00085580	C	VICTOR 350 CLASSIC TOR	770.24	N
					199-11-6399.39-001-122000					
055054	06-28-2021	13917	M-PRESSED DESIGNS	MIDDLE SCHOOL	188758	1252	C	NATIONAL JR BETA SHIRT	548.00	N
					865-00-2190.49-041-100000					
055042	06-28-2021	13930	EMMETT HICKS	HIGH SCHOOL	188747		C	PRINTER	64.99	N
					199-36-6397.00-001-191000					
002466	06-25-2021	13949	WILLIS PHYSICAL THE	UNDIST. ORGAN.UN	210330		D	WORKER COMP	332.00	N
					753-41-6499.00-999-199000					
002467	06-25-2021	13949	WILLIS PHYSICAL THE	UNDIST. ORGAN.UN	210331		D	WORKER COMP	1,553.15	N
					753-41-6499.00-999-199000					
								<b>Vendor 13949 Total:</b>	<b>1,885.15</b>	
055031	06-28-2021	13953	ALYSSA BLANTON	UNDIST. ORGAN.UN	188779		C	SUMMER WORKER	445.50	N
					199-51-6129.00-999-199000					
055035	06-28-2021	13959	BOYS & GIRLS CLUB N	UNDIST. ORGAN.UN	188774	20210614	C	SUMMER PROGRAM JUNE	16,000.00	N
					282-11-6299.00-999-111000					
055052	06-28-2021	13978	JIMMY SONGER	UNDIST. ORGAN.UN	188772		C	SUMMER WORKER	367.13	N
					199-51-6129.00-999-199000					
054952	06-03-2021	13982	JESUS A DE LEON	BUSINESS OFFICE	188637	2171	C	PAINTING - 1/2 ELEMENTA	18,000.00	N
				ELEMENTARY SCH	188637	2170	C	PAINTING - 1/2 ELEMENTA	4,300.00	N
					199-51-6499.99-101-199000					
								<b>Check 054952 Total:</b>	<b>22,300.00</b>	
054983	06-10-2021	13982	JESUS A DE LEON	BUSINESS OFFICE	188637	2170	C	PAINTING - 1/2 ELEMENTA	1,000.00	N
				ELEMENTARY SCH	188637	2170	C	PAINTING - 1/2 ELEMENTA	19,000.00	N
					199-51-6499.99-101-199000					
								<b>Check 054983 Total:</b>	<b>20,000.00</b>	
								<b>Vendor 13982 Total:</b>	<b>42,300.00</b>	
055060	06-28-2021	14055	POWELL LAW GROUP, SUPERINTENDENT		188759	4396	C	GENERAL MATTER	2,821.50	N
					199-41-6211.00-701-199000					
054949	06-03-2021	14066	ALL STAR EXTERIORS	BUSINESS OFFICE	188649	NSTALL	C	ELEM - SOUTH END SHEE	6,000.00	N
					199-41-6499.00-750-199000					
054963	06-10-2021	14066	ALL STAR EXTERIORS	UNDIST. ORGAN.UN	188711	PAINT/COUNTERS	C	REPAINT MURAL/ELEM/C	1,250.00	N
					199-51-6249.00-999-199000					
				UNDIST. ORGAN.UN	188710	CARPET	C	CARPET REMOVAL/ADMIN	1,475.00	N
					199-51-6249.00-999-199000					
								<b>Check 054963 Total:</b>	<b>2,725.00</b>	
								<b>Vendor 14066 Total:</b>	<b>8,725.00</b>	
054948	06-03-2021	14087	A R TACTICAL PLUMBI	ELEMENTARY SCH	188067	ELEM REPAIRS	C	WATER VALVE REPAIRS/E	960.00	N
					199-51-6499.99-101-199000					
055013	06-17-2021	14094	C & S LOCKSMITH	UNDIST. ORGAN.UN	188722	5617	C	INSTALL LOCKS	320.94	N
					199-51-6249.00-999-199000					
055057	06-28-2021	14095	NATHAN WHITEHEAD	UNDIST. ORGAN.UN	188766		C	SUMMER WORKERS	556.88	N
					199-51-6129.00-999-199000					

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054973	06-10-2021	14100	GREENVILLE MUNICIPAL	SCHOOL BOARD	188708	DEPOSIT/2022 199-41-6499.00-702-199000	C	GRADUATION - 2022	500.00	N
055067	06-28-2021	14113	TREVOR BOYER	UNDIST. ORGAN.UN	188765	199-51-6129.00-999-199000	C	SUMMER WORKERS	618.75	N
055034	06-28-2021	14115	AUSTIN RAMM	UNDIST. ORGAN.UN	188767	199-51-6129.00-999-199000	C	SUMMER WORKER	606.38	N
054953	06-03-2021	14121	LAZY LOCKSMITH	UNDIST. ORGAN.UN	188471	1004 199-51-6411.00-999-199000	C	2-DAY LOCK SMITH	500.00	N
055032	06-28-2021	14122	ASHWORTH COLLEGE	UNDIST. ORGAN.UN	188468	10718286 199-51-6411.00-999-199000	C	LOCKSMITH TRAINING/CE	749.00	N
054993	06-10-2021	14127	PIRAINO CONSULTING	HIGH SCHOOL	188504	18265 490-11-6399.00-001-199000	C	SMART LEARN SUITE SUB	59.00	N
055066	06-28-2021	14131	TOP GOLF	SUPERINTENDENT	188780	199-41-6499.00-701-199000	C	CONVOCATION/STAFF	9,280.00	N
055045	06-28-2021	14133	GABRIEL LOZANO	UNDIST. ORGAN.UN	188773	199-51-6129.00-999-199000	C	SUMMER WORKER	499.13	N
055020	06-17-2021	14135	HEARTLAND SCHOOL	UNDIST. ORGAN.UN	188576	835039 240-35-6299.00-999-199000	C	SCHOOL NUTRITION	2,413.00	N
055037	06-28-2021	14136	CYBERSOFT TECHNO	UNDIST. ORGAN.UN	188588	91445 240-35-6299.00-999-199000	C	LUNCH SOFTWARE/STUD	2,995.00	N
002461	06-04-2021	14138	ABBY SAMPLES	UNDIST. ORGAN.UN	210315	753-41-6499.00-999-199000	D	WORKER COMP	209.48	N
002462	06-11-2021	14138	ABBY SAMPLES	UNDIST. ORGAN.UN	210320	753-41-6499.00-999-199000	D	WORKER COMP	209.48	N
002464	06-18-2021	14138	ABBY SAMPLES	UNDIST. ORGAN.UN	210326	753-41-6499.00-999-199000	D	WORKER COMP	209.48	N
002465	06-25-2021	14138	ABBY SAMPLES	UNDIST. ORGAN.UN	210329	753-41-6499.00-999-199000	D	WORKER COMP	209.48	N
<b>Vendor 14138 Total:</b>									<b>837.92</b>	
054951	06-03-2021	14143	HERRERA'S WATERPR	SUPERINTENDENT	188647	057 199-41-6499.00-701-199000	C	ELEM/SEALANT/WALLS/WI	39,600.00	N
				UNDIST. ORGAN.UN	188664	082 199-51-6249.00-999-199000	C	SEALANT/CUT OUT/NEW I	3,800.00	N
<b>Check 054951 Total:</b>									<b>43,400.00</b>	
<b>Vendor 14143 Total:</b>									<b>43,400.00</b>	
055048	06-28-2021	14146	HAYLEIGH BAHAM	UNDIST. ORGAN.UN	188768	199-51-6129.00-999-199000	C	SUMMER WORKER	594.00	N
054950	06-03-2021	14147	DOS OVEJAS MEXICA	SUPERINTENDENT	188662	199-41-6499.00-701-199000	C	STAFF MEET LUNCH	272.58	N
002459	06-04-2021	14148	MCGARRAH CHIOPR	UNDIST. ORGAN.UN	210313	753-41-6499.00-999-199000	D	WORKER COMP	650.00	N
054965	06-10-2021	14150	CHISUM ATHLETIC BO	HIGH SCHOOL	188671	track meals 199-36-6412.00-001-191000	C	TRAMS TRACK MEET MEA	536.00	N

Check Nbr	Check Date	Vend Nbr	Payee	Organization	PO Nbr Fnd-Fnc-Obj.	Invoice Nbr So-Org-Prog	Typ Cd	Reason	Amount	EFT
055022	06-17-2021	14153	KRISTI HOPKINS	MIDDLE SCHOOL	188714	SPED TEST 199-23-6399.00-041-199000	C	REIMBURSE/SPED TESTIN	118.87	N
055044	06-28-2021	14154	ESE PARTNERS, LLC	SUPERINTENDENT	188752	21-0807-01 199-41-6499.00-701-199000	C	SOIL SURVEY - 71.5ac	1,700.00	N
055046	06-28-2021	14155	GAGE MAUCH	UNDIST. ORGAN.UN	188770	199-51-6129.00-999-199000	C	SUMMER WORKER	668.25	N
055039	06-28-2021	14156	DEREK PATTERSON	UNDIST. ORGAN.UN	188771	199-51-6129.00-999-199000	C	SUMMER WORKER	222.75	N
055059	06-28-2021	14157	PAYTON RAINBOLT	UNDIST. ORGAN.UN	188777	199-51-6129.00-999-199000	C	SUMMER WORKER	433.13	N
								<b>Grand Total:</b>	<b>334,725.36</b>	

End of Report

**LONE OAK ISD  
2021 - 2022 BUDGET**

**GENERAL OPERATING FUND**  
**FUND 199 - General Operating**

REVENUES:		(BEFORE)	(AFTER)				
OBJECT	DESCRIPTION	ESTIMATED REVENUES	ESTIMATED REVENUES				
5700	Local / Intermediate Revenue	\$ 3,218,903	\$ 3,218,903	\$ -	\$ -	\$ -	\$ -
5800	State Program Revenue	7,236,612	7,236,612				
5900	Federal Program Revenue	135,100	135,100				
<b>TOTAL</b>		<b>\$ 10,590,615</b>	<b>\$ 10,590,615</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

APPROPRIATIONS:		(BEFORE)	(AFTER)	DIFFERENCE			
FUNCTION	DESCRIPTION	AMEND / REALLO	AMEND / REALLO				
11	Instruction	\$ 6,303,847	\$ 6,303,847				
12	Instructional Resources & Media	144,947	144,947				
13	Instructional Staff Development	8,750	8,750				
21	Instructional Administration	38,000	38,000				
23	School Leadership	720,834	720,834				
31	Guidance and Counseling	307,365	307,365				
33	Health Services	106,605	106,605				
34	Student Transportation	343,583	343,583				
35	Food Service	165,000	165,000				
36	Cocurricular / Extracurricular	487,369	487,369				
41	General Admistration	655,497	655,497				
51	Facilities Maintenance & Operations	1,000,000	1,000,000				
52	Security & Monitoring Services	57,000	57,000				
53	Data Processing	115,211	115,211				
71	Debt Services	146,607	146,607				
93	Shared Service Arrangement	150,000	150,000				
99	Other Intergovernmental Charges	70,000	70,000				
		<b>\$ 10,820,615</b>	<b>\$ 10,820,615</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**FOOD SERVICE FUND**

**FUND 240 - Food Service Fund**

REVENUES:		(BEFORE)	(AFTER)	AMEND #001	RE-ALLO # 001	DIFFERENCE			
OBJECT	DESCRIPTION	ESTIMATED REVENUES	ESTIMATED REVENUES						
5700	Local / Intermediate Revenue	\$ 210,000	\$ 210,000						
5800	State Program Revenue	3,000	\$ 3,000						
5900	Federal Program Revenue	367,000	\$ 367,000						
<b>TOTAL</b>		<b>\$ 580,000</b>	<b>\$ 580,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

APPROPRIATIONS:		(BEFORE)	(AFTER)	AMEND #001	RE-ALLO # 001	DIFFERENCE			
FUNCTION	DESCRIPTION	AMEND / REALLO	AMEND / REALLO						
35	Food Service	\$ 580,000	\$ 580,000						
<b>TOTAL</b>		<b>\$ 580,000</b>	<b>\$ 580,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**DEBT SERVICE FUND**

**FUND 599 - Debt Service Fund**

REVENUES:		(BEFORE)	(AFTER)	AMEND #001	RE-ALLO # 001	DIFFERENCE			
OBJECT	DESCRIPTION	ESTIMATED REVENUES	ESTIMATED REVENUES						
5700	Local / Intermediate Revenue	\$ 1,050,000	\$ 1,050,000						
5800	State Program Revenue	50,000	50,000						
5900	Federal Program Revenue	-	-						
<b>TOTAL</b>		<b>\$ 1,100,000</b>	<b>\$ 1,100,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

APPROPRIATIONS:		(BEFORE)	(AFTER)	AMEND #001	RE-ALLO # 001	DIFFERENCE			
FUNCTION	DESCRIPTION	AMEND / REALLO	AMEND / REALLO						
71	Debt Service	\$ 1,100,000	\$ 1,100,000						
<b>TOTAL</b>		<b>\$ 1,100,000</b>	<b>\$ 1,100,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Lone Oak ISD

## Agenda Action Sheet

DATE: August 2, 2021

SUBJECT: Authorization to Allow Budget Transfers Between Function Codes

### **BACKGROUND INFORMATION:**

Current state regulations require that the Board approve budget amendments by function. In ongoing regular district business, management often finds it necessary to transfer budgeted funds between functional codes in order to ensure expenditures are Board approved. For example, a counselor might need additional supply items that exceed their budgeted allotment; therefore, funds could be transferred to Function 31 from the principals Function 23 to cover the needed supplies. There would be no change in the overall approved budget. This resolution is simply an order to remain in compliance with state guidelines budget adoptions.

With a total 2021-2022 budget of \$10,820,615 serving a student population of approximately 1,000, it is frequently necessary to make changes to the adopted budget without changing the overall board approved adopted budget.

### **ITEMS ADDRESSED:**

Budget transfers within the same function or outside the original function **WILL NOT INCREASE** the total operating budget. A monthly report is presented to the Board of all functional areas. This report will show any/all transfers made from function to function.

If **ADDITIONAL** funds are ever needed, management will present information to the Board for approval requesting a budget amendment.

### **ACTION REQUESTED:**

Authorize the Superintendent, Assistant Superintendent/Director of Finance, or Business Manager to approve budget transfers between functional codes provided there is **NO INCREASE IN THE AMOUNT OF THE TOTAL APPROVED OPERATING BUDGET**, and provided that the transfers between functions will be reported to the board.

## Regular Meeting

Monday, June 21, 2021 6:00 PM

Lone Oak ISD Administration Building, 8162 Highway 69 South, Lone Oak, TX  
75453

Orville Gentry: Present  
Nikki Haynes: Present  
Donald Isenberg: Present  
Jeremy McClanahan: Present  
Chris Moore: Present  
Clint Patterson: Present  
Justin Ramm: Present

Clint Patterson joined the Board Meeting at 10:06 PM.

1. **Establish a quorum and call meeting to order**

**Discussion:** Meeting was called to order at 6:01 PM.

2. **Opening Prayer & Pledges**

**Discussion:** Orville Gentry, Trustee, led the opening prayer.

3. **Public Hearing to discuss 2021-2022 proposed budget.**

**Discussion:** Janee Carter, Superintendent, presented 2021-2022 proposed budget. Discussion item only at this time.

4. **Forum for community input**

**Discussion:** No community members signed in for input.

5. **Consent Agenda**

**Action(s):**

Motion to approve consent agenda as presented. This motion, made by Donald Isenberg and seconded by Jeremy McClanahan, Passed.

**Voting Detail:**

Orville Gentry: Yea  
Nikki Haynes: Yea  
Donald Isenberg: Yea

Jeremy  
McClanahan: Yea  
Chris Moore: Yea  
Clint Patterson: Absent

Justin Ramm: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

1. Check Register

2. Monthly Investment Report

3. Budget Amendments/Reallocation

4. Minutes from previous meeting

**6. Administrative Team Reports**

**Discussion:** A. Shannon Wilhite gave an informational update on the middle school.  
B. Beth Luhn gave an informational update on the elementary school.  
C. Nate Compton gave an informational update on the high school.  
D. Jared Smith gave an informational update on the College Street campus.  
E. Logan Turner gave an informational update on athletics.  
F. Wayne Shepherd gave an informational update on maintenance.  
No action needed at this time.

**7. Deliberation and possible action(s) on received bid(s) and approving sale of approximately 10-acre tract of district property generally located at 412 Church Street, Lone Oak, Texas**

**Action(s):**

Motion to adopt the resolution of the Board of Trustees of Lone Oak Independent School District accepting the sale of real property. This motion, made by Donald Isenberg and seconded by Orville Gentry, Passed.

**Voting Detail:**

Orville Gentry: Yea  
Nikki Haynes: Yea  
Donald Isenberg: Yea  
  
Jeremy McClanahan: Yea  
Chris Moore: Yea  
Clint Patterson: Absent

Justin Ramm: Yea  
**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

**Discussion:**

**"RESOLUTION OF THE BOARD OF TRUSTEES OF LONE OAK INDEPENDENT SCHOOL DISTRICT ACCEPTING BID SELLING CERTAIN REAL PROPERTY**

**STATE OF TEXAS §**

**§**

**COUNTY OF HUNT §**

**WHEREAS, the Board of Trustees ("Board") of the Lone Oak Independent School District (the "District") has determined that the approximate 10-acre tract of real property generally located at 412 Church Street in Lone Oak, Texas (the "Property") is no longer necessary for the operation of the District and that it is in the best interest of the District to sell the**

Property; and

WHEREAS, the Board of Trustees of the District has authorized the sale of the real property described above through a sealed bid process; and WHEREAS, the public notice of the bid process was published in a newspaper of general circulation in Hunt County as required by Texas Local Government Code § 272.001; and

WHEREAS, the bid period has expired and all bids that were timely submitted have been opened; and WHEREAS, one bid for the property was received by the District as follows:

Kim's Convenience Store #49 \$325,000.00

WHEREAS, Kim's Convenience Store #49 has timely submitted the highest bid for the Property; and WHEREAS, the bid of \$325,000.00 is equal to or in excess of the fair market value of the Property.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF LONE OAK INDEPENDENT SCHOOL DISTRICT AS FOLLOWS:

1. It is found that the foregoing recitals are true and correct and are hereby adopted as findings of fact by the Board of Trustees of Lone Oak Independent School District.

2. That the Board of Trustees of the Lone Oak Independent School District does hereby authorize the sale of the approximate 10-acre tract of real property generally located at 412 Church Street in Lone Oak, Texas, to the highest bidder, Kim's Convenience Store #49 for the bid price of \$325,000.00 on an "as is, where is, and with all faults" basis, said authorization to sell being contingent on and subject to Kim's Convenience Store #49's execution of the "Real Estate Sales Contract" ("Contract") as said Contract is approved by the Board President, and contingent on and subject to Kim's Convenience Store #49 abiding by the terms and conditions of said Contract, including a \$16,250.00 earnest money requirement.

3. That the Board of Trustees of the Lone Oak Independent School District does hereby grant authority to the Board President to approve the final form of the "Real Estate Sales Contract" and, upon such approval, authorizes the Board President to execute said Contract on the Board's behalf.

4. That the Board of Trustees of Lone Oak Independent School District hereby authorizes the Board President, on behalf of the Board, to execute the deed transferring ownership of the Property to Kim's Convenience Store #49 and any additional documents necessary to consummate the sale of the Property upon the District's receipt of payment in full of the bid price of \$325,000.00.

5. This Resolution shall take effect immediately.

**PASSED and ADOPTED the 21st day of June, 2021, by the Board of Trustees of the Lone Oak Independent School District by the following vote:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Justin Ramm, President, Board of Trustees**

**ATTEST:**

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**Chris Moore, Secretary, Board of Trustees"**

**8. Approve Depository**

**Action(s):**

Motion to approve the depository of American National Bank for July 1st, 2021 - June 30th, 2023. This motion, made by Orville Gentry and seconded by Chris Moore, Passed.

**Voting Detail:**

Orville Gentry: Yea

Nikki Haynes: Yea

Donald Isenberg: Yea

Jeremy  
McClanahan: Yea

Chris Moore: Yea

Clint Patterson: Absent

Justin Ramm: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

**Discussion:** Presented by Gary Sorrells.

**9. Presentation to establish a Lone Oak High School Fishing Team**

**Presenter:** Harman Melancon

**Action(s):**

Motion to support the establishment of a Lone Oak Fishing Team. This motion, made by Chris Moore and seconded by Jeremy McClanahan, Passed.

**Voting Detail:**

Orville Gentry: Yea

Nikki Haynes: Yea

Donald Isenberg: Yea

Jeremy  
McClanahan: Yea

Chris Moore: Yea

Clint Patterson: Absent

Justin Ramm: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

10. **Discuss and possible approve an increase from \$275 to \$300 for employee insurance benefit contribution**

**Action(s):**

I move that we approve the increase to \$300 for our employee benefit contribution act for the 2021-2022 school year. This motion, made by Jeremy McClanahan and seconded by Nikki Haynes, Passed.

**Voting Detail:**

Orville Gentry: Yea

Nikki Haynes: Yea

Donald Isenberg: Yea

Jeremy  
McClanahan: Yea

Chris Moore: Yea

Clint Patterson: Absent

Justin Ramm: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

11.

**Review and possible approve the Northeast Texas Career and Technical (NETCAT) Education Consortium Shared Service Arrangement**

**Action(s):**

Motion to approve the Northeast Texas Career and Technical Education Consortium shared service arrangement. This motion, made by Donald Isenberg and seconded by Orville Gentry, Passed.

**Voting Detail:**

Orville Gentry: Yea

Nikki Haynes: Yea

Donald Isenberg: Yea

Jeremy  
McClanahan: Yea

Chris Moore: Yea

Clint Patterson: Absent

Justin Ramm: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

12. **Discuss and possible approve the 2021-2021 Student Accident Insurance policy with Health Special Risk Inc.**

**Action(s):**

I make a motion that we approve HSR for the 2021-2022 student accident insurance. This motion, made by Nikki Haynes and seconded by Donald Isenberg, Passed.

**Voting Detail:**

Orville Gentry: Yea

Nikki Haynes: Yea

Donald Isenberg: Yea

Jeremy  
McClanahan: Yea

Chris Moore: Yea

Clint Patterson: Absent

Justin Ramm: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

13. **TASB Update 117**

**CH(LOCAL): PURCHASING AND ACQUISITION  
CV(LOCAL): FACILITIES CONSTRUCTION  
DEC(LOCAL): COMPENSATION AND BENEFITS -  
LEAVES AND ABSENCES**

**Discussion:** This item has been tabled for review at a later date. No action taken at this time.

14. **Bond Presentation**

**Presenter:** Claycomb

**Discussion:** Claycomb presented information pertaining to the upcoming bond.

This item was moved to number 15.

Resumed meeting at 8:01

15. **Discuss and possible select a Bond Counsel**

**Presenter:** Powell Law

**Discussion:** The superintendent needs additional information. This item has been tabled. No action taken at this time.

This item was moved to number 14.

5 minute recess at 7:56

16. **Discuss and possible approve the split purchase of a small livestock trailer not to exceed \$15,000 on the behalf of LOISD with FFA.**

**Action(s):**

Motion to match the cost of a trailer up to \$15,000 and authorize Mrs. Carter, Superintendent, to choose the proper bid to make the purchase. This motion, made by Chris Moore and seconded by Nikki Haynes, Passed.

**Voting Detail:**

Orville Gentry: Yea

Nikki Haynes: Yea

Donald Isenberg: Yea

Jeremy  
McClanahan: Yea

Chris Moore: Yea

Clint Patterson: Absent

Justin Ramm: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

**Discussion:** Presented by Donald Isenberg on behalf of the FFA. FFA is in need of an appropriately sized trailer for the growing number of small animals being shown.

17. **Discuss and possible approve a budget for 2021-2022 Convocation**

**Discussion:** This item has been tabled.

18. **Adopt the 2021-2022 Budget**

**Action(s) :**

I make a motion to approve Fund 199 budget. This motion, made by Jeremy McClanahan and seconded by Donald Isenberg, Passed.

**Voting Detail:**

Orville Gentry: Yea  
Nikki Haynes: Yea  
Donald Isenberg: Yea

Jeremy  
McClanahan: Yea  
Chris Moore: Yea  
Clint Patterson: Absent

Justin Ramm: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

Motion to approve proposed budget for Fund 240 for \$580,000.00. This motion, made by Donald Isenberg and seconded by Orville Gentry, Passed.

**Voting Detail:**

Orville Gentry: Yea  
Nikki Haynes: Yea  
Donald Isenberg: Yea

Jeremy  
McClanahan: Yea  
Chris Moore: Yea  
Clint Patterson: Absent

Justin Ramm: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

Motion to approve proposed budget for Fund 599 for \$1,000,000. This motion, made by Nikki Haynes and seconded by Jeremy McClanahan, Passed.

**Voting Detail:**

Orville Gentry: Yea  
Nikki Haynes: Yea  
Donald Isenberg: Yea

Jeremy  
McClanahan: Yea  
Chris Moore: Yea  
Clint Patterson: Absent

Justin Ramm: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

19. **Discuss and Possibly name Robert Whitehead as the High School Assistant Principal.**

**Action(s) :**

Motion to approve Robert Whitehead as the High

School Assistant Principal. This motion, made by Jeremy McClanahan and seconded by Donald Isenberg, Passed.

**Voting Detail:**

Orville Gentry: Yea  
Nikki Haynes: Yea  
Donald Isenberg: Yea

Jeremy  
McClanahan: Yea  
Chris Moore: Yea  
Clint Patterson: Absent

Justin Ramm: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

**Discussion:** Nate Compton recommends that we name Robert Whitehead Assistant Superintendent at Lone Oak High School.

**20. Consider Moving July 19th Regular Board meeting to Aug 2nd**

**Discussion:** Moving the date of the next Regular Board Meeting is necessary due to scheduling conflicts with the addition of a Bond Advisory Committee and the meetings involved. No motion needed.

Regular session ended at 8:43 PM

**21. Executive Session**

1. 551.074 Discuss personnel or to hear complaints against personnel

**22. Discuss and possible create a new HS position - Instructional Accountability & Testing Coordinator**

**Action(s):**

Motion to create a new high school position with the title of "Data and Assessment Interventionist". This motion, made by Jeremy McClanahan and seconded by Donald Isenberg, Passed.

**Voting Detail:**

Orville Gentry: Yea  
Nikki Haynes: Yea  
Donald Isenberg: Yea

Jeremy  
McClanahan: Yea  
Chris Moore: Yea  
Clint Patterson: Absent

Justin Ramm: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

**Discussion:** Executive Session Closed and Regular

Session resumed at 10:10 PM.

23. **Adjournment**

**Discussion:** Meeting Adjourned at 10:11 PM.

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Board Secretary



June 15, 2021

Gary Sorrells

Lone Oak ISD

Dear Gary Sorrells,

Strong risk management resources and reliable coverage partners are critical to managing operations at your organization. Thank you for trusting the TASB Risk Management Fund to support your efforts.

When you choose the Fund, you get more than a coverage provider. You get a stable ally that has served members for nearly five decades and is the choice of more than 1,000 Texas school districts and other educational entities for their risk management and coverage needs.

- **Financial Security:** The Fund's financial strength, with over \$200 million in Members' Equity, means we have the financial resources to handle your claims.
- **Responsive and Adaptable:** A risk pool, like the Fund, offers flexibility to customize coverage agreements to meet Texas public schools' unique needs. We pair a broad array of coverage options with comprehensive risk solutions so you can work compliantly, train and educate staff, and prevent and mitigate losses. We meet you where you are and deliver the services you need to navigate the ever-evolving risk landscape.
- **Trusted:** The Fund is administered by the Texas Association of School Boards (TASB), an organization founded on understanding the uniqueness of each school community in Texas. Led by a board of Texas public school board members and administrators, the Fund is focused on your needs.

We are pleased to provide you with a renewal proposal for the 2021–22 coverage term. **Lone Oak ISD participates in the Fund's comprehensive coverage program which includes Auto, Liability, Property, Privacy & Information Security, and Workers' Compensation coverage. These coverage lines require Concurrent Participation and may not be purchased as 'stand-alone' coverages.** There are no changes in the coverage agreements this year. Coverage agreements may be accessed on the Fund's website.

As an added convenience, **you may accept your renewal proposal online.** Please carefully review all terms and when ready, complete your electronic acceptance on the page where you accessed these documents. Enter your first and last name and then click "Accept and Sign." You may also sign these documents and return them by email to your Risk Management Marketing Consultant or to [TASBRMF@tasbrmf.org](mailto:TASBRMF@tasbrmf.org).

**Please note that coverage will automatically renew under the terms of this renewal proposal unless we receive written notice of termination at least 30 days prior to your renewal date.** If you are unsure of your plans to renew or have any questions about the renewal proposal or any aspect of your Fund membership, please contact Jennifer Jones or any member of TASB's Underwriting and Marketing Division at 800.482.7276.

Thank you for your membership in the Fund. We look forward to our continued partnership in the coming year.

Sincerely,  
Jennifer Jones  
Senior Risk Management Consultant  
Division of Underwriting & Marketing  
Texas Association of Schools Boards, Inc.

TASB Risk Management Fund  
12007 Research Blvd., Austin, Texas 78759-2439  
P.O. Box 301, Austin, Texas 78767-0301  
Toll-Free: 800.482.7276 | Austin area: 512.467.3699

CC:



**Lone Oak ISD**

**Contribution & Coverage Summary (CCS)**  
**Participation Period: 9/1/2021 through 8/31/2022**

The following is a summary of coverages, limits, deductibles, and contribution amounts. More information about coverage, limits, deductibles, terms, and conditions are found on following pages and are part of this CCS. Please review all pages of this CCS document. *Coverage under this CCS is contingent upon concurrent participation in the Fund's Auto, Liability, Property and Worker's Compensation programs.*

Coverage	Limit	Deductible	Contribution
Workers' Comp Fully Funded	Statutory	Statutory	\$38,460
<b>Total Contribution</b>			<b>\$38,460</b>

**THIS IS NOT AN INVOICE.** The TASB Risk Management Fund will issue an invoice when coverage is accepted by the Member. Total Contribution is an estimate and is subject to exposure audit.



**Lone Oak ISD**

**Workers' Compensation – Fully Funded**

**Participation Period: 9/1/2021 through 8/31/2022**

**Total Workers' Compensation – Fully Funded Contribution: \$38,460**

The following is a summary of estimated payrolls and contribution for Workers' Compensation coverage. The amounts shown are subject to audit at the end of the Participation Period.

Classification	Estimated Payroll	Net Annual Rate	Estimated Contribution
7380 - BUS DRIVERS	\$178,000	0.01853371	\$3,299
7720 - POLICE OFFICER	\$0	0.02308300	\$0
8810 - CLERICAL OFFICE EMPLOYEES	\$1,448,955	0.00121467	\$1,760
8868 - PROFESSIONAL/ADMINISTRATON	\$5,398,206	0.00328035	\$17,708
9101 - ALL OTHERS	\$645,857	0.02429795	\$15,693
<b>Total</b>	<b>\$7,671,018</b>		<b>\$38,460</b>

<b>Estimated Contribution</b>	<b>\$38,460</b>
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**Workers' Compensation – Fully Funded Conditions**

**Benefit Limits:** Workers' Compensation benefits paid to Fund Member's employees under this Agreement will be as defined in the Texas Workers' Compensation Act (the Act). The Fund is responsible for claims payments as reflected in this CCS. This Agreement does not cover the defense of any suit or claim against a Fund Member except a workers' compensation claim by an eligible employee or former employee of Fund Member for the payment of statutory workers' compensation benefits.

**Cooperation:** The Fund Member designates the TASB Risk Management Fund as the Workers' Compensation claim administrator of record for all purposes. Fund Member agrees to use the Fund's contractors for services related to the administration of claims and to follow the Fund's election under Section 504.053 of the Labor Code to direct care through the Political Subdivision Workers' Compensation Alliance.

**Claims Reporting:** For Workers' Compensation claims arising during the CCS Participation Period, the Fund Member agrees that it will timely report those claims solely to the Fund. The report of Workers' Compensation claims to any other entity, regardless of reporting sequence, will waive all Fund liability under this agreement for those claims. Any fines levied against the Fund for Fund Member's failure to comply with the rules and regulations of the Act will be the sole responsibility of the Fund Member.



### Program Coordinators

The Fund Member is required to designate a Program Coordinator (Coordinator) with express authority to represent and bind the Fund Member in all program matters. Below are the current Coordinators associated with the Fund Member. If a Coordinator's name and e-mail address are not listed or the Coordinator identified needs to be updated, please provide updated information to the Fund as soon as possible or include updates on this document.

#### Current Program Coordinators

Program	Name	Title	E-mail
TASB Risk Management Fund-Auto	Gary Sorrells	Business Manager	<a href="mailto:gsorrells@loisd.net">gsorrells@loisd.net</a>
TASB Risk Management Fund-Unemployment Compensation	Gary Sorrells	Business Manager	<a href="mailto:gsorrells@loisd.net">gsorrells@loisd.net</a>
TASB Risk Management Fund-Workers' Compensation	Gary Sorrells	Business Manager	<a href="mailto:gsorrells@loisd.net">gsorrells@loisd.net</a>
TASB Risk Management Fund-Liability	Gary Sorrells	Business Manager	<a href="mailto:gsorrells@loisd.net">gsorrells@loisd.net</a>
TASB Risk Management Fund-Property	Gary Sorrells	Business Manager	<a href="mailto:gsorrells@loisd.net">gsorrells@loisd.net</a>

#### Program Coordinator Updates

Program	Name	Title	E-mail

If accepting this proposal electronically, you may scan and email this page to [tasbrmf@tasbrmf.org](mailto:tasbrmf@tasbrmf.org) to provide Program Coordinator updates.



## Contribution & Coverage Summary General Conditions

**Coverage:** Coverage terms and limits provided are as set out in this CCS and the Fund's corresponding Coverage Agreements for this Participation Period.

**Claims Reporting:** Fund Member will provide to the Fund timely notice of all claims as required in the Interlocal Participation Agreement, the applicable Fund Coverage Agreement, or this CCS.

**Definitions:** Any terms not defined in this CCS will use the definition for that term from the corresponding Fund Coverage Agreement.

**Payment:** The Fund Member agrees to pay contributions based on a plan developed by the Fund. All contributions are payable upon receipt of an invoice from the Fund. The Fund shall determine the contribution for each program and how each contribution is applied. Termination under this Agreement of any program shall not affect the remaining programs.

**Termination:** This CCS may be terminated by either party with termination to be effective on any successive renewal date by giving written notice to the other party no later than 30 days prior to automatic renewal in accordance with Termination provisions in the Interlocal Participation Agreement. If this CCS is not terminated, the renewal of the CCS becomes effective on the automatic renewal date and the member shall be bound by the terms of the renewal CCS.

**Concurrent Participation:** All coverages through this CCS are only effective if the Fund Member concurrently participates in or has agreed in writing to participate in all the following Fund programs: Auto, Liability, Property, and Workers' Compensation. The Fund may terminate all coverages immediately if the Fund Member fails to or ceases to concurrently participate in any of these Fund programs. If termination occurs, the total contribution under this CCS shall be considered fully earned, and the Fund Member agrees that no refund of any contribution shall be due. This paragraph's termination provisions shall take precedence over any conflicting termination provisions in the Interlocal Participation Agreement or this CCS.

### Fund Member Authorization:

I approve this Contribution and Coverage Summary (CCS) and certify that this information is correct. I affirm that I am duly authorized to approve this CCS and that I have read and agree to this CCS and the Interlocal Participation Agreement.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# Lone Oak Independent School District

---

Janee' Carter, Superintendent • (903) 662-5427 • jcarter@loisd.net

## **DEFENDER Guardian Program**

**Updated 7/29/21**

### **DEFENDER SELECTION**

1. The participants are hand selected from a pool of applicants that work for the district or are on the school board. Applicants must be approved by administration and the School Board EACH YEAR. The Defenders from the previous year will stay on the list and be reviewed each year in case a change is needed.
2. Must have LTC & personal 9mm handgun (prior to being selected for training)
3. Commit to training both long and short term.
4. Must pass a psychological exam with a 3 or higher performed by the District approved licensed psychologist.
5. Once a defender is no longer employed by LOISD or leaves the school board, they are not allowed to carry a gun on LOISD property.

### **Defender Requirements**

Requirements:

- **Maintain good professional standing employment with Lone Oak ISD.**
- **Adheres to the LOISD Employee Code of Conduct.**
- **Maintain confidentiality from other employees, students, parents, and other community members.**
- **Take and pass LOISD annual and random drug testing. *\*district expense***
- **Take and pass LOISD Annual School Physical. *\*district expense***
- **Take and pass bi-annual psychological exam and score a 3 or higher. *\*district expense***
- **Hold valid Texas CHL/LTC to carry a semi-automatic firearm.**
- **Complete and qualify personal firearm used in district at an approved 3 day training in compliance of TX Govt. Code 411.1901. *\*district expense***
- **Complete ISD approved 1 day annual compliance training *\*district expense***
- **Complete ISD gun range practice at least once each semester. *\*district expense (50 rounds)***
- **Shall use only District-approved ammunition in firearms.**
- **Personal firearm (NO REVOLVERS) must use 9mm ammunition.**
- **Register/log serial numbers for all personal firearms carried on ISD property with Superintendent.**
- **Clip must not be in the gun. They must be separated even when concealed.**



# Lone Oak Independent School District

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Janee' Carter, Superintendent • (903) 662-5427 • [jcarter@loisd.net](mailto:jcarter@loisd.net)

Dear Lone Oak Community:

Schools across the country are being forced to prepare for the unthinkable – the potential of a mass school shooting. The news is full of incidents like Columbine, Newtown, Virginia Tech, Aurora, and so on. Schools, as “Gun Free Zones,” have been seen as “free fire zones” by troubled individuals. They knew that they would have no one firing back at them while they completed their goal of killing innocent and helpless students and staff.

The Lone Oak ISD school board witnessed the devastation and considered appropriate policies. The Board updated local policy, authorizing a School Safety “Defender” Program (TX Govt. Code 411.1901). Its purpose is to provide students, faculty and staff an armed self-defense option prior to the arrival of Law Enforcement in the event of an active shooter or "active killer" on campus. They have the right to carry a concealed handgun on school grounds.

The Defenders are ISD staff members who have passed each of the following requirements (and more):

1. Hand selected staff members.
2. Must have their Concealed Handgun License (CHL) / License to Carry (LTC).
3. Must pass bi-annual psychological exam and commit to annual School Safety Training.
4. Must qualify annually with the specific handgun they will carry. This means qualifying on the gun range through a process which is under the control of the Police department.
5. Must go through joint training with local law enforcement.
6. Must be on the random drug testing list and pass all tests.
7. Must be trained in tactics for denying an intruder entry into a classroom or facility.
8. Must be approved by the school board.

The staff who make it through the training and gain final approval, are volunteers. In order to protect them from becoming targets of an intruder, their names are confidential and are not to be released. I ask that names not be guessed at nor rumors passed in an attempt to protect these individuals.

Signs will be posted on our campuses which state, “**ATTENTION: LOISD STAFF ARE ARMED AND TRAINED TO PROTECT OUR STUDENTS.**” By providing the community this information and by placing signs up across the campuses, we are taking additional steps so that people know we are NOT an “easy target”. No students, parents nor most staff will be allowed to carry. Only those who have gone through the extensive training and met all requirements will be allowed to carry. Please continue to be aware that any gun rumored to be on campus or seen on campus should be reported immediately.

If you have further questions, please contact me at [jcarter@loisd.net](mailto:jcarter@loisd.net).

Respectfully,

Janee' Carter  
Superintendent



# Lone Oak Independent School District

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Janee' Carter, Superintendent • (903) 662-5427 • [jcarter@loisd.net](mailto:jcarter@loisd.net)

Lone Oak ISD



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8162 Hwy. 69 South • Lone Oak, Texas 75453 • Fax (903) 662-5290

**RESOLUTION OF THE BOARD OF TRUSTEES  
LONE OAK INDEPENDENT SCHOOL DISTRICT  
REGARDING EMPLOYEE LEAVE**

---

**WHEREAS**, the Lone Oak ISD Board of Trustees had previously adopted a resolution allowing additional paid leave to employees who were instructed or ordered not to report for work for reasons related to COVID-19; and

**WHEREAS**, the Lone Oak ISD Board of Trustees has determined that the best interests of the District will be served by rescinding that Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE LONE OAK INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES THAT:**

1. The foregoing recitals are adopted as findings of fact.
2. Any and all prior resolutions adopted by the Lone Oak ISD Board of Trustees concerning additional paid leave or addition leave without pay related to COVID-19 are hereby rescinded and terminated.
3. Lone Oak ISD employee leave, whether related to COVID-19 or otherwise, and whether paid leave or leave without pay, shall be in accordance with adopted LOISD Board policies.
4. This Resolution shall take effect immediately upon passage.

PASSED, ADOPTED, and APPROVED on the \_\_\_\_ day of \_\_\_\_\_, 2021, by the Board of Trustees of the Lone Oak Independent School District by the following vote:

YEAS:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Justin Ramm  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Chris Moore  
Secretary, Board of Trustees

**RESOLUTION OF THE BOARD OF TRUSTEES  
LONE OAK INDEPENDENT SCHOOL DISTRICT  
REGARDING ADDITIONAL EMPLOYEE PAID LEAVE  
DUE TO CORONAVIRUS / COVID-19**

---

**WHEREAS**, Texas Education Code § 45.105 authorizes the Board of Trustees to expend funds of Lone Oak Independent School District for purposes necessary in the conduct of the public schools as determined by the Board of Trustees; and

**WHEREAS**, the ongoing dangers of Coronavirus/COVID-19 continue to constitute a public health hazard; and

**WHEREAS**, the Lone Oak ISD Board of Trustees acknowledges that during the ongoing Coronavirus/COVID-19 pandemic, employees of Lone Oak ISD may be instructed or ordered not to report for work due to testing positive for COVID-19; and

**WHEREAS**, Lone Oak Independent School District provides certain paid leave to its employees as set out in LOISD Board Policy DEC(LOCAL); and

**WHEREAS**, the Lone Oak ISD Board of Trustees finds that a need exists to allow paid leave in excess of that provided in Board Policy DEC(LOCAL) for employees who are instructed or ordered not to report for work due to testing positive for COVID-19; and

**WHEREAS**, the Lone Oak ISD Board of Trustees determines that employees who are instructed or ordered not to report for work due to testing positive for COVID-19; and

**WHEREAS**, the Lone Oak ISD Board of Trustees concludes that providing additional paid leave in excess of that allowed under Board Policy DEC(LOCAL) to all regular employees – contractual and noncontractual, salaried and non-salaried – who are instructed or ordered not to report for work due to testing positive for COVID-19, serves the public purposes of protecting the health and safety of students and staff, maintaining staff morale, and reducing staff turnover.

**NOW, THEREFORE, BE IT RESOLVED BY THE LONE OAK INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES THAT:**

1. The foregoing recitals are adopted as findings of fact.
2. The Board of Trustees of Lone Oak Independent School District authorizes additional paid leave in excess of that allowed under LOISD Board Policy DEC(LOCAL) for regular employees – contractual and noncontractual, salaried and non-salaried – who are instructed or ordered not to report for work due to testing positive for COVID-19. An employee may take such additional paid leave prior to taking or exhausting other available state and local days.
3. The authority granted by this Resolution provides additional leave for a maximum duration of 10 school days unless the Board of Trustees takes action to authorize additional paid leave for a longer duration.

4. The Superintendent of Schools or the Superintendent's designee is hereby delegated the authority to implement all aspects of this Resolution regarding additional paid leave.
5. This Resolution supersedes and replaces any prior resolutions adopted by the Lone Oak ISD Board of Trustees concerning additional paid leave or additional unpaid leave related to COVID-19.
6. This Resolution shall take effect immediately upon passage and shall automatically terminate at 5:00 p.m. on the last instructional day of the 2021-2022 school year.

PASSED, ADOPTED, and APPROVED on the \_\_\_\_ day of \_\_\_\_\_, 2021, by the Board of Trustees of the Lone Oak Independent School District by the following vote:

YEAS:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Justin Ramm  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Chris Moore  
Secretary, Board of Trustees

# **Lone Oak ISD 2020–2021**

## **Employee Handbook**

If you have difficulty accessing the information in this document because of a disability, please email [jdewitt@loisd.net](mailto:jdewitt@loisd.net).



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# Employee Handbook Receipt

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Lone Oak ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy. Contact Cassie Pinkston for both electronic format. Contact Jan DeWitt for Hard Copy.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact \_\_\_\_\_ to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Superintendent if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to Jan DeWitt.

# Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to [jcarter@loisd.net](mailto:jcarter@loisd.net).

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <http://pol.tasb.org/Home/Index/696>.

# District Information

## Description of the District

Lone Oak ISD is a rural school district serving 1000 students grades Prek-12.

## Mission Statement, Goals, and Objectives

*Policy AE*

## Board of Trustees

*Policies BA, BB series, BD series, and BE series*

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected at-large and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Justin Ramm, President
- Nikki Haynes
- Orville Gentry
- Donald Isenburg
- Clint Patterson
- Jeremy McClanahan, Vice President
- Chris Moore, Secretary

The board usually meets every third Monday at 6:00 pm. unless posted otherwise. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and on the front window of the Administration Building at 8162 Hwy 69 South at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur

for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

## **Board Meeting Schedule**

September 20, 2021  
October 18, 2021  
November 15, 2021  
December 20, 2021  
January 17, 2022  
February 21, 2022  
March 21, 2022  
April 18, 2022  
May 16, 2022  
June 20, 2022  
July 18, 2022  
August 15, 2022

## **Administration**

### Central Office

Superintendent: Janee Carter  
HR/Payroll: Jan DeWitt  
Business Manager: Gary Sorrells  
Acct. Payable: Cindy Smith  
Curriculum/PEIMS: Jeff Hicks  
Communications: Katy Turner

### Principals:

College Street: Jared Smith  
Elementary School: Beth Luhn  
Middle School: Shannon Wilhite  
High School: Nate Compton

### Technology:

Director: Cassie Pinkston  
Network Tech: Isaiah Whitehead  
District Operations: Wayne Shepherd  
Cafeteria Director: Randy Arrington / Christy Patterson

# **Employment**

## **Equal Employment Opportunity**

*Policies DAA, DIA*

In its efforts to promote nondiscrimination and as required by law, Lone Oak ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Janee Carter, Superintendent, 8162 HWY 69 S, [jcarter@loisd.net](mailto:jcarter@loisd.net), 903-634-5270. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Jan Dewitt, 8162 HWY 69 S, [jdewitt@loisd.net](mailto:jdewitt@loisd.net), and 903-634-0980

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

## **Job Vacancy Announcements**

*Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis to the district's website and on the front entrance of the Administration Building.

## **Employment after Retirement**

*Policy DC*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website ([www.trs.texas.gov](http://www.trs.texas.gov)).

## **Contract and Noncontract Employment**

### *Policy DC series*

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

**Term Contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

**Paraprofessional and Auxiliary Employees.** All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

## **Certification and Licenses**

*Policies DBA, DF*

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Jan DeWitt in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Human Resources and their immediate supervisor when there is action against, or revocation of, their license.

A certified employee's contract may be voided without **Chapter 21** due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Jan DeWitt if you have any questions regarding certification or licensure requirements.

## **Recertification of Employment Authorization**

*Policy DC*

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Jan DeWitt if you have any questions regarding reverification of employment authorization.

## **Searches and Alcohol and Drug Testing**

*Policy CQ, DHE*

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

**Employees Required to Have a Commercial Driver’s License.** Any employee whose duties require a commercial driver’s license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district’s policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Janee Carter, Superintendent.

## **Health Safety Training**

*Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Laurie Daniel by September 1, 2020.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid.

## **Reassignments and Transfers**

*Policy DK*

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the

best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by June 30th. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Superintendent's office and must be approved by the receiving supervisor.

## **Workload and Work Schedules**

*Policies DEAB, DK, DL*

**Professional Employees.** Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 16 for additional information.

## **Breaks for Expression of Breast Milk**

*Policies DEAB, DG*

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. 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 will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

## **Notification to Parents Regarding Qualifications**

### *Policies DK, DBA*

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Jan DeWitt, x5269 or Rob O'Conner, x5271.

## **Outside Employment and Tutoring**

### *Policy DBD*

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

## **Performance Evaluation**

### *Policy DN series*

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance

information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

## **Employee Involvement**

*Policies BQA, BQB*

At both the campus and district levels, Lone Oak ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Superintendent's office.

## **Staff Development**

*Policy DMA*

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

# Compensation and Benefits

## Salaries, Wages, and Stipends

*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 16.)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact Gary Sorrells, Business Manager, at x5273 for more information about the district's pay schedules or their own pay.

## Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid monthly weeks. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2021–2022 school year follows:

September 24, 2021  
October 22, 2021  
November 19, 2021  
December 16, 2021  
January 21, 2022  
February 25, 2022  
March 25, 2022  
April 22, 2022  
May 27, 2022  
June 24, 2022  
July 22, 2022  
August 26, 2022

**Note:** All supplemental pay and payroll changes are due in the business office on the 16<sup>th</sup> of the month.

**Example:** Supplemental/changes from September 16<sup>th</sup> thru October 15<sup>th</sup> will be paid or made on the October payroll check.

## **Automatic Payroll Deposit**

Employees can have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. Contact Gary Sorrells for more information about the automatic payroll deposit service.

## **Payroll Deductions**

*Policy CFEA*

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and certain charitable contributions approved by the board. Salary deductions are automatically made for unauthorized or unpaid leave.

## **Overtime Compensation**

*Policies DEAB, DEC*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A

nonexempt employee who works overtime without prior approval will be subject to disciplinary action

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at 12 midnight Saturday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee **is required** to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

## **Travel Expense Reimbursement**

### *Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and campus principal must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

## **Health, Dental, and Life Insurance**

### *Policy CRD*

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Gary Sorrells, Business Manager, for more information.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Gary Sorrells, Business Manager, for more information.

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs of various types. Premiums for these programs can be paid by payroll deduction. Employees should contact the Business Manager for more information.

## **Cafeteria Plan Benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

## **Workers' Compensation Insurance**

### *Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from **TASB**.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to his/her supervisor and business manager. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 27 for information on use of paid leave for such absences.

## **Unemployment Compensation Insurance**

### *Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Business Manager, Gary Sorrells.

## **Teacher Retirement**

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify TRS and the business office as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web ([www.trs.texas.gov](http://www.trs.texas.gov)).

# Leaves and Absences

## *Policies DEC, DECA, DECB*

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Jan DeWitt, x2269 or Gary Sorrells, x2273, for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in one-half or whole increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- State Days
- Local Days

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

**Immediate Family.** For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL).

**Medical Certification.** Any employee, who is absent more than 3 days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Continuation of Health Insurance.** Employees, on an approved leave of absence other than family and medical leave, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

## Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

**Nondiscretionary.** Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

**Discretionary.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 5 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

**Leave Proration.** If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

## **State Sick Leave**

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

## **Local Leave**

All full-time employees shall earn an additional five equivalent workdays of local sick leave per school year, at a rate of one-half a workday for each 18 workdays of employment.

Local sick leave shall be non-cumulative and shall be taken with the substitute's rate of pay (or a proportionate amount established by the Board by personnel classification deducted for each local sick day used.

Full-time employees may donate (2) of their local sick leave days (if available) per school year to another employee who has exhausted his or her available paid leave days.

## **Vacation**

*Policy DED*

## **Sick Leave Bank (or Pool)**

An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate only state personal leave for use by the eligible employee.

If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool.

An eligible employee shall receive no more than 30 leave days from sick leave pools per school year.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent or designee shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. The maximum number of days (2) an employee may donate to a sick leave pool; and
3. The return of unused days to donors.

## **Family and Medical Leave Act (FMLA)—General Provisions**

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

### **Leave Entitlements**

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

### **Benefits and Protections**

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

### **Eligibility Requirements**

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special hours of service eligibility requirements apply to airline flight crew employees.

### **Requesting Leave**

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

### **Employer Responsibilities**

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

### **Enforcement**

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

## **Local Procedures for Implementing Family and Medical Leave Provisions**

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the first duty day of the school year.

**Use of Paid Leave.** FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or

injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

**Combined Leave for Spouses.** Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

**Intermittent Leave.** When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

**Fitness for Duty.** An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

**Reinstatement.** An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA (LEGAL)).

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

**District Contact.** Employees that require FML or have questions should contact Jan DeWitt, x2269, for details on eligibility, requirements, and limitations.

## Temporary Disability Leave

**Certified Employees.** Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the superintendent and his/her supervisor should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

## **Workers' Compensation Benefits**

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

## **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to his/her immediate supervisor.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

## **Bereavement Leave**

All employees shall be permitted up to three (3) days of bereavement leave for the death of a member in the employee's immediate family for purposes of making funeral arrangements and attending the funeral. The district may require verification of the need for bereavement leave. Bereavement leave shall be taken with no loss of pay.

## **Jury Duty**

*Policies DEC, DG*

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

## **Compliance with a Subpoena**

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

## **Truancy Court Appearances**

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

## **Religious Observance**

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

## **Military Leave**

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Jan DeWitt, HR Director. In most cases, the length of federal military service cannot exceed five years.

**Continuation of Health Insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Gary Sorrells for details on eligibility, requirements, and limitations.

## **Leave for Peace Officers**

HB 2073, effective 6/15/2021, and SB 1359, effective 9/1/2021, of the 87th Regular Session of the Texas Legislature, effective 9/1/2021, created two new types of leave for peace officers employed by districts. Districts that employ peace officers are required to provide paid mental health leave and quarantine leave to peace officers. Include a description of the leave benefits based on local policy, regulations, and applicable procedures.

# Employee Relations and Communications

## Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities.

## District Communications

Throughout the school year, the central office and individual campus offices publish newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

- <http://www.loisd.net>
- <https://www.facebook.com/groups/loisd/>

## Complaints and Grievances

### *Policy DGBA*

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

[https://pol.tasb.org/Policy/Download/696?filename=DGBA\(LEGAL\).html&title=PERSONNEL-MANAGEMENT%20RELATIONS&subtitle=EMPLOYEE%20COMPLAINTS/GRIEVANCES](https://pol.tasb.org/Policy/Download/696?filename=DGBA(LEGAL).html&title=PERSONNEL-MANAGEMENT%20RELATIONS&subtitle=EMPLOYEE%20COMPLAINTS/GRIEVANCES)

# Employee Conduct and Welfare

## Standards of Conduct

### *Policy DH*

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

## *Texas Educators' Code of Ethics*

### **Purpose and Scope**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

### **Enforceable Standards**

#### **1. Professional Ethical Conduct, Practices, and Performance**

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

**Standard 1.2** The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

**Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

**Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.

**Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

**Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.

**Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

**Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

**Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

**Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

**Standard 1.11** The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

**Standard 1.12** The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs and toxic inhalants.

**Standard 1.13** The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

## **2. Ethical Conduct toward Professional Colleagues**

**Standard 2.1** The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

**Standard 2.2** The educator shall not harm others by knowingly making false statements about a colleague or the school system.

**Standard 2.3** The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

**Standard 2.4** The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

**Standard 2.5** The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

**Standard 2.6** The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

**Standard 2.7** The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

**Standard 2.8** The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

### 3. Ethical Conduct toward Students

**Standard 3.1** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

**Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

**Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

**Standard 3.6** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

**Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## **Discrimination, Harassment, and Retaliation**

### *Policies DH, DIA*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

[http://pol.tasb.org/Policy/Download/696?filename=DIA\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/696?filename=DIA(LOCAL).pdf)

## **Harassment of Students**

### *Policies DH, DHB, FFG, FFH, FFI*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. 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 based on sex, including sexual

harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of **or has reasonable cause to believe that child abuse or neglect occurred** must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse, page \_\_\_ and Bullying, page \_\_\_ for additional information. The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

<http://pol.tasb.org/Policy/Code/696?filter=DHB>

<http://pol.tasb.org/Policy/Code/696?filter=FFH>

## **Reporting Suspected Child Abuse**

### *Policies DG, GRA*

All employees **with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by** abuse or neglect, as defined by Texas Family Code §261.001, **are required by state law to make a report** to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have **reasonable** cause to believe that an adult was avictim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to Child Protective Services can be made online at

<https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is

shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

## **Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at each campus office. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. 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. Maltreatment is defined as abuse or neglect. Anyone who **has reasonable cause** that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

## **Reporting Crime**

### *Policy DG*

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

## **Scope and Sequence**

### *Policy DG*

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

## **Technology Resources**

### *Policy CQ*

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact Cassie Pinkston, Technology Director.

## **Personal Use of Electronic Communications**

### *Policy CQ, DH*

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same

professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic communications for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]

- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

See *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

## **Electronic Communications between Employees, Students, and Parents**

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student’s parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee’s communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.

- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district email address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

## **Public Information on Private Devices**

### *Policy DH*

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

## **Criminal History Background Checks**

### *Policy DBAA*

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

## **Employee Arrests and Convictions**

### *Policy DH*

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor

- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the **Texas Family Code**

If an educator is arrested or criminally charged, the superintendent is also required to report the educator’s criminal history to the Division of Investigations at TEA.

## **Alcohol and Drug-Abuse Prevention**

### *Policy DH*

Lone Oak ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district’s policy regarding employee drug use follows:

<http://pol.tasb.org/Policy/Code/696?filter=DH>

<http://pol.tasb.org/Policy/Code/696?filter=DI>

## **Tobacco Products and E-Cigarette Use**

### *Policies DH, FNCD, GKA*

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

## **Fraud and Financial Impropriety**

### *Policy CAA*

All employees should act with integrity and diligence in duties involving the district’s financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district

- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

## **Conflict of Interest**

### *Policy CB, DBD*

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

## **Copyrighted Materials**

### *Policy CY*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

## **Associations and Political Activities**

### *Policy DGA*

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

## **Charitable Contributions**

### *Policy DG*

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

## **Safety**

### *Policy CK series*

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Superintendent's office.

## **Possession of Firearms and Weapons**

### *Policies DH, FNCG, GKA*

With exception of those assigned to the LOISD Guardian Program, employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing

firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Superintendent immediately.

## **Visitors in the Workplace**

### *Policy GKC*

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

## **Asbestos Management Plan**

### *Policy CKA*

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Superintendent's office and is available for inspection during normal business hours. Contact Wayne Shepherd at 903-634-5254.

## **Pest Control Treatment**

### *Policies CLB, DI*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the doorways of the target buildings. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

## Other Topics

# General Procedures

## Emergency School Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website, social media and notify local radio and television stations. The emergency alert system will also be used for those who receive notices.

[www.loisd.net](http://www.loisd.net)

<https://www.facebook.com/groups/loisd/>

**KDFW Fox 4**

**WFAA ABC 8**

**KXAS NBC 5**

## Emergencies

*Policies CKC, CKD*

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

## Purchasing Procedures

*Policy CH*

All requests for purchases must be submitted to the Business Office on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use

through the district's business office. Contact Gary Sorrells for additional information on purchasing procedures.

## **Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from Jan DeWitt, HR Director.

## **Personnel Records**

*Policy DBA, GBA*

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to Jan DeWitt, HR Director. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

## **Facility Use**

*Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. The building principal is responsible for scheduling the use of facilities after school hours. Contact campus principals to request to use school facilities and to obtain information on the fees charged.

# Termination of Employment

## Resignations

*Policy DFE, DHB*

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency*. The superintendent will notify SBEC when an employee resigns and there is evidence that the employee has engaged in such misconduct.

**Noncontract Employees.** Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the Superintendent at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or of knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

## Dismissal or Nonrenewal of Contract Employees

*Policies DF Series, DHB*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 57. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has

**engaged in such misconduct.** Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's

certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

## **Dismissal of Noncontract Employees**

*Policies DCD, DP*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

## **Discharge of Convicted Employees**

*Policy DF*

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

## **Exit Interviews and Procedures**

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

## Reports to Texas Education Agency

*Policies DF, DHB, DHC*

**Certified Employees.** The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

**Noncertified Employees.** The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

## Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

# Student Issues

## Equal Educational Opportunities

*Policies FB, FFH*

In an effort to promote nondiscrimination and as required by law, Lone Oak ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to Janee Carter, Superintendent, [jcarter@loisd.net](mailto:jcarter@loisd.net), 903-634-5270.

## Student Records

*Policy FL*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the principal for assistance.

## Parent and Student Complaints

*Policy FNG*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling

complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

## **Administering Medication to Students**

### *Policy FFAC*

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Dietary Supplements**

### *Policies DH, FFAC*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

## **Psychotropic Drugs**

### *Policy FFAC*

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug

- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

## **Student Conduct and Discipline**

### *Policies in the FN series and FO series*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

## **Student Attendance**

### *Policy FEB*

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Bullying**

### *Policy FFI*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

<http://pol.tasb.org/Policy/Code/696?filter=FFI>

## **Hazing**

### *Policy FNCC*

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a

student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

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#### 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 43.]

#### Grade-Level Classification (Grades 9-12 Only)

After the ninth grade, students are classified according to the number of credits earned toward graduation. See LOHS student handbook for more information.

#### 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 (i.e., letter grades, numerical averages, checklist of required skills, etc.);
- 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.

#### CAMPUS GRADING GUIDELINES SPECIFIC TO LOMS ONLY

Holding our students to a high level of expectation for their assignments and tests is critical for their future success. In order for students to make progress and reach the Means and Master's Grade Level on STAAR assessments, they will need to study hard and give 100% in effort. We also need parent support to make sure that students are coming to tutorials. The grading guidelines are listed below:

- Any student can correct an assignment or test in order to get half of the points back. For example, if a student got an 88 on a test and really wanted an A, he/she could correct the test to earn up to 6 points back (half of 12) to get a 94. Or if a student earned a 70 on an assignment, he/she could correct it to earn up to 15 points back (half of 30) to end up with an 85. To earn half points back on failing grades, see below.
- If a student failed a test or assignment, he/she will be required to attend before or after school tutoring for that subject on the assigned day in order to earn half points back. For example, if a student got a 50 on a test, he/she would be required to attend the scheduled tutoring time (outside of school hours) to earn up to 25 points back (half of 50) to get a 75. Students will sign in for tutoring so we have a log of their attendance.
- PowerHour will still be utilized for teachers to pull students in for tutoring, but not for tests/assignments that were failed. PowerHour will be used to work specifically on concepts with groups of students that haven't mastered them. If a student is continually failing behind or missing assignments, he/she will be pulled in during PowerHour and for after-hours tutoring. Students will sign in for PowerHour so we have a log of their attendance.
- If a student is absent, they will have 1 day per absence to turn in their work. If a student misses 3 or more days in a row, they will need a doctor's note for it to be excused.
- Late work will receive a penalty of .10 for each day that it is late. A student cannot earn half points back on late work. Once an assignment is 5 days late, that student will be required to attend tutoring to complete the

### Lone Oak Middle School Student Handbook

assignment for up to a 50. Keep in mind that a 50 is WAY better than a zero. A zero in the gradebook can cause a student to fail for the six weeks.

- If a student does not turn in an assignment on time, a grade of zero will be entered into the gradebook until it is turned in.
- If a student is continually having problems with late work or not attending required tutorials outside of school hours, we will schedule a parent conference to create a success plan for the student.
- Daily assignments will count for 50% of the final grade and Major projects/essays will count for the other 50% of the final grade.

[See Report Cards/Progress Reports and Conferences on page 74 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:

- 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;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE).

##### 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 norm-referenced 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.

*Major Changes*

*\* Removed earning half points back*  
*\* Removed correcting failed assignments*  
*\* Tests can be corrected for up to a 70 within 5 days*  
*\* Tests can be corrected for up to a 70 within 5 days*

## Lone Oak Middle School Student Handbook 2021-22

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 37.]

### **Grading Guidelines (All Grade Levels)**

Holding our students to a high level of expectation for their assignments and tests is critical for their future success. In order for students to make progress and reach the Meets and Master's Grade Level on STAAR assessments, they will need to study hard and give 100% effort. We also need parent support to make sure that students are staying on top of their work and coming to tutorials. The grading guidelines are listed below:

- If a student is absent, they will have 1 day per absence to turn in their work. If a student misses 3 or more days in a row, they will need a doctor's note for it to be excused.
- If a student does not turn in an assignment on time, "MISSING" will be entered into the gradebook until it is turned in.
  - Late work will receive a penalty of -10 points for each day that it is late. Once an assignment is 5 days late, a grade of zero will be entered in the gradebook and can no longer be made up.
  - If a student is missing assignments, he/she will be pulled in during PowerHour or after hours tutoring. Students will sign in for PowerHour/Tutoring so we have a log of their attendance.
- Any student can correct or re-take a test for up to a 70 if completed within five days. The student is responsible for requesting this opportunity during PowerHour within five days of getting the test back.
- PowerHour will be utilized for teachers to pull students in for tutoring, or for tests that were failed.
- If a student is continually having problems with late work or not attending required tutorials outside of school hours, we will schedule a parent conference to create a success plan for the student.
- Daily assignments will count for 50% of the final grade and major projects/tests will count for the other 50% of the final grade.

[See **Report Cards/Progress Reports and Conferences** on page 69 for additional information on grading guidelines.]

**Lone Oak Independent School District  
Athletic Department**



***Athletic and Extracurricular Code of  
Conduct***

Dear Parent/Guardian:

It is the desire of the administration and coaching staff of Lone Oak ISD that being an athlete will be an integral part of his/her secondary educational experience. Being a LOISD athlete is a privilege and is one that carries with it many responsibilities. As athletes in LOISD, our young people have an image to reflect and uphold. That image is one of positive leadership, character, accountability, and great competitive spirit. Participation in the athletic program and University Interscholastic League contests is not a right but a privilege. No student is required to take part in athletic competitions or activities. Therefore, all students participating in athletics must understand the regulations outlined in the below document. For student-athletes who fail to follow these regulations or fail to live up to the Lone Oak ISD Student Code of Conduct, athletic participation privileges may be removed by the supervising coach.

The following regulations will be in effect for all athletes in LOISD to be eligible to participate in any competitive sport practice or program directly related to sport improvement.

ALL ATHLETES, REGARDLESS OF THE SPORT, MUST:

1. Abide by all University Interscholastic League (UIL) rule specifications and abide by local athletic policy.
2. Attend every practice session and athletic contest unless ill or emergencies arise. (Parents or athletes must call in if the athlete is not attending a practice session.)
3. At all times, respond to every situation as a young lady or gentleman.
4. Abide by all Lone Oak ISD, Athletic Department, and campus guidelines and policies.
5. Maintain academic intensity to achieve success in the classroom.

Violation of these policies will result in appropriate disciplinary action being taken against the student and could result in his/her removal from the athletic program at Lone Oak ISD. Therefore, we ask for your cooperation in motivating your son or daughter to observe these rules so that they will receive the program's maximum benefit.

Sincerely,

Logan Turner  
Executive Director of Athletics  
[lturner@loisd.net](mailto:lturner@loisd.net)  
903.243.4912

## LONE OAK ISD ATHLETIC DEPARTMENT

Mission Statement: Lone Oak ISD Athletic Department will provide athletic, academic, and personal development by creating an intentional culture that fosters positive relationships that strive for a tradition of excellence.

Vision Statement: We will inspire our student-athletes to reach their individual and athletic potential through a supportive team environment cultivating excellence.

### ATHLETIC DEPARTMENT OBJECTIVES:

- Promote improvement through self-evaluation
- Retain, attract, and hire exemplary coaches
- Promote consistency and unity throughout the athletic department
- Increase parent and community partnerships with the Athletic Department
- Increase faculty/staff awareness and involvement with the Athletic Department
- Maintain a high level of expectation for success
- Use athletics as a tool to prepare our student-athletes for the future
- Increase scholarship opportunities for student-athletes
- Promote athletic programs and activities with aggressive communication
- Win championships with class and character
- Win the UIL Lone Star Cup and the DFW Area All Sports Ranking

### UIL HIGH SCHOOL (9-12)

Baseball

Basketball (Boys and Girls)

Cross Country (Boys and Girls)

Football

Golf (Boys and Girls)

Softball

Tennis (Boys and Girls)

Track (Boys and Girls)

Volleyball

Band

Cheer / Spirit

### UIL MIDDLE SCHOOLS (7-8)

Basketball (Boys and Girls)

Cross Country (Boys and Girls)

Football

Track (Boys and Girls)

Volleyball

Please note: In the middle schools, all sports practice before or after school when in-season. Due to coaching staff and schedule constraints, some middle school sports practice after school when in-season. The middle school, athletics, is designed to be a general athletic development class when sports are not in-season.

## **OVERVIEW**

Participation in school sponsored activities is an excellent way for students to develop talents and build strong relationships with other students; participation, however, is a privilege, not a right. All students are expected to adhere to the Athletic /Extracirricular as it applies to school-related or school-sponsored activities. Students involved in extracurricular activities are expected to exhibit the highest standards of ethics and conduct. Therefore, teachers, sponsors, coaches, and directors of these activities may develop and enforce codes of conduct for the individual activities that will take into consideration both school-related and non-school-related misconduct, regardless of time or location. This would include any misconduct that would reflect negatively upon Lone Oak ISD. Additionally, the District has outlined the following consequences for misconduct by students involved in extracurricular activities. In the event there is a conflict between the *Student Handbook and Code of Conduct* and an individual extracurricular activity's code of conduct, the *Student Handbook and Code of Conduct* shall control. Suspensions from extracurricular activities are not subject to appeal or review.

Eligibility for continuing participation in extracurricular activities is governed by state law and the rules of the University Interscholastic League (UIL), which is a statewide association overseeing inter-district competition. If a student is involved in athletic or music activity governed by the UIL, the student and parents are to follow the guidelines and rules outlined in the UIL Parent Manual.

## **DISTRICT EXPECTATION FOR ENFORCEMENT**

In order to promote an equitable and fair system to support our students, it is an expectation that all coaches, sponsors, and directors clearly communicate the guidelines found within the Athletic and Extracurricular Code of Conduct.

## **PROGRAM POLICY**

### Multi-Sport/Dual Participation

1. All athletes are encouraged to participate in as many sports as their interests and abilities will allow. A student-athlete who decides to quit one sport will be ineligible for participation in another sport until the end of the season for the sport for which he/she has quit unless the head coaches of both sports mutually agree to the student/athlete's participation.

There should be an order for choosing when a conflict occurs between sports and a resolution can't be found between coaches and players. The following is a guideline that can be used:

1. District events take precedence over non district events.
2. Team sports take precedence over individual sports.
3. Games take precedence over scrimmages and practices.
4. UIL will take precedence over non UIL events.
5. At NO TIME will a club or rec sport take the place of ANY school event.

Every effort should be made by the coaches to ensure the best solution is attained.

2. All athletes participating in LOISD Athletics commit to the team, their teammates, and to their school. Each program demands the dedication of time and energy of the athlete. Part of this commitment is to be a student first and strive for academic excellence. Another integral part of that commitment is to place the LOISD Athletic team above participation in any non-school sanctioned activity and attend all practices and games scheduled by LOISD Coaches.
3. Dual Participation: In the event a student-athlete misses a LOISD Athletic Contest, without prior approval, to participate in an activity, not under the direction of LOISD, the student-athlete has chosen that activity over a LOISD sport he/she may be released from the team at the head coach and athletic directors discretion.

### Required Forms

All athletes in the district's athletic programs must have an annual physical examination completed by a physician. The following forms must also be complete and on file with the trainer for high school athletes. Middle school coordinators are responsible for all middle school forms.

Required Forms:

1. Acknowledgment of Rules
2. Athletic Physical
3. Concussion Agreement
4. Steroid Agreement
5. Sudden Cardiac Awareness Forms
6. LOISD Student-Athlete Parent Handbook

### On the Field or Court

1. The athlete must refrain from the use of profanity or resorting to illegal tactics. Temper fits, flagrant rules violations, etc., will not be tolerated.
2. He/She must learn that both winning and losing are a part of the game and that you have to win or lose with class and emotional maturity.
3. Total respect for officials is an absolute must; disrespect from athletes or fans will not be tolerated.
4. Any behavior contrary to the above mentioned or any other act that is not conducive to good sportsmanship may result in removal from the contest.

## Personal Appearance and Grooming

Participation in competitive athletics is entirely voluntary on the part of all students. There are specific standards that must be maintained to participate in athletics at Lone Oak ISD. One such standard is acceptable grooming and personal appearance.

1. Uniformity: Athletes travel quite frequently to other schools, towns, communities, restaurants, etc., as representatives of LOISD. Therefore, they should be groomed in a manner that our community, school, and sponsors will be proud of. We expect our athletes to set the example for grooming and personal appearance in our school.
2. Self-Discipline: One of the rewards of being an athlete is learning to discipline himself/herself. There is no better way to acquire self-discipline than to make sacrifices. Giving up untidy fads of dress and appearance is a minimal sacrifice.
3. Dress: The athlete should be neatly dressed and in compliance with all other school rules relating to dress not covered in these general policies. Failure to dress out appropriately is equal to an unexcused absence.

## Injuries

If you have an injury, see the trainer who will treat or refer you to a physician. If you are going to miss a practice or a game because of an injury or an illness, we must have a note from a trainer or a doctor. If you are unable to participate physically, you will still dress out, accompany your team, and watch all plays, etc. unless given special permission from the Head Coach.

## Insurance

The Lone Oak Independent School District is not legally liable for any injury or any expense incident thereto, sustained by a student participating in school athletics.

The insurance company will be selected by the Chief Financial Officer, and the Athletic Director to carry its athletic insurance program. All athletes are covered by the athletic insurance policy. The student-athlete and parents should be told that this is a limited policy and does not cover all the physician or hospital charges for treatment of an injury.

The School District will not pay that part of the doctor, hospital and other bills that are not covered by insurance benefits.

## Disrespect to Teacher or Coach

Any act of disrespect by an athlete to his/her teacher, coach, or member of school administration will be addressed on an individual basis. Consequences may call for suspension or expulsion from athletic activities for one calendar year from the date of the incident. His/her conduct would determine his/her return during the period of the suspension or expulsion.

## The following rules apply to all athletes at all times

1. No use of tobacco of any kind;
2. No drinking of alcoholic beverages; and
3. No abusive drugs (marijuana, narcotics, etc.)

The head coach will assign consequences for any violation of the rules stated above and follow the Lone Oak ISD Student Code of Conduct. His/her conduct would determine his/her return during the period of suspension or removal.

## Athletic Booster Clubs

Athletic Booster clubs should support all sports teams in Lone Oak ISD. The athletic director should be on the policy making board of the club and should do all he/she can to support and encourage participation in it. All coaches are encouraged to join the booster club and attend meetings. Varsity head coaches should give their input to the AD as to things the booster club can do to support their program. We would like to use booster club funds for items not normally purchased from the yearly budget.

### Eligibility

The UIL No Pass No Play rule requires all athletes to maintain a 70 in all classes every 6 weeks to participate. You must be on grade level to participate at the beginning of the school year. Coaches will do credit checks at the beginning of each school year to ensure the proper number of credits are obtained.

7th-9th = Promotion

10th = 5 credits

11th = 10 credits

12th = 15 credits

### Behavior Expectations for Spectators

1. Show respect for the opposing players, coaches, spectators, and support groups.
2. Respect the integrity and judgment of game officials.
3. Recognize and show appreciation for an outstanding play by either team.
4. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during, and after the game on or near the site of the event (i.e., tailgating).
5. Be a positive role model at events through your actions and by censuring those around you whose behavior is unbecoming.
6. Parents and spectators should be aware that the school can (and should) remove them from the premises and can prohibit them from attending future contests due to undesirable behaviors.

Game officials can ask that school administrators have unruly fans removed from a contest facility. The school is responsible for the behavior of their spectators. The school district can be punished for patrons' actions in violation of UIL standards and rules.

### Theft

Stealing items from other players, students, schools, etc., will not be tolerated. Consequences will be determined on a case by case basis and may include suspension or removal from the team.

### Hazing/Fighting/Bullying

Hazing, fighting, bullying, or any physical harm to another student may result in consequences including but not limited to a potential loss of athletic privileges.

### Awards

1. Letter awards for athletics will be given only for varsity competition.
2. A standard athletic jacket will be given (as a one-time award) to athletes who meet the letter requirements in their particular sport or extracurricular activity.
3. To receive any athletic award a student must a) be passing, b) complete the season of said sport "in good standing" c) meet all standards set up by the coach, AD, and principal.
4. 5. All coaches must have a policy for lettering before the season starts. This policy should be approved by the athletic director before the season begins. A copy of the letter jacket policy will be kept on file at the Athletic Department.
5. **Note:** A senior member of a squad who has made a positive contribution to the team and does not meet all specifications should be considered for an award.

### Athletic "Pass" Policy

LOHS Athletes are provided with a pass that allows them free admission to athletic contests in LOISD. Athletes are not to ask a ticket seller/pass gate worker for free admission to any contest if they do not have their pass. Athletes will be given ONLY one pass for the entire school year. If it is lost or stolen, they will not be issued another. All gate workers reserve the right to deny entry or take up a pass from a student that is misbehaving or being unruly. Passes are ONLY given to High School Athletes, not Middle School. If an athlete quits or is removed from athletics, they lose their pass.

### Parent/Doctor's Notes

We will not accept a parent's note for an athlete to sit out of practice due to illness/injury. Coaches will always make their judgment with the kid's best interest in mind, but a letter from a doctor or Athletic Trainer will be required indicating the injury and anticipated inactivity.

### Athletes assigned to ISS (In-School Suspension) or OSS (Off-Campus Suspension)

#### ISS

ISS will be treated as an unexcused absence and the punishments be handled by the head coach of that sport. Their unexcused absence conditioning must be handles before they commence with a practice or game.

#### OSS

Students who are suspended from school will be suspended from participation in all extracurricular games, contests, performance, banquets, and team transportation.

#### 1<sup>st</sup> Offense:

1. Suspension from the specified activities for a period of 8 school days from the date of OSS.
2. Two counseling sessions with campus counselor.
3. Complete four community service hours approved by campus administrator.

#### 2<sup>nd</sup> Offense:

1. Suspension from the specified activities for a period of 24 school days from the date of OSS.
2. Four counseling sessions with campus counselor.
3. Complete six community service hours approved by campus administrator.

#### 3<sup>rd</sup> Offense:

1. Suspension from the specified activities for a period of 72 school days from the date of OSS.
2. Six counseling sessions with campus counselor.
3. Complete eight community service hours approved by campus administrator.

\*\*\*If the specified activity involves physical activity, the student will be required to make up any conditioning or skills missed during the suspension. This will help ensure that the student is prepared to safely return to the physical activity once the suspension has ended.

### School Equipment

The athlete is financially responsible for all equipment checked out to him/her. The athlete shall not wear or use school equipment for personal use. Equipment may not be removed from school property without permission from his/her coach.

### Quitting

A student/athlete who decides to quit one sport and enter another will be ineligible for participation in another sport until the end of the season for the sport from which he/she has quit. Unless mutually agreed upon by both head coaches and athletic director. A student/athlete quitting a sport will forfeit any award for that sport in that particular season. A student/athlete who decides to quit a sport and does not play another team sport is subject to removal from the athletic period at the discretion of the athletic director.

Practice and Game Regulations

The head coach must be contacted ahead of time if an athlete must miss a practice or game. Missing any type of practice or game will result in an appropriate make-up kind of work. No jewelry, personal electronic devices, or backpacks will be allowed during practices or games. New piercings must be removed during practice and games. Not only is this a safety issue, but we also practice following UIL rules for game purposes. Obey all rules.

School vs. Club Expectations

All school practices and games will take priority over club practices and games. A student can participate in a select / club team while participating on a school team; however, missing a scheduled school event to participate in a non-school event will be unexcused. If a student misses one school event/game, they will be suspended the following corresponding number of events/games in middle schools. For this purpose, a tournament will be considered two games. In high schools, it is the head coach's discretion.

Travel Policy

All athletes' travel and return with the team unless previous arrangements have been made to do otherwise. Parents cannot take other players home from out of town games. Athletes are encouraged to ride with the team.

Tutoring and any Re-tests

All reasonable efforts should be made to schedule these outside of practice time.

Concerns

Concerns or problems will be addressed in this order:

- a. Athlete/coach
- b. Athlete/parent or guardian/coach
- c. Athlete/parent or guardian/coach/athletic coordinator

The CAP- PACT Core Principles

- Coach, Athlete, Parent Are In Partnership
- Partnerships are built on honest and open communication.
- Communication is two-way and based upon mutual respect.
- Disputes are resolved according to specific written procedures.

LOISD Athletics Complaints/Concerns Process and Guidelines



Remember the "24-hour rule: Please wait 24 hours before approaching a coach either by phone or through email, this will allow all involved a "cooling down" period and also provides time for reflection.

By signing below, you acknowledge that you have read & understand the LOISD Athletic Regulations and Expectations.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



# Lone Oak ISD



## Student Code of Conduct 2021-2022

## **LOHS Student Code of Conduct**

2021–22 School Year

If you have difficulty accessing the information in this document because of disability, please contact Janee Carter, Superintendent at [jcarter@loisd.net](mailto:jcarter@loisd.net).

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## **Student Code of Conduct**

### **Accessibility**

If you have difficulty accessing the information in this document because of disability, please contact *Janee Carter, Superintendent*.

### **Purpose**

The Student Code of Conduct (“Code”) is the district’s response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

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 *LOISD* Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect during summer school and at all school-related events and activities outside the school year until an updated version adopted by the board becomes effective 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 office of the campus principal. Additionally, the Code shall be available at the office of the campus behavior coordinator and posted on the district’s website. 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; therefore, in case of 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 authority of the district 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 and while the student is going to and from school or a school-sponsored or school-related activity on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
6. When a student engages in cyberbullying, as provided by Education Code 37.0832;
7. When criminal mischief is committed on or off school property or at a school-related event;
8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
10. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
11. 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 of the campus 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.loisd.net](http://www.loisd.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 of Conduct.

## **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 sufficient security and protection of students, staff, and property, the board employs police officers and school resource officers. 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 as an eligible student to give the opening or closing remarks, a student shall not have engaged in any misconduct in violation of the district’s Code resulting 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 in violation of the district’s Code resulting 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 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 the person 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 days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page 22, 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, always exercising self-discipline.
- Exercise self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take 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. Chapter 37 requires the Code to include standards that schools expect from students. Modify the list to emphasize conduct the district would like to encourage.

## 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 16, **DAEP Placement** on page 18, **Placement and/or Expulsion for Certain Offenses** on page 25, and **Expulsion** on page 28, certain 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 in that section on page 14.

### Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline management techniques 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 25.)
- 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 conduct that constitutes 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**.)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- 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 25.)
- 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 25.)
- 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;
- A pocketknife or any other small knife;
- knuckles
- 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 for other than 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 25. 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 18 and **Expulsion** on page 28 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 of the physical or mental faculties. (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 to encourage students to adhere to their responsibilities as 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, including restorative practices. 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. To the extent any conflict exists, 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 or other 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 individual 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 16.
- Placement in a DAEP, as specified in **DAEP** on page 18.
- Placement and/or expulsion in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 25.
- Expulsion, as specified in **Expulsion** on page 28.
- 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 by the use of 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 on the day the action was taken to provide to the student for delivery to the student's parent written notification of the disciplinary action. 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 online at the following address: [www.loisd.net](http://www.loisd.net).

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 behavior coordinator 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.

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention 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 a behavior that violates this Code to maintain effective discipline in the classroom.

### **Formal Removal**

A teacher may also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' 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, or sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's consent. When a student has been formally removed by a teacher for any other conduct, the student 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 any 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 Section 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 advise the student of the alleged misconduct. The student shall have the 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.

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 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.

## **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.

Summer programs provided by the district shall serve students assigned to a DAEP separately from those students who are not assigned to the program.

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 one 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, 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 has 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**, but is not required to, 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 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:
  - 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 28.) (See **glossary** for "under the influence.")
  - 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 28.)
  - 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 28.)

- 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 the teacher, in the case of a teacher removal.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student 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, or

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 the 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 the 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 a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation, at no cost to the student. 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 commit offenses requiring placement in a DAEP 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.loisd.net](http://www.loisd.net)

Appeals shall begin at *Level One* with the *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 co-curricular 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.

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:

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 decide on a case-by-case basis whether to continue the placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district. The district may place the student in the district's DAEP or a regular classroom setting.

A newly enrolled student with a DAEP placement from a district in another state shall be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, shall reduce the period of the placement 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 placement shall be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be 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 Student**

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 these circumstances 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 18)

#### **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 to 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 Section 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, or 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 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 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.

**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 superintendent 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 hear statements made by the parties at the review and shall 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 *school resource officer or administrative designee* 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 has violated the district's Code in a way that 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 decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district or an open-enrollment charter school upon enrollment in the district.

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:

1. A crime that involves 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. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
  - a) Recklessly damages or destroys a building belonging to another, or
  - b) Recklessly causes another person to suffer bodily injury or death.

**Assault** is defined in part by Penal Code §22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another; §22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and §22.01(a)(3) as 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 in Section 37.0832 of the Education Code 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 of 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. A blackjack, nightstick, mace, and tomahawk are in the same category.

**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 Section 37.0832 of the Education Code 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 Section 37.001(b)(2) of the Education Code; 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; and
  - d) Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.
  - 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 Section 37.151 of the Education Code 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; and
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 Section 37.001(b)(3) of the Education Code 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, clothing, purse, or backpack; 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; telecommunications or electronic devices; or 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:
  - a) An explosive weapon;
  - b) A machine gun;
  - c) A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device;
6. An improvised explosive device; or

**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, 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 Section 37.121(d) of the Education Code 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 Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force 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 school work 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.

[See FOC(EXHIBIT).]

**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 influence” 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, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

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## Figure: 19 TAC §102.1307(d)

### Innovation District

Please submit, on district letterhead, a letter to the commissioner of education stating the date that the board of trustees adopted a resolution to develop a local innovation plan for the designation of the district as an Innovation District.

A local innovation plan must be developed for a school district before the district may be designated as an Innovation District. A local plan must provide for a comprehensive educational program for the district, which may include:

- 1) Innovative Curriculum
- 2) Instructional Methods
- 3) Community Participation
- 4) Governance of Campuses
- 5) Parental Involvement
- 6) Modifications to the school day or year
- 7) Provisions regarding the district budget and sustainable program funding
- 8) Accountability and assessment measures that exceed the requirements of state and federal law; and
- 9) Any other innovations prescribed by the board of trustees.

A local innovation plan must identify requirements imposed by the Education Code that inhibit the goals of the plan from which the district should be exempted on adoption of the plan. The local innovation plan should specify the manner in which a particular statute inhibits one or more goals of the plan. Please use the form below to check the statutes specifically identified in your district's local innovation plan as inhibiting a goal of the plan. Checking a specific statute does not necessarily indicate eligibility for an exemption from all subsections of the statute. The local innovation plan controls with regard to the specific exemptions adopted by a district. The form below provides a reporting mechanism to fulfill the reporting requirements of the statute. Entire sections of code may not be eligible for exemption and each district should consult its legal counsel in developing its innovation plan.

Exemptions claimed for an Innovation District apply only to the specific provision of the Texas Education Code (TEC) cited, which may or may not be governed by a separate legal requirement. The exemption does not relieve the district of any requirement imposed by other state or federal law or a duty imposed under federal regulation, grant compliance, agency rule applicable to a charter school or a local legal requirement. Each district should consult its legal counsel to ensure adoption of necessary local policies to ensure compliance with all applicable legal requirements.

Please note that this is not an exhaustive list of exemptions.

Term of Plan: \_\_\_\_\_

Plan applies to:  Entire District  
 Campus (list) \_\_\_\_\_  
 Other (please describe) \_\_\_\_\_

## Chapter 11 – School Districts

### **Subchapter D. Powers and Duties of Board of Trustees of Independent School Districts**

- §11.1511 (b)(5), (14) Specific Powers and Duties of Board
- §11.162 School Uniforms

### **Subchapter F. District-Level and Site Based Decision-Making**

- §11.251 Planning and Decision-Making Process
- §11.252 District-Level Planning and Decision-Making
- §11.253 Campus Planning and Site-Based Decision-Making
- §11.255 Dropout Prevention Review

## Chapter 21 – Educators

### **Subchapter A – General Provisions**

- §21.002 Teacher Employment Contracts
- §21.003 Certification Required
- §21.0031 Failure to Obtain Certification; Contract Void

### **Subchapter B – Certification of Educators**

- §21.051 Rules Regarding Field-Based Experience and Options for Field Experience and Internships.
- §21.053 Presentation and Recording of Certificates
- §21.057 Parental Notification

**Subchapter C – Probationary Contracts**

**Subchapter D – Continuing Contracts**

**Subchapter E – Term Contracts**

### **Subchapter H – Appraisals and Incentives**

- §21.352 Local Role
- §21.353 Appraisal on Basis of Classroom Teaching Performance
- §21.354 Appraisal of Certain Administrators
- §21.3541 Appraisal and Professional Development System for Principals

### **Subchapter I – Duties and Benefits**

- §21.401 Minimum Service Required
- §21.402 Minimum Salary Schedule for Certain Professional Staff
- §21.4021 Furloughs

- §21.4022 Required Process for Development of Furlough Program or Other Salary Reduction Proposal
  - §21.403 Placement on Minimum Salary Schedule
  - §21.4031 Professional Staff Service Records
  - §21.4032 Reductions in Salaries of Classroom Teachers and Administrators
  - §21.404 Planning and Preparation Time
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  - §21.408 Right To Join or Not To Join Professional Association
  - §21.409 Leave Of Absence for Temporary Disability
  - §21.415 Employment Contracts
- Subchapter J – Staff Development**
- §21.451 Staff Development Requirements
  - §21.452 Developmental Leaves of Absence
  - §21.458 Mentors

## **Chapter 22 – School District Employees and Volunteers**

### **Subchapter A – Rights, Duties, and Benefits**

- §22.001 Salary Deductions for Professional Dues
- §22.002 Assignment, Transfer, or Pledge of Compensation
- §22.003 Minimum Personal Leave Program
- §22.006 Discrimination Based on Jury Service Prohibited
- §22.007 Incentives for Early Retirement
- §22.011 Requiring or Coercing Employees to Make Charitable Contributions

## **Chapter 25 – Admission, Transfer, and Attendance**

### **Subchapter C – Operation of Schools and School Attendance**

- §25.0811 First Day of Instruction
- §25.0812 Last Day of School
- §25.083 School Day Interruptions
- §25.092 Minimum Attendance for Class Credit or Final Grade

### **Subchapter D – Student/Teacher Ratios; Class Size**

- §25.111 Student/Teacher Ratios
- §25.112 Class Size
- §25.113 Notice of Class Size
- §25.114 Student/Teacher Ratios in Physical Education Classes; Class Size

## **Chapter 37 – Discipline; Law and Order**

### **Subchapter A – Alternative Setting for Behavior Management**

- §37.0012 Designation of Campus Behavior Coordinator
- §37.002 Removal by Teacher

## **Chapter 44 –Fiscal Management**

### **Subchapter B – Purchases; Contracts**

- §44.031 Purchasing Contracts
- §44.0331 Management Fees Under Certain Cooperative Purchasing Contracts
- §44.0352 Competitive Sealed Proposals
- §44.042 Preference to Texas and United States Products
- §44.043 Right To Work
- §44.047 Purchase or Lease of Automated External Defibrillator

### **Subchapter Z – Miscellaneous Provisions**

- §44.901 Energy Savings Performance Contracts
- §44.902 Long-Range Energy Plan to Reduce Consumption of Electric Energy
- §44.903 Energy-Efficient Light Bulbs in Instructional Facilities
- §44.908 Expenditure of Local Funds

## **Chapter 45 – School District Funds**

### **Subchapter G – School District Depositories**

- §45.205 Term of Contract
- §45.206 Bid Or Request for Proposal Notices; Bid and Proposal Forms
- §45.207 Award of Contract
- §45.208 Depository Contract; Bond
- §45.209 Investment of District Funds

## **Other**

Please list any additional exemption required for your Innovation District Plan:

# Lone Oak Independent School District

Janeé Carter, Superintendent • (903) 634-5270 • jcarter@losid.net

Texas Education Agency  
Attn: Accreditation  
1701 N Congress Avenue  
Austin, TX 78701

August 3, 2021

This letter serves to notify the commissioner that the Lone Oak ISD Board of Trustees has approved an amendment to the current District of Innovation Plan.

On August 2, 2021 the LOISD board approved an amendment under Texas Education Code 25.001, which states that a district may choose to accept, as transfers, students who are not entitled to enroll in the district. Under TEC 25.036, a transfer is interpreted to be for a period of one school year.

Lone Oak ISD is seeking to eliminate the provision of a one-year commitment in accepting transfer applications. On rare occasions, student behavior warrants suspension (in or out of school), placement in a disciplinary alternative program, or expulsion. In addition, student attendance may fall below the TEA truancy standard. In these rare cases, Lone Oak ISD seeks exemption from the one-year transfer commitment.

Non-resident students who have been accepted as inter-district transfer may have such transfer status revoked by the Superintendent at any time during the year if the student is assigned discipline consequences of suspension (in or out of school), placement in a disciplinary alternative program, or expulsion. In addition, students not meeting the State's 90% attendance standard may also be subject to immediate revocation of the transfer status.

Thank you for your time.



Janeé Carter - Superintendent of Schools



## **§25.001 Inter-district Transfers**

Under Texas Education Code 25.001, a district may choose to accept, as transfers, students who are not entitled to enroll in the district. Under TEC 25.036, a transfer is interpreted to be for a period of one school year.

### **Benefits of Exemption**

Lone Oak ISD maintains a transfer policy under FDA (Local) requiring non-resident students wishing to transfer to file a transfer application each school year. In approving transfer requests, the availability of space and instructional staff, availability of programs and services, the student's disciplinary history records, work habits, and attendance records are also evaluated. Transfer students are expected to follow the attendance requirements, rules and regulations of the District.

TEC 25.036 has been interpreted to establish the acceptance of a transfer as a one-year commitment by the District. The District is seeking to eliminate the provision of a one-year commitment in accepting transfer applicants. On rare occasions, student behavior warrants suspension (in or out of school), placement in a disciplinary alternative program, or expulsion. In addition, student attendance may fall below the TEA truancy standard. In these rare cases, Lone Oak ISD seeks exemption from the one-year transfer commitment.

### **Local Guidelines**

Non-resident students who have been accepted as inter-district transfer may have such transfer status revoked by the Superintendent at any time during the year if the student is assigned discipline consequences of suspension (in or out of school), placement in a disciplinary alternative program, or expulsion. In addition, students not meeting the State's 90% attendance standard may also be subject to immediate revocation of the transfer status.

For assistance, please contact your furniture expert:

Valid 7/22/2021 To 08/05/2021

Alisa Plummer



alisa@worthingtondirect.com

P: 800-599-6636

<b>Bill To</b>
LONE OAK INDEPENDENT SCHOOL DIST ACCOUNTS PAYABLE 8162 HWY 69 SOUTH LONE OAK, TX 75453 P: (903) 662-5427 F: (903) 662-5290

<b>Ship To</b>
LONE OAK HIGH SCHOOL RANDY ARRINGTON 8162 HWY 69 S LONE OAK, TX 75453 P: (972) 345-4286

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Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal
	15033-DR-GN-R-BK	QUICK-MSE1012-GNBB 10'1"LX46"WX29"H, DYNAROCK BLACK EDGE, GRAY NEB TOP, BLACK FRAME, RED STOOLS, ELLIPTICAL MOBILE TABLE	\$1784.00	10	\$17,840.00
<b>Estimated Lead Time: 56 days - 70 days</b>			<b>plus 2-5 days for transit</b>		
	15002-DR-GN-R-BK	MST1212-GNBB 30"DX12'1"LX29"H, 17"H RED STOOLS, GRAY NEB TOP, BLACK FRAME, DYNA-ROCK BLACK EDGE, MOBILE TABLE	\$1662.00	8	\$13,296.00
<b>Estimated Lead Time: 56 days - 70 days</b>			<b>plus 2-5 days for transit</b>		

Subtotal	\$31,136.00
Shipping	2,998.00
Tax	0.00
<b>Total</b>	<b>\$34,134.00</b>

### Shipping Information

This order includes:  Liftgate Service  Inside Delivery  Call Before Delivery (972) 345-4286

Delivery appointments can be made by the freight company to schedule approx delivery time. Please contact your rep to remove or add additional services to your quote, or to learn more about them.

Liftgate service is recommended for facilities that do not have a loading dock or personnel/equipment needed to lower large or heavy freight to the ground. Selecting this service will ensure that your shipment is lowered to the ground.

Inside Delivery service means that a single freight driver will assist in bringing your shipment inside the first set of doors to your facility. The driver will not navigate stairs/elevators and may still require assistance with extremely large or heavy items.

Please contact your rep to have these additional services added to your quote, or to learn more about them.

When you are ready to order, please make sure you have made all color selections and verified shipping and billing details. Feel free to discuss any questions you may have with your representative: Alisa Plummer at alisa@worthingtondirect.com

**Thank you for this opportunity to furnish your space!**

# Quote Summary

**Quote #: QUO11291504**
**Valid through: 08/05/2021**
**Bill to:**

 Lone Oak ISD  
 Janee' Carter  
 8204 Highway 69 South  
 Lone Oak TX 75453-5305 USA

Phone: 1 (903) 662-5427

Fax: N/A




 Email: [jcarter@loisd.net](mailto:jcarter@loisd.net)
**Ship to:**

 Lone Oak ISD  
 Janee' Carter  
 8204 Highway 69 South  
 Lone Oak TX 75453-5305 USA

Phone: 1 (903) 662-5427

Fax: N/A

 Email: [jcarter@loisd.net](mailto:jcarter@loisd.net)

Item	SKU#	Description	Qty.	List	% Off	Price Per Item <small>(including options)</small>	Total Price
1.	LNT-GNI1030-QS	<a href="#">Mobile Stool Cafeteria Table w/ Particleboard Core and Powder Coat Frame - 12 Stools (30" W x 12' L) - Quick Ship</a>  <p><b>Options:</b>  <span style="color: red;">■</span> Stool – Red (+ \$0.00)</p> <p><b>Estimated Delivery:</b>                      We'll provide you when you call to place your order</p> <p><small>*Special product pricing based on TIPS                      (Contract # 201101)</small></p>	8	\$3,365.76	52%	\$1,632.39*	\$13,059.12
2.	LNT-GNI1025-QS	<a href="#">Round Mobile Stool Cafeteria Table w/ Particleboard Core &amp; Powder Coat Frame (60" Diameter) - Quick Ship</a>  <p><b>Options:</b>  <span style="color: red;">■</span> Stool – Red (+ \$0.00)</p> <p><b>Estimated Delivery:</b>                      43 business days after order confirmation</p> <p><small>*Special product pricing based on TIPS                      (Contract # 201101)</small></p>	4	\$2,865.76	52%	\$1,389.89*	\$5,559.56
3.	LNT-42RD-B1922	<a href="#">Round Pedestal Café Table w/ Round Base (42" Diameter)</a>  <p><b>Options:</b>  <span style="color: gray;">■</span> Table Top/Edge – GN - Gray Nebula w/ Black Edgeband (+ \$0.00)  <span style="color: gray;">■</span> Cast Iron Base – SL-Silver Base (+ \$8.00)</p> <p><b>Estimated Delivery:</b>                      18 business days after order confirmation</p> <p><small>*Special product pricing based on TIPS                      (Contract # 201101)</small></p>	4	\$662.29	54%	\$306.75*	\$1,227.00

4. LNT-IFK3100-SO [Scholar Series Stack Chair w/ out Arms](#) 16 \$279.91 49% \$142.58\* \$2,281.28



**Options:**

Chair – Coral (+ \$0.00)

**Estimated Delivery:**

18 business days after order confirmation

\*Special product pricing based on TIPS  
(Contract # 201101)

5. LNT-42RD-B1922-38 [Round Pedestal Stool-Height Café Table w/ Round Base \(42" Diameter\)](#) 4 \$721.00 54% \$329.06\* \$1,316.24



**Options:**

Cast Iron Base – SL-Silver Base (+ \$8.00)

Table Top/Edge – GN - Gray Nebula w/ Black Edgeband (+ \$0.00)

**Estimated Delivery:**

18 business days after order confirmation

\*Special product pricing based on TIPS  
(Contract # 201101)

6. LNT-IFK3105-SO [Scholar Series Cafe-Height Stool](#) 16 \$399.76 49% \$203.69\* \$3,259.04



**Options:**

Chair – Coral (+ \$0.00)

**Estimated Delivery:**

18 business days after order confirmation

\*Special product pricing based on TIPS  
(Contract # 201101)

**Shipping & Handling Breakdown**

Items Shipping From:	Shipping Via:	Service(s) Included:
Learniture	LTL-BEST	Lift Gate Inside Delivery
Learniture	FEDEX FREIGHT PRIORITY	Lift Gate Inside Delivery

Product SubTotal: \$26,702.24

Shipping & Handling: \$3,878.05

Sales Tax: 0.00 \*

**Grand Total: \$30,580.29**

**\* Please note: Quoted pricing does not include sales tax; receipt of your tax exempt form is pending. If your form is not received, sales tax must be collected for us to complete your order.**

#### **Important Shipping Information**

Shipping on specified items includes a lift gate on the truck and inside delivery. The driver will lower items to the ground and assist with bringing items inside.

Please remember to inspect your order at the time of delivery. Do not throw away any of the original packaging until inspection is completed. Any missing parts or damages must be reported to customer service at 1-866-619-1776 within 5 business days of delivery.

All quotations are for tailgate delivery, F.O.B. factory, unless otherwise noted.

#### **Sales Representative Comments**

Due to the continuous fluctuation with cost of products, increased shortage of raw materials and increased transportation demands, it is important to finalize your ordering needs soon. Please contact us for any assistance needed to proceed with your order.

**Thank you for the opportunity to earn your business.**

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**For Assistance:** Shawn Donnellon • Phone: 866-619-3445 • Fax: 866-619-3446 • [shawn.donnellon@schooloutfitters.com](mailto:shawn.donnellon@schooloutfitters.com)

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## Item Details



Learniture









### Mobile Stool Cafeteria Table w/ Particleboard Core and Powder Coat Frame - 12 Stools (30" W x 12' L) - Quick Ship

The Learniture<sup>®</sup> Mobile Stool Cafeteria Table is a great choice for your busy cafeteria. With multiple points of entry, kids can easily get in and out of their seats. Its simple design makes set up and storage simple. An individual locking mechanism keeps it firmly in place when in use. EasyLift torsion bars provide a smooth operation when opening and closing the tables, and the dual release storage latch allows you to safely release and unlock the tables from either side. The steel frame and particleboard top withstand heavy use and make clean-ups fast, and the four thermo-polyurethane casters make the table easy to move.

#### Specifications

Table Color:	Gray
Table Shape:	Rectangle
Tabletop Material:	Particleboard w/ high-pressure laminate
Frame Material:	14-gauge steel
Edge/Band Material:	Vinyl T-mold
Frame Finish:	Powder coat
Stool/Bench Material:	Polystyrene plastic
Seat Height:	17" H
Seat Size:	13" diameter
Casters/Glides:	4 thermo-polyurethane casters (2 locking), w/ tamper-proof non-marring nylon steel insert glides
Seating Capacity:	12
Weight Capacity:	300 lbs./table; 250 lbs./stool
Testing Certifications:	MAS Green certified; UL Listed
Warranty:	15-year limited
Overall Width:	30" W
Overall Length:	12' L
Overall Height:	29"
Storage Dimensions:	59" W x 35" D x 79 3/4" H
Assembly:	Minor assembly required
Product Weight (Lbs):	265

#### Options

Stool Color:	
	Black
	Blue
	Burgundy
	Gray
	Green
	Purple
	Red
	Yellow

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
1.	LNT-GNI1030-QS	<a href="#">Mobile Stool Cafeteria Table w/ Particleboard Core and Powder Coat Frame - 12 Stools (30" W x 12' L) - Quick Ship</a>  <b>Options:</b> <input type="checkbox"/> Stool – Red (+ \$0.00)	8	\$3,365.76	52%	\$1,632.39*	\$13,059.12

## Item Details



### Learniture

## Round Mobile Stool Cafeteria Table w/ Particleboard Core & Powder Coat Frame (60" Diameter) - Quick Ship

The Learniture<sup>®</sup> Round Mobile Stool Cafeteria Table provides seating for up to eight adults, making it the perfect addition to your lunch room. The laminate surface with particleboard core is stain resistant, and the metal frame is durable enough to withstand daily use. Features a caster lift-off design for safety and a 1 1/8-inch space between the two halves of the foldable table to prevent pinched fingers. EasyLift torsion bars provide a smooth operation when opening and closing the tables, and the dual release storage latch allows you to safely release and unlock the tables from either side. Thermo-polyurethane casters with tamper-proof non-marring steel insert glides makes it easy to move your table from one location to another. **This table ships from our facility within five business days of your purchase.**

### Specifications

Table Color:	Gray
Table Shape:	Round
Tabletop Material:	Particleboard w/ high-pressure laminate
Frame Material:	14-gauge steel
Edge Band Material:	T-mold
Frame Finish:	Powder coat
Stool/Bench Material:	Polystyrene plastic
Seat Height:	17" H
Seat Size:	13" diameter
Weight Capacity:	300 lbs./table; 250 lbs./stool
Casters/Glides:	4 thermo-polyurethane casters w/ tamper-proof non-marring nylon steel insert glides
Seating Capacity:	3 adults; 5 children
Testing Certifications:	MAS Green certified; UL Listed
Warranty:	15-year limited
Tabletop Dimensions :	60" Diameter
Overall Diameter:	81"
Overall Height:	29"
Storage Dimensions:	38" W x 81" D x 54 1/2" H
Assembly:	Minor assembly required
Product Weight (Lbs):	269

### Options

Stool Color:	Black
	Blue
	Burgundy
	Gray
	Green
	Purple
	Red
	Yellow

Item	SKU#	Description	Qty.	List	% Off	Price Per Item <small>(including options)</small>	Total Price
2.	LNT-GNI1025-QS	Round Mobile Stool Cafeteria Table w/ Particleboard Core & Powder Coat Frame (60" Diameter) - Quick Ship	4	\$2,865.76	52%	\$1,389.89*	\$5,559.56
		<b>Options:</b>					
		<input checked="" type="checkbox"/> Stool – Red (+ \$0.00)					

## Item Details



Learniture

### Round Pedestal Café Table w/ Round Base (42" Diameter)

The Learniture<sup>®</sup> Round Pedestal Café Table with Round Base is a versatile edition to any cafeteria, lounge or common area. Use it to display students' projects, or seat up to four students for lunch or collaborative work. The heavy-duty cast iron frame can support up to 300 pounds, and a high-pressure laminate tabletop with T-mold edging resists stains and scratches. Leveling glides protect floors. Made in the USA.

#### Specifications



Table Shape:	Round
Tabletop Material:	High-pressure laminate
Frame Material:	Cast iron
Frame Finish:	Black or silver powder coat
Edge/Band Material:	T-mold
Seating Capacity:	2 adults; 4 children
Weight Capacity:	300 lbs.
Tabletop Thickness:	1 1/4"
Casters/Glides:	Leveling glides
Testing Certifications:	Meets ANSI/BIFMA standards
Warranty:	15-year limited
Tabletop Dimensions :	42" diameter
Overall Height:	29"
Assembly:	Assembly Required
Product Weight (Lbs):	118



#### Options

##### Table Top/Edge Color:

-  CL - Crisp Linen w/ Black Edgeband
-  GN - Gray Nebula w/ Black Edgeband
-  GRN - Graphite Nebula w/ Black Edgeband
-  MH - Figured Mahogany w/ Black Edgeband
-  MO - Bannister Oak w/ Black Edgeband
-  NA - Limber Maple w/ Black Edgeband
-  NA - Limber Maple w/ Maple Edgeband
-  WL - Montana Walnut w/ Black Edgeband

##### Cast Iron Base Color:

-  BK-Black Base
-  SL-Silver Base

Item	SKU#	Description	Qty.	List	% Off	Price Per Item <small>(including options)</small>	Total Price
3.	LNT-42RD-B1922	<a href="#">Round Pedestal Café Table w/ Round Base (42" Diameter)</a>	4	\$662.29	54%	\$306.75*	\$1,227.00
<b>Options:</b>  Table Top/Edge – GN - Gray Nebula w/ Black Edgeband (+ \$0.00)  Cast Iron Base – SL-Silver Base (+ \$8.00)			183				

## Item Details



Learniture

### Scholar Series Stack Chair w/ out Arms

School Outfitters Scholar Series Stack Chair without Arms are designed with a low-profile style to complement any decor. Made from highly durable polypropylene, a thermoplastic, these school chairs have a 300 pound capacity. Students and teachers alike can sit with added comfort with the specially molded construction. These school chairs are perfectly suited for collaborative spaces, where students congregate to work. Quickly stack and store 20 chairs at a time, giving you the ultimate flexibility to move from room to room when needed. Choose from seven attractive colors suited to complement any school decor. All are Green Guard Certified per industry standards for low emissions.

#### Specifications

Seat Height:	18" H
Seat Size:	18" W x 17" D
Seat Material:	Polypropylene
Frame Material:	18-gauge steel
Frame Finish:	Stainless steel
Assembly:	Assembled
Casters/Glides:	Non-marring floor glides
Warranty:	5-year limited
Overall Width:	22"
Overall Depth:	19 3/4"
Overall Height:	31 3/4"
Product Weight (Lbs):	12
Testing Certifications:	Greenguard certified
Stacking Capacity:	Up to 20

#### Options

Chair Color:	
	Beige
	Black
	Coral
	Light Blue
	Light Gray
	Navy
	White

Item	SKU#	Description	Qty.	List	% Off	Price Per Item <small>(including options)</small>	Total Price
4.	LNT-IFK3100-SO	<a href="#">Scholar Series Stack Chair w/ out Arms</a>	16	\$279.91	49%	\$142.58*	\$2,281.28

**Options:**
 Chair – Coral (+ \$0.00)

## Item Details



Learniture

### Round Pedestal Stool-Height Café Table w/ Round Base (42" Diameter)

The Learniture® Round Pedestal Stool-Height Café Table with Round Base is a versatile edition to any cafeteria, lounge or common area. Use it to display students' projects, or seat up to four students for lunch or collaborative work. The heavy-duty cast iron frame can support up to 300 pounds, and a high-pressure laminate tabletop with T-mold edging resists stains and scratches. This 42-inch high table works great with bar-height chairs or stools. Leveling glides protect floors. Made in the USA.

#### Specifications



Table Shape:	Round
Tabletop Material:	High-pressure laminate
Frame Material:	Cast iron
Frame Finish:	Black or silver powder coat
Edge/Band Material:	T-mold
Seating Capacity:	2 adults; 4 children
Weight Capacity:	300 lbs.
Tabletop Thickness:	1 1/4"
Casters/Glides:	Leveling glides
Testing Certifications:	Meets ANSI/BIFMA standards
Warranty:	15-year limited
Tabletop Dimensions :	42" diameter
Overall Height:	42"
Assembly:	Assembly Required
Product Weight (Lbs):	132

#### Options

Table Top/Edge Color:

-  CL - Crisp Linen w/ Black Edgeband
-  GN - Gray Nebula w/ Black Edgeband
-  GRN - Graphite Nebula w/ Black Edgeband
-  MH - Figured Mahogany w/ Black Edgeband
-  MO - Bannister Oak w/ Black Edgeband
-  NA - Limber Maple w/ Black Edgeband
-  NA - Limber Maple w/ Maple Edgeband
-  WL - Montana Walnut w/ Black Edgeband



Cast Iron Base Color:

-  BK-Black Base
-  SL-Silver Base

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
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5.	LNT-42RD-B1922-38	<a href="#">Round Pedestal Stool-Height Café Table w/ Round Base (42" Diameter)</a>	4	\$721.00	54%	\$329.06*	\$1,316.24
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**Options:**

-  Cast Iron Base – SL-Silver Base (+ \$8.00)
-  Table Top/Edge – GN - Gray Nebula w/ Black Edgeband (+ \$0.00)

185

## Item Details



Learniture

### Scholar Series Cafe-Height Stool


Looking for Cafe-Height Stools for your school common areas? Our Scholar Series Stools have a seat height of 30-inches to fit tables that are 41- to 43-inches tall. The slim design allows these stools to be stacked up to 5 high. A stainless steel frame supports up to 300 pounds of weight. Choose from a variety of color options including neutrals like white and black to more vibrant colors like light blue and coral. All seat colors come with matching non-marring floor glides. For environmental safety, all of our Scholar Series Cafe-Height Stools are Green Guard Certified.

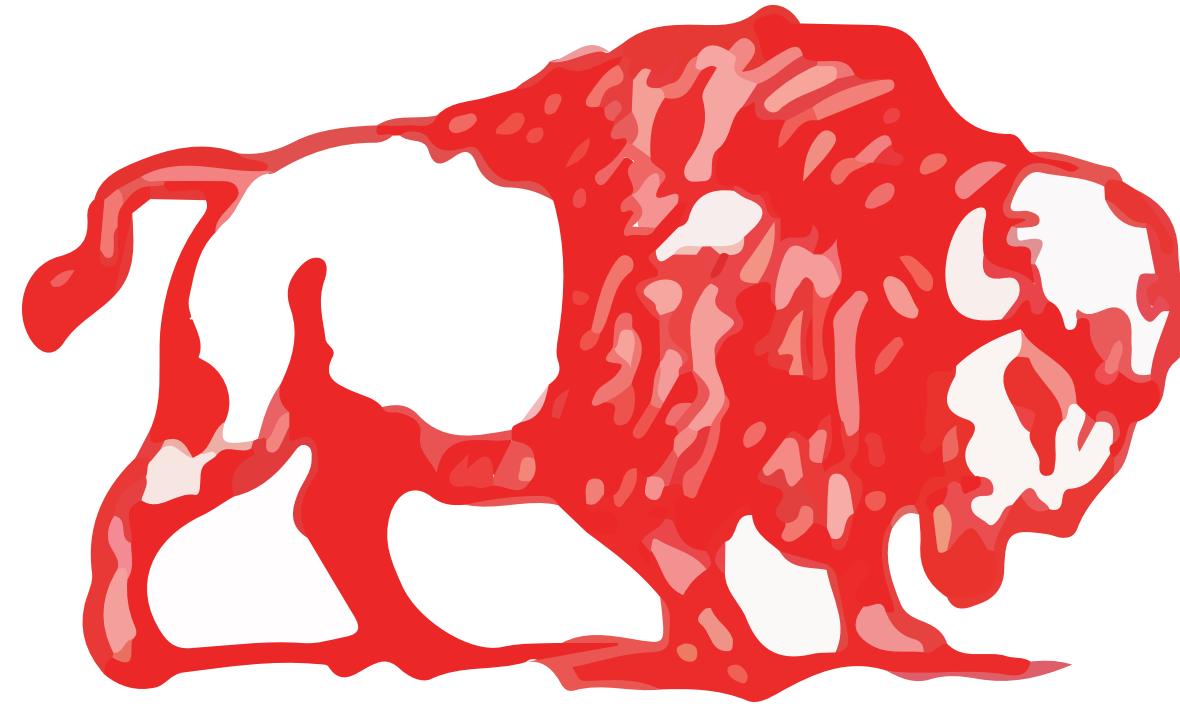
#### Specifications

Product Weight (Lbs):	17
Seat Height:	30"
Seat Size:	18 1/2" W x 17" D
Seat Material:	Polypropylene
Frame Material:	18-gauge steel
Frame Finish:	Stainless steel
Other Info:	Non-marring floor glides, Stack 4 high, Greengaurd & BIFMA certified
Warranty:	15-year limited
Overall Width:	20 1/2"
Overall Depth:	20 1/2" D
Overall Height:	43 1/2"
Assembly:	Assembled

#### Options

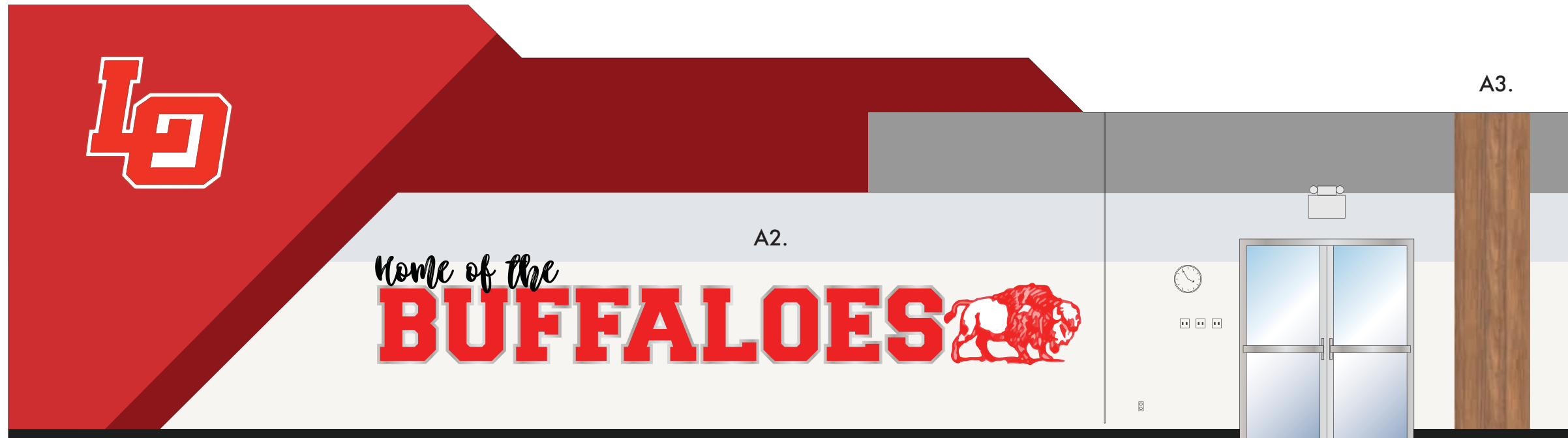
Chair Color:	
	Beige
	Black
	Coral
	Light Blue
	Light Gray
	Navy
	White

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
6.	LNT-IFK3105-SO	<a href="#">Scholar Series Cafe-Height Stool</a>	16	\$399.76	49%	\$203.69*	\$3,259.04
		<b>Options:</b>					
		 Chair – Coral (+ \$0.00)					



# LONE OAK HIGH SCHOOL

A1



A3.

A2.

188

A

B3.



B6

B1.

B4.

B2.

B5.

B



B1. **103x83** Wilsonart Y0471  
Salem Planked Chestnut



B2. **70x52** brushed aluminum reynobond with digital print graphics

A1. C7. **65x58** 6MM PVC with digital print graphics



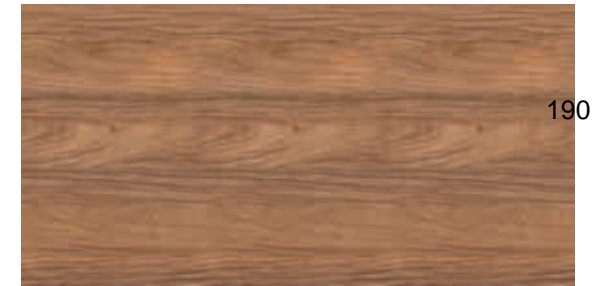
A3. **33x138** Wilsonart Y0652  
Monkeypod Wood



WILSONART LAMINATES:



Wilsonart Y0471  
Salem Planked Chestnut



Wilsonart Y0652  
Monkeypod Wood

190

B4. **103x83** Wilsonart Y0471  
Salem Planked Chestnut



B2. **70x52** brushed aluminum reynobond with digital print graphics

Home of the  
**BUFFALOES** 

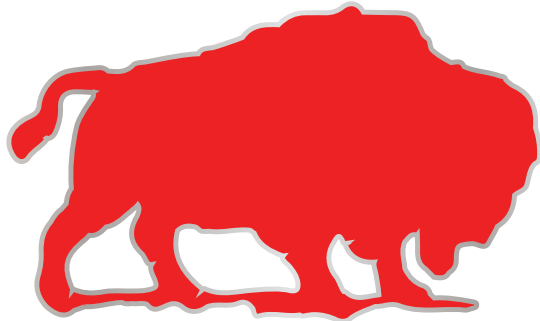
A2. **309x49** brushed aluminum reynobond with digital print graphics

**BUFFALO**  **CAFE**

B6. **44x44** 6MM PVC with digital print graphics and Wilsonart Y0471 Salem Planked Chestnut



B3. **166x20** brushed aluminum reynobond with digital print graphics



C1. **72x43** brushed aluminum reynobond with digital print graphics



C2-C6 brushed aluminum reynobond with digital print graphics



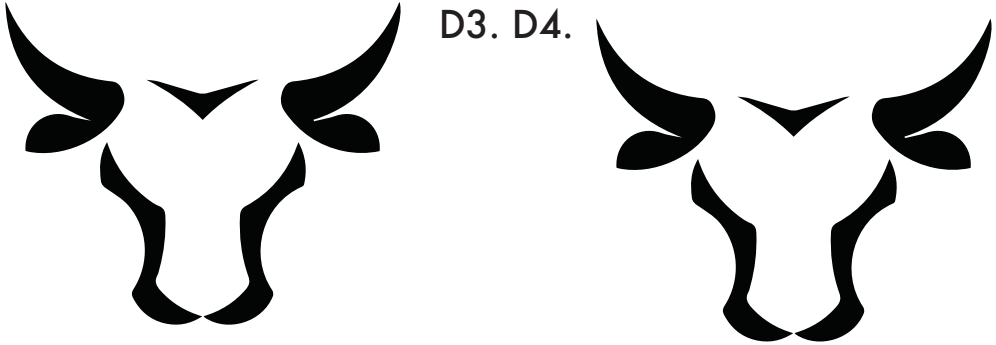
D1. **120x70.5** brushed aluminum reynobond with digital print graphics



C8. **588 x 30** Wilsonart Y0652 Monkeypod Wood

LONE OAK HIGH SCHOOL

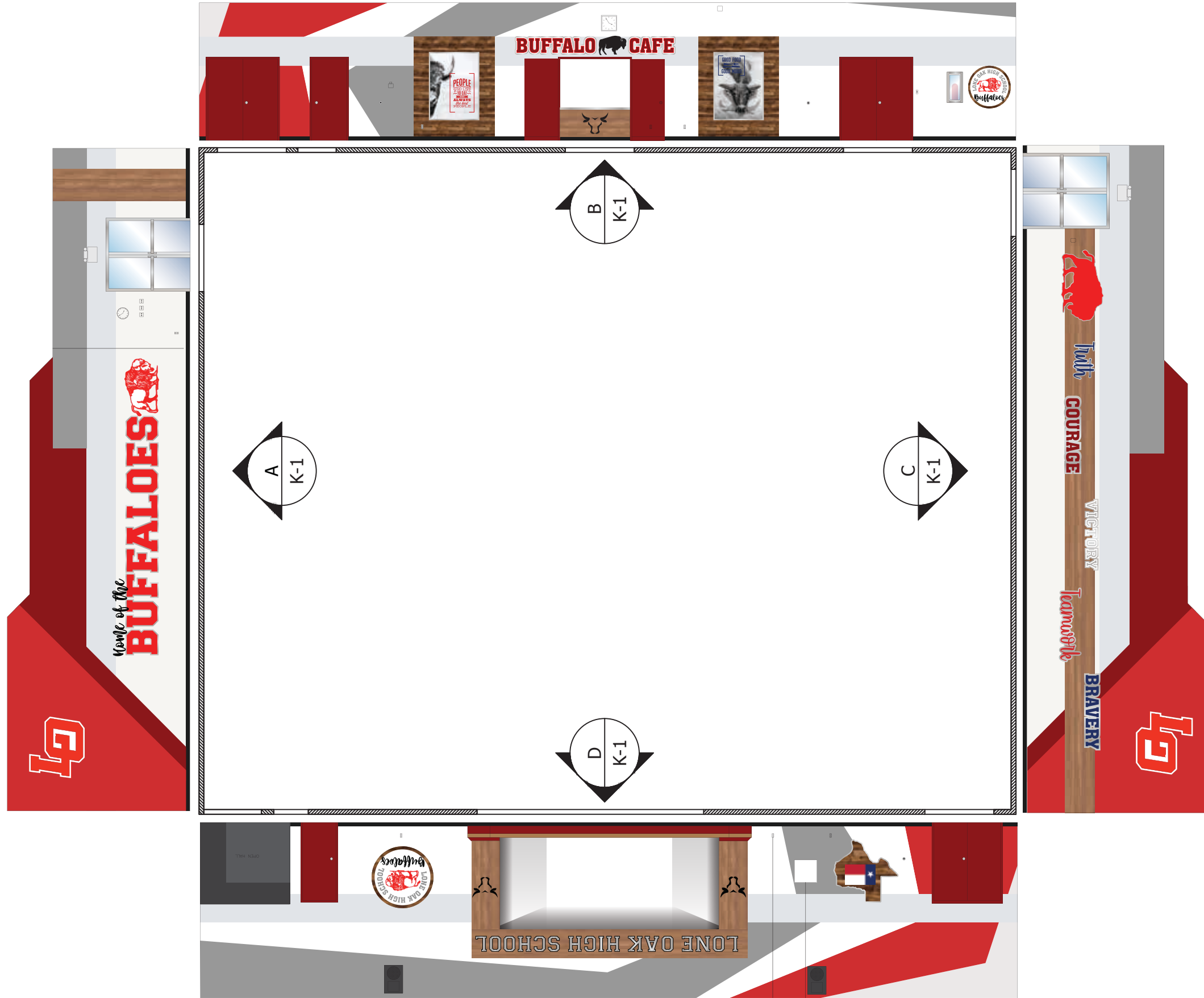
D2.. **309x49** brushed aluminum reynobond with digital print graphics



**27x22** 6MM PVC with ditigal print graphics



D5. **44x44** 6MM PVC with ditigal print graphics and Wilsonart Y0471 Salem Planked Chestnut



SW6321 Red Bay	SW6868 Real Red
SW7067 Cityscape	SW7662 Evening Shadow 192
SW7661 Reflection	SW8917 Shell White
SW7006 Extra White	



# Quote 50487

2021-05-21

**Project Name:**

Lone Oak High School - TX - Visions  
, TX

**From:**

James Meyerhofer  
LTI, Inc  
1947 Bill Casey Parkway  
Jonesboro, GA 30236  
7704788803  
7704713715 (Fax)  
quotes@lowtempind.com

Please note prices will be held firm until three (3) months from date of quote.

Item	Qty	Description	Unit Price	Total
<b>A1</b>	<b>1</b>	<b>LO</b> 65" x 58" 6 MM PVC w/ Digital Print Graphics	<b>\$1,173.00</b>	<b>\$1,173.00</b>
<b>A2</b>	<b>1</b>	<b>Home of the Buffaloes</b> 309" x 49" 3 MM Brushed Aluminum Renobond w/ Digital Print Graphics	<b>\$4,989.00</b>	<b>\$4,989.00</b>
<b>A3</b>	<b>1</b>	<b>Laminate</b> 33" x 138" Wilsonart Y0652 Monkeypod Wood Laminate	<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>B1</b>	<b>1</b>	<b>Laminate</b> 103" x 83" Wilsonart Y0471 Salem Planked Chestnut Laminate	<b>\$1,878.00</b>	<b>\$1,878.00</b>
<b>B2</b>	<b>1</b>	<b>Good Food Good Mood</b> 70" x 52" 3 MM Brushed Aluminum Renobond w/ Digital Print Graphics	<b>\$1,199.00</b>	<b>\$1,199.00</b>
<b>B3</b>	<b>1</b>	<b>Buffalo Cafe</b> 166" x 20" 3 MM Brushed Aluminum Renobond w/ Digital Print Graphics	<b>\$1,094.00</b>	<b>\$1,094.00</b>

<b>B4</b>	<b>1</b>	<b>Laminate</b> 103" x 83" Wilsonart Y0471 Salem Planked Chestnut Laminate	<b>\$1,878.00</b>	<b>\$1,878.00</b>
<b>B5</b>	<b>1</b>	<b>People Who Like to Eat</b> 70" x 52" 3 MM Brushed Aluminum Renobond w/ Digital Print Graphics	<b>\$1,199.00</b>	<b>\$1,199.00</b>
<b>B6</b>	<b>1</b>	<b>Lone Oak High School Buffaloes</b> 44" x 44" Wilsonart Y0471 Salem Planked Chestnut Laminate 6 MM PVC w/ Digital Print Graphics	<b>\$1,027.00</b>	<b>\$1,027.00</b>
<b>C1</b>	<b>1</b>	<b>Buffalo</b> 72" x 43" 3 MM Brushed Aluminum Renobond w/ Digital Print Graphics	<b>\$1,020.00</b>	<b>\$1,020.00</b>
<b>C2</b>	<b>1</b>	<b>Truth</b> 39" x 23" 3 MM Brushed Aluminum Renobond w/ Digital Print Graphics	<b>\$295.00</b>	<b>\$295.00</b>
<b>C3</b>	<b>1</b>	<b>Courage</b> 79" x 18" 3 MM Brushed Aluminum Renobond w/ Digital Print Graphics	<b>\$468.00</b>	<b>\$468.00</b>
<b>C4</b>	<b>1</b>	<b>Victory</b> 72" x 14" 3 MM Brushed Aluminum Renobond w/ Digital Print Graphics	<b>\$332.00</b>	<b>\$332.00</b>
<b>C5</b>	<b>1</b>	<b>Teamwork</b> 75" x 23" 3 MM Brushed Aluminum Renobond w/ Digital Print Graphics	<b>\$568.00</b>	<b>\$568.00</b>
<b>C6</b>	<b>1</b>	<b>Bravery</b> 78" x 16-1/2" 3 MM Brushed Aluminum Renobond w/ Digital Print Graphics	<b>\$424.00</b>	<b>\$424.00</b>
<b>C8</b>	<b>1</b>	<b>Laminate</b> 588" x 30" Wilsonart Y0652 Monkeypod Wood Laminate	<b>\$3,875.00</b>	<b>\$3,875.00</b>
		194		
<b>D1</b>	<b>1</b>	<b>Map</b> 120" x 70-1/2"	<b>\$2,788.00</b>	<b>\$2,788.00</b>

<b>D2</b>	<b>1</b>	<b>Lone Oak High School</b> 309" x 49" 3 MM Brushed Aluminum Renobond w/ Digital Print Graphics	<b>\$4,989.00</b>	<b>\$4,989.00</b>
<b>D3</b>	<b>1</b>	<b>Buffalo Head</b> 27" x 22" 6 MM PVC w/ Digital Print Graphics	<b>\$184.00</b>	<b>\$184.00</b>
<b>D4</b>	<b>1</b>	<b>Buffalo Head</b> 27" x 22" 6 MM PVC w/ Digital Print Graphics	<b>\$184.00</b>	<b>\$184.00</b>
<b>D5</b>	<b>1</b>	<b>Lone Oak High School Buffaloes</b> 44" x 44" Wilsonart Y0471 Salem Planked Chestnut Laminate 6 MM PVC w/ Digital Print Graphics	<b>\$1,027.00</b>	<b>\$1,027.00</b>
<b>P</b>	<b>1</b>	<b>Painting</b> Painting per Visions Design Package	<b>\$10,033.00</b>	<b>\$10,033.00</b>
<b>X</b>	<b>1</b>	<b>FIELD INSTALLATION</b> Installation of Signs and Laminate per Visions Design Package	<b>\$8,000.00</b>	<b>\$8,000.00</b>
			<b>Total</b>	<b>\$49,624.00</b>

**Quotation is based upon information available at the time of submittal. Please verify all quantities/sizes/options quoted under each individual item. Only quantity and dimensions described will be provided. Should any equipment or options required differ from those contained herein, contact the factory prior to bidding for corrections.**

**Please be aware that your project may have extra long, heavy and bulky equipment and may require special handling/equipment upon delivery.**

**All FTL (Dedicated truck shrink wrapped shipments per truckload) will be invoiced at the discounted rates per the chart below.**  
**All LTL (crated shipments) will be invoiced at the <sup>195</sup>discounted rates per the chart below or LTI's cost, whichever is less.**

0 - 249 miles	\$300.00
250 - 499 miles	\$400.00
500 - 999 miles	\$500.00
1000 and above	\$600.00

**For Liftgate deliveries add an additional \$600.00 per truckload or LTL shipment.**

**F.O.B Jonesboro, GA zip 30236**

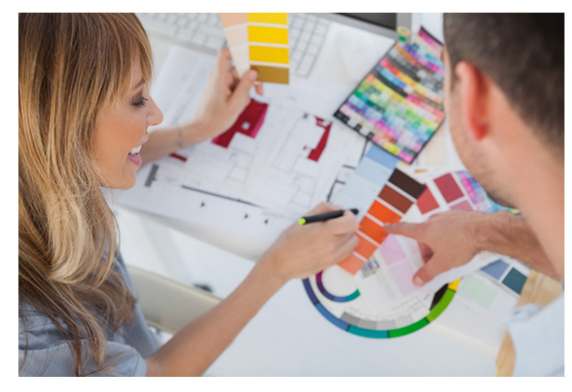
Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

*Creating Inspiring and Engaging Educational Environments  
 The AmTab Way*



- Results**
- 1 - Increase Participation and Revenue
  - 2 - Increase Efficiency and Effectiveness
  - 3 - Increase School Networking and Connections

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**Furnish**

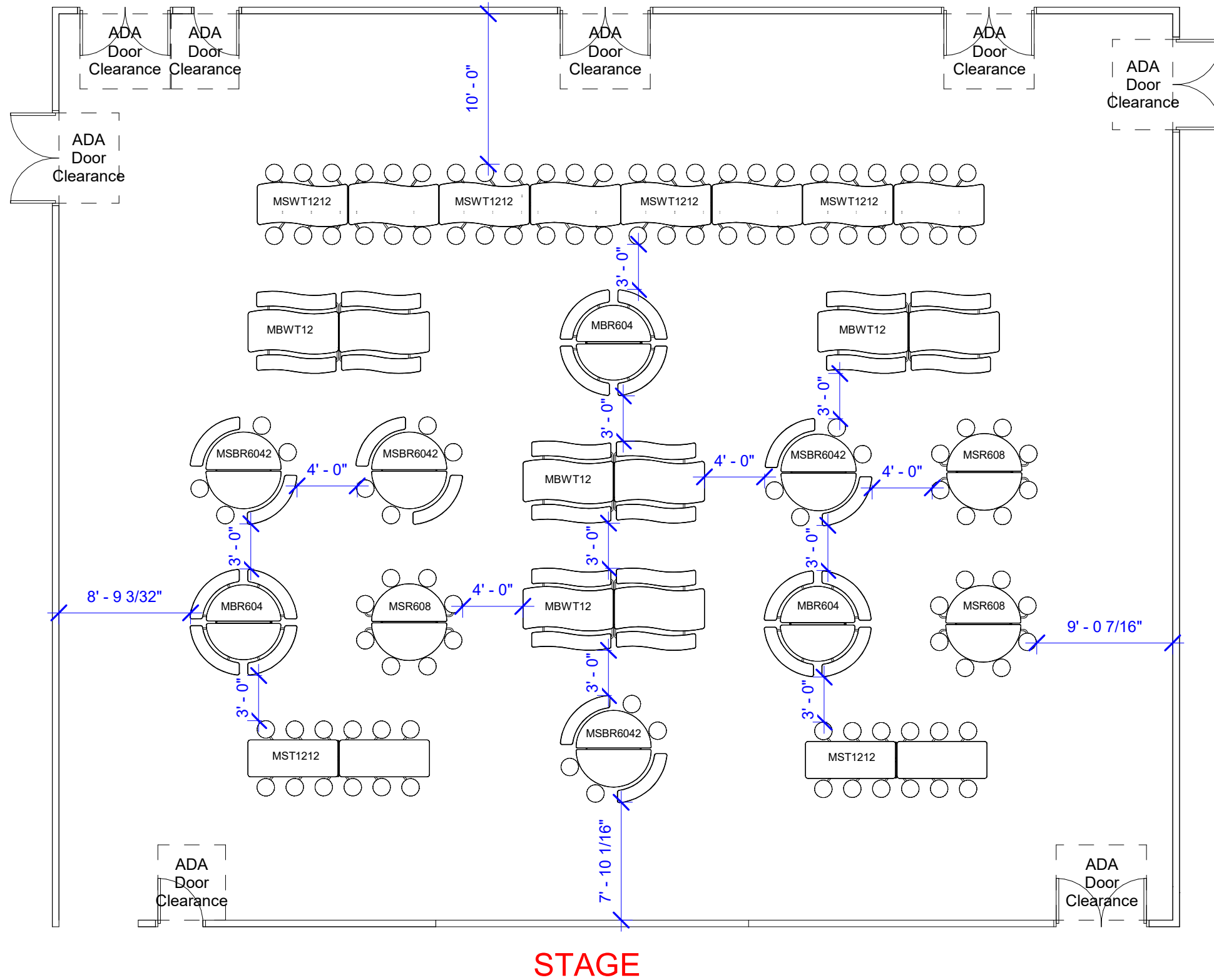
**Manufacture**

**Design**

*The AmTab Way  
 Working Together*



# SERVING AREA



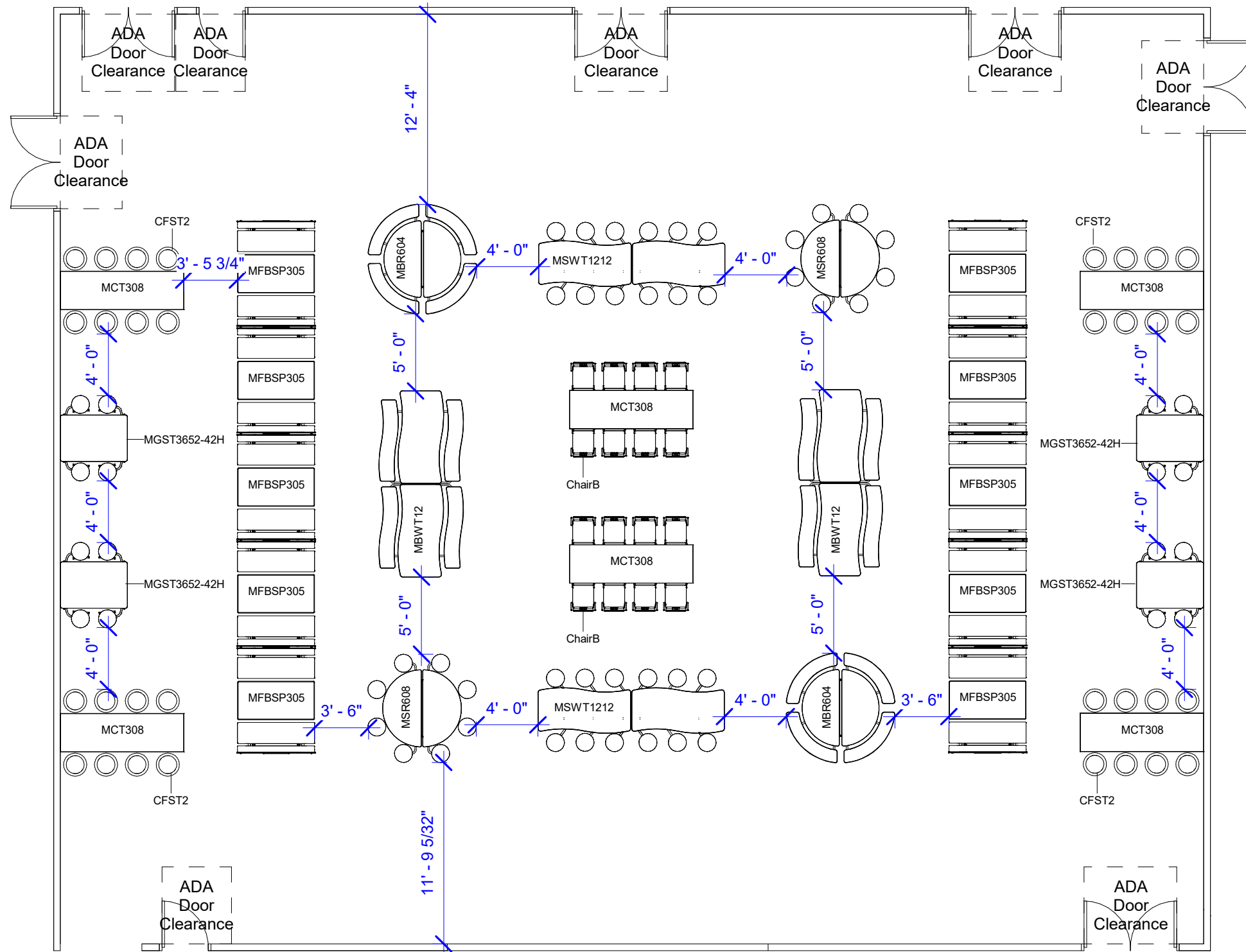
SEATING AND TABLE SCHEDULE	Table Top Type	Table Top #	Seat #
	2 Tops	--	--
	3 Tops	--	--
	4 Tops	--	--
	5 Tops	--	--
	6 Tops	--	--
	8 Tops	10	80
	10 Tops	--	--
	12 Tops	10	120
	16 Tops	--	--
Total Seat Count: 200			

# STAGE

① 01 - Seating Layout 1  
1/8" = 1'-0"



# SERVING AREA



# STAGE

SEATING AND TABLE SCHEDULE

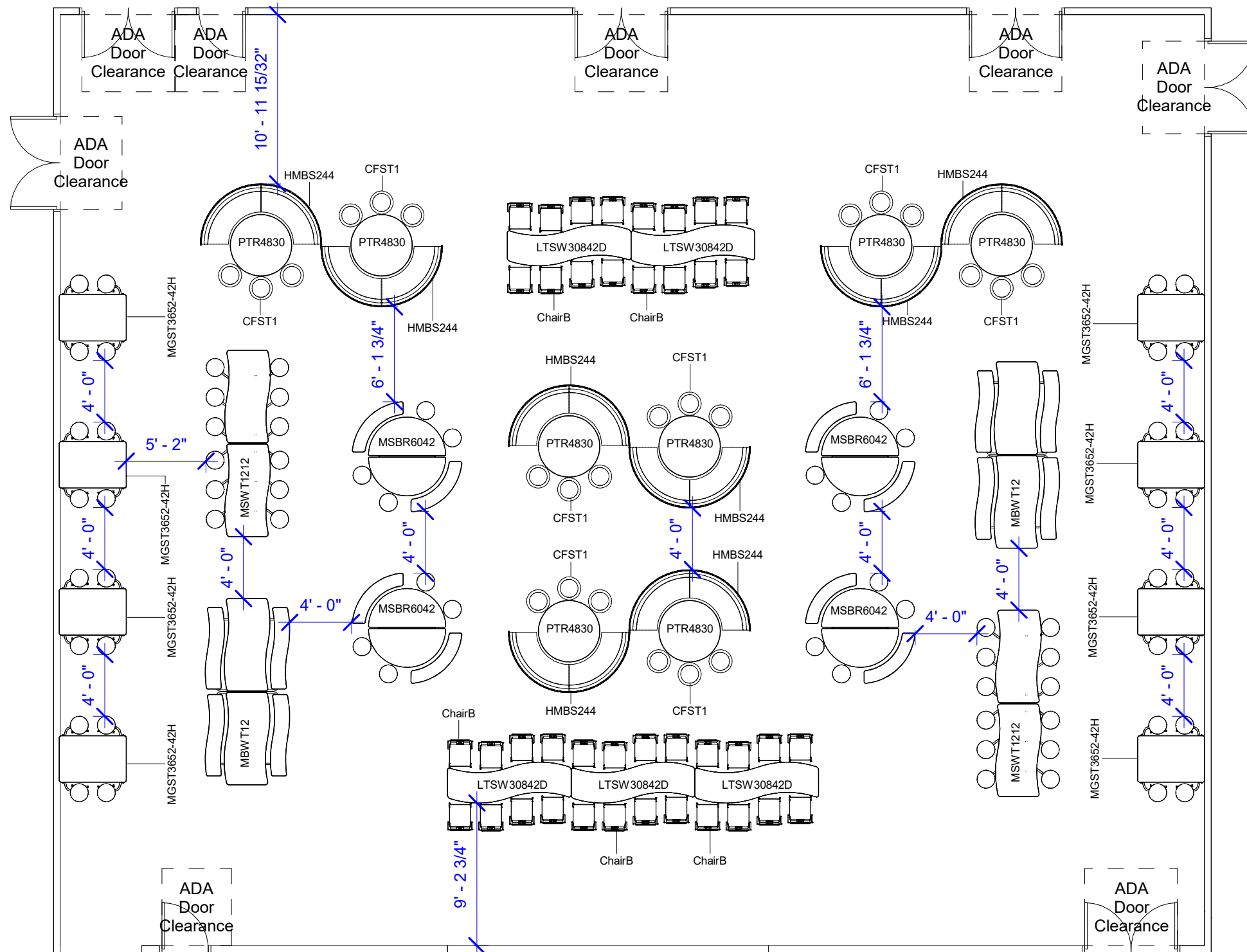
Table Top Type	Table Top #	Seat #
2 Tops	--	--
3 Tops	--	--
4 Tops	4	16
5 Tops	--	--
6 Tops	10	60
8 Tops	10	80
10 Tops	--	--
12 Tops	4	48
16 Tops	--	--
Total Seat Count: 204		

① 01 - Seating Layout 2  
1/8" = 1'-0"



Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE: As indicated	Seating Layout 2	PAGE NUMBER: 2.1
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# SERVING AREA



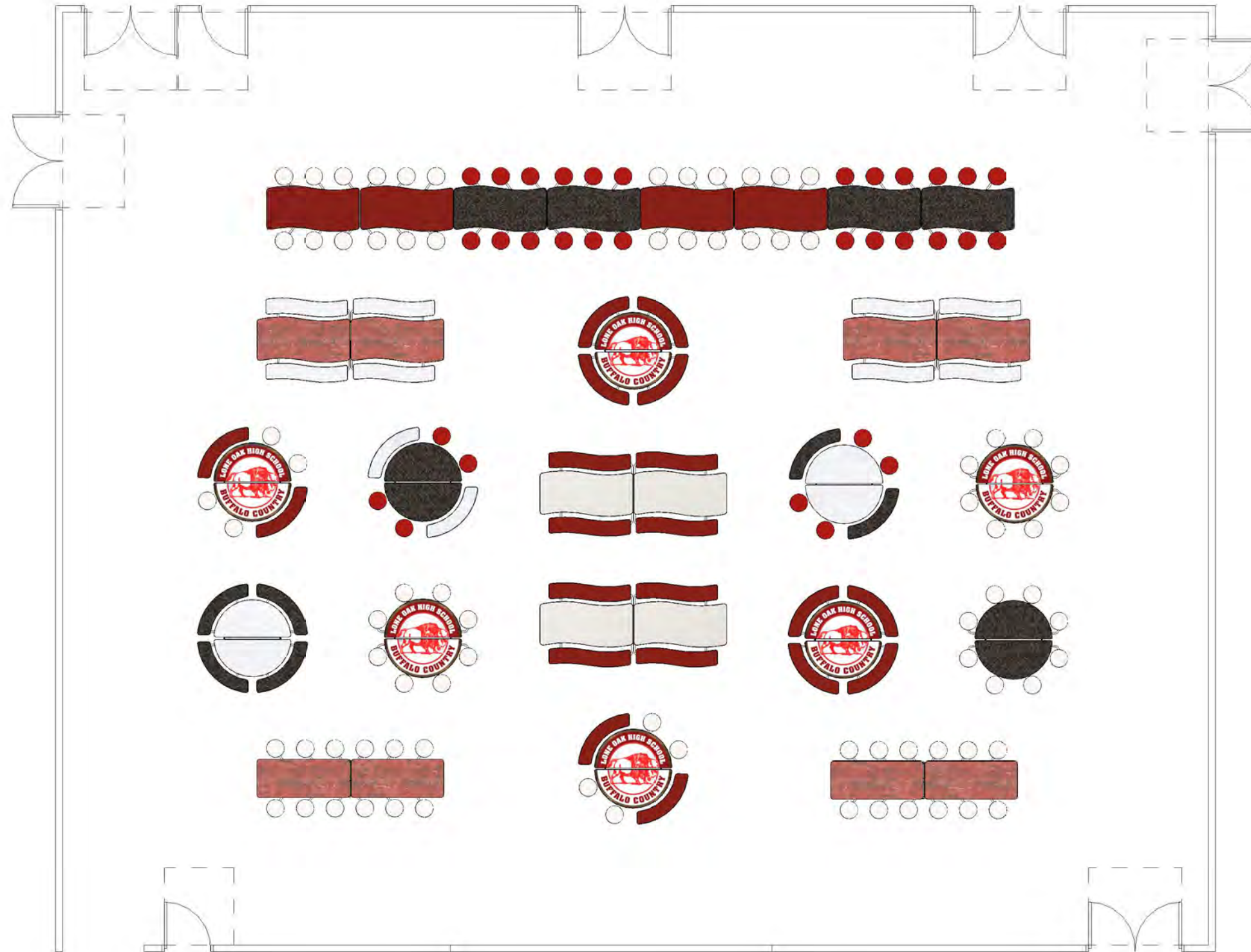
# STAGE

SEATING AND TABLE SCHEDULE	Table Top Type	Table Top #	Seat #
	2 Tops	--	--
	3 Tops	--	--
	4 Tops	8	32
	5 Tops	--	--
	6 Tops	8	48
	8 Tops	9	72
	10 Tops	--	--
	12 Tops	4	48
	16 Tops	--	--
Total Seat Count: 200			

① 01 - Seating Layout 3  
1/8" = 1'-0"

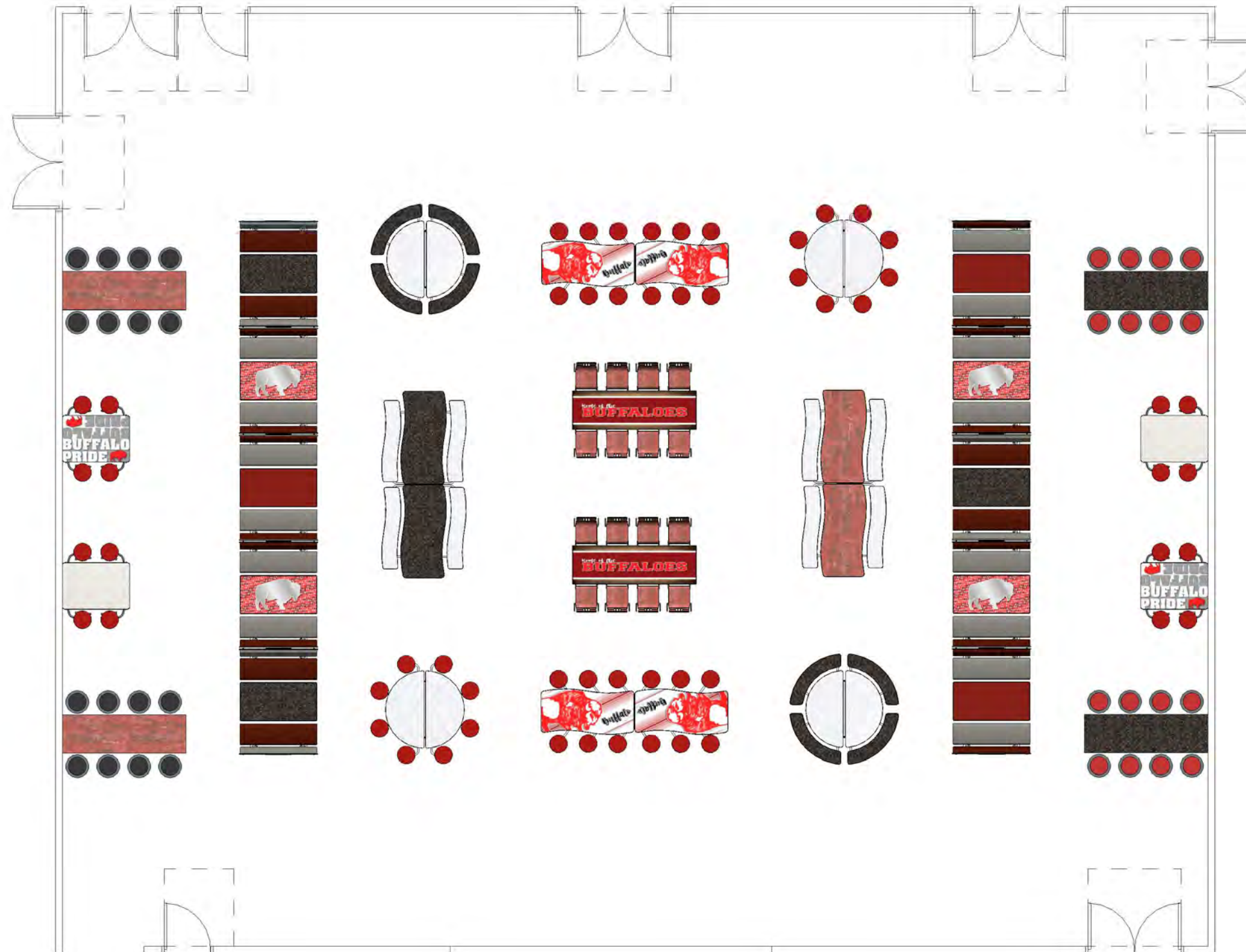


Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE: As indicated	Seating Layout 3	PAGE NUMBER: 2.2
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① 02 - Finish Layout 1  
1/8" = 1'-0"





① 02 - Finish Layout 2  
1/8" = 1'-0"





① 02 - Finish Layout 3  
1/8" = 1'-0"





① 3D Overview 1 - Layout 1



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① 3D Overview 2 - Layout 1



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① 3D Overview 1 - Layout 2



Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE:	3D Overview 1 - Layout 2	PAGE NUMBER: 4.2
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① 3D Overview 2 - Layout 2



Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE:	3D Overview 2 - Layout 2	PAGE NUMBER: 4.3
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① 3D Overview 1 - Layout 3



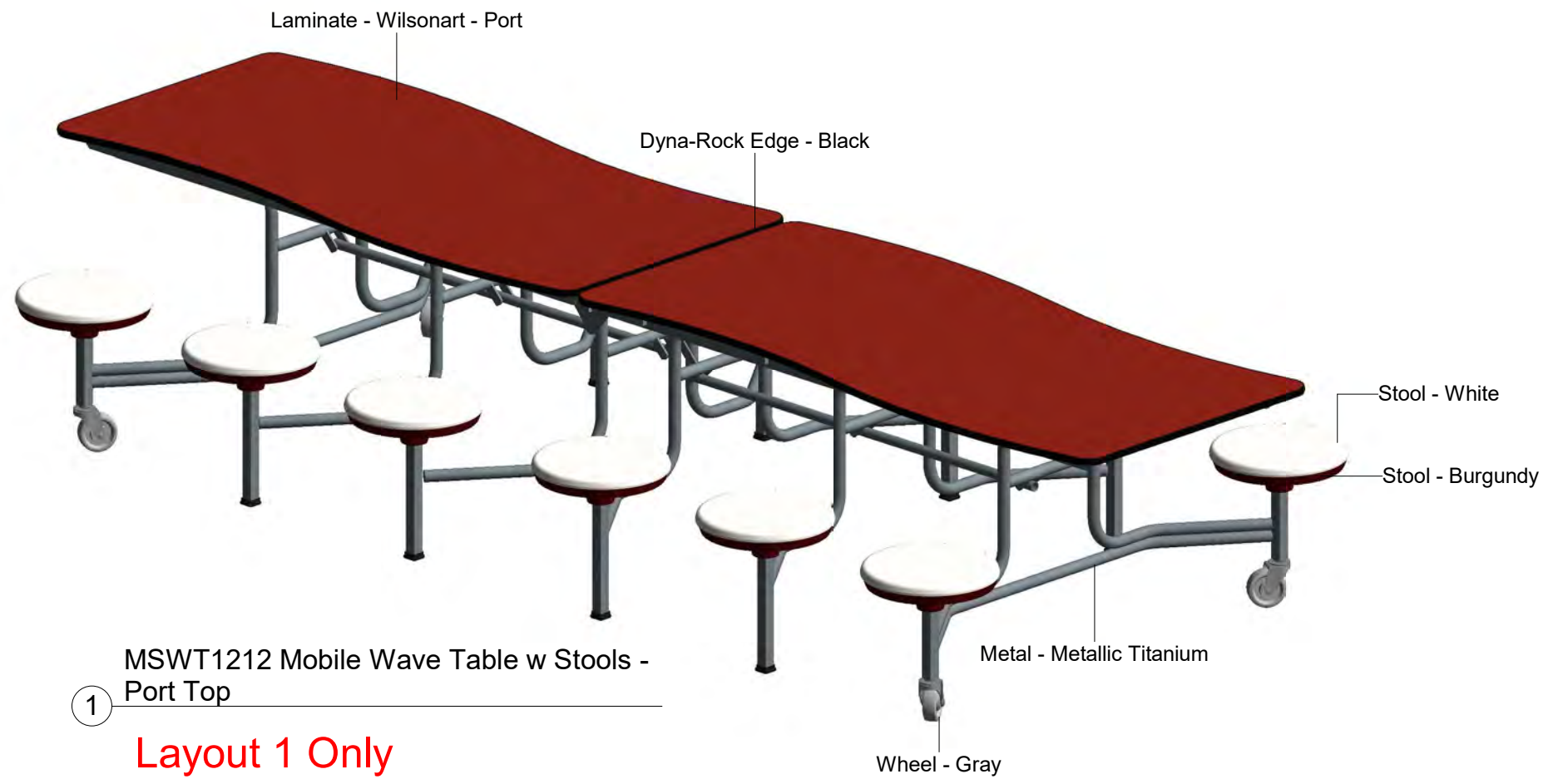
Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE:	3D Overview 1 - Layout 3	PAGE NUMBER: 4.4
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① 3D Overview 2 - Layout 3



Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE:	3D Overview 2 - Layout 3	PAGE NUMBER: 4.5
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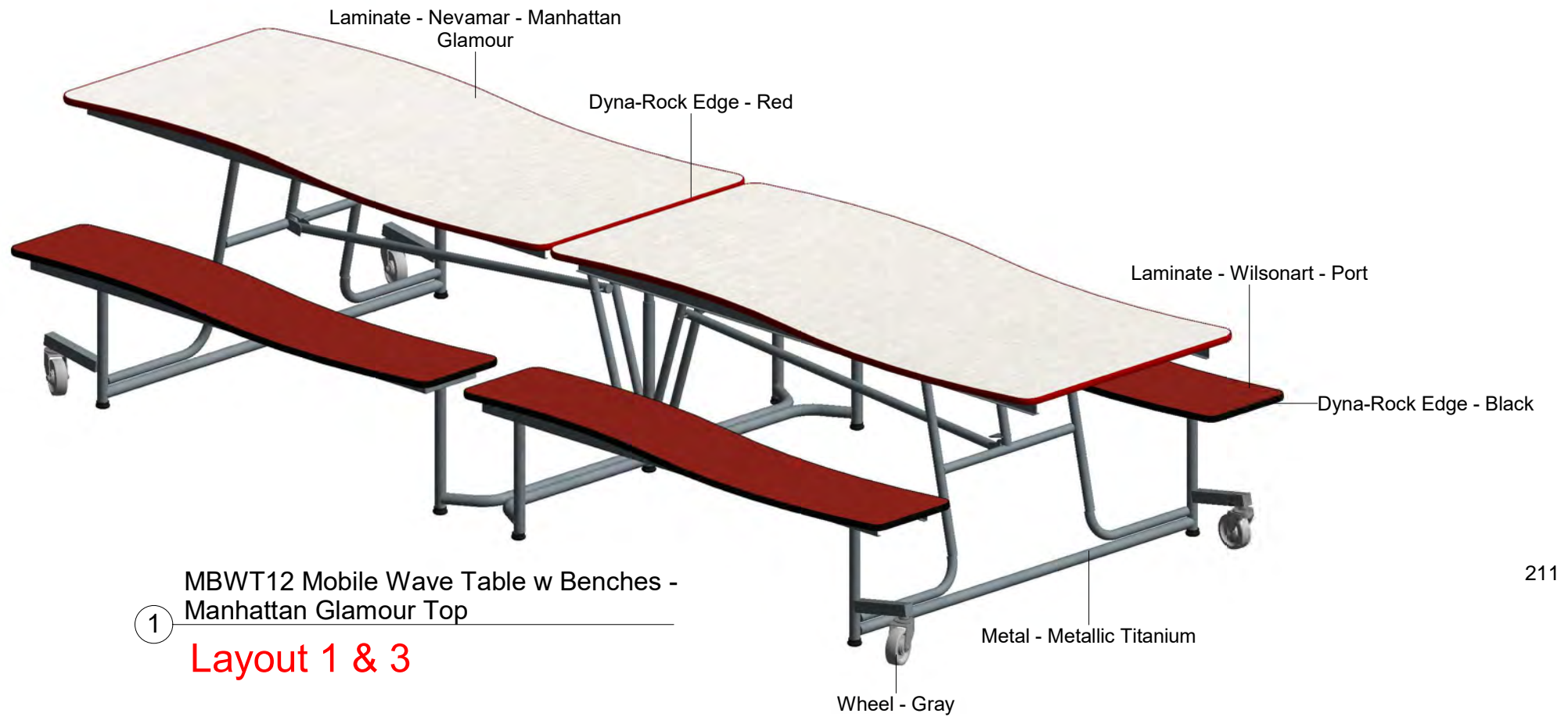
1 MSWT1212 Mobile Wave Table w Stools - Port Top

Layout 1 Only



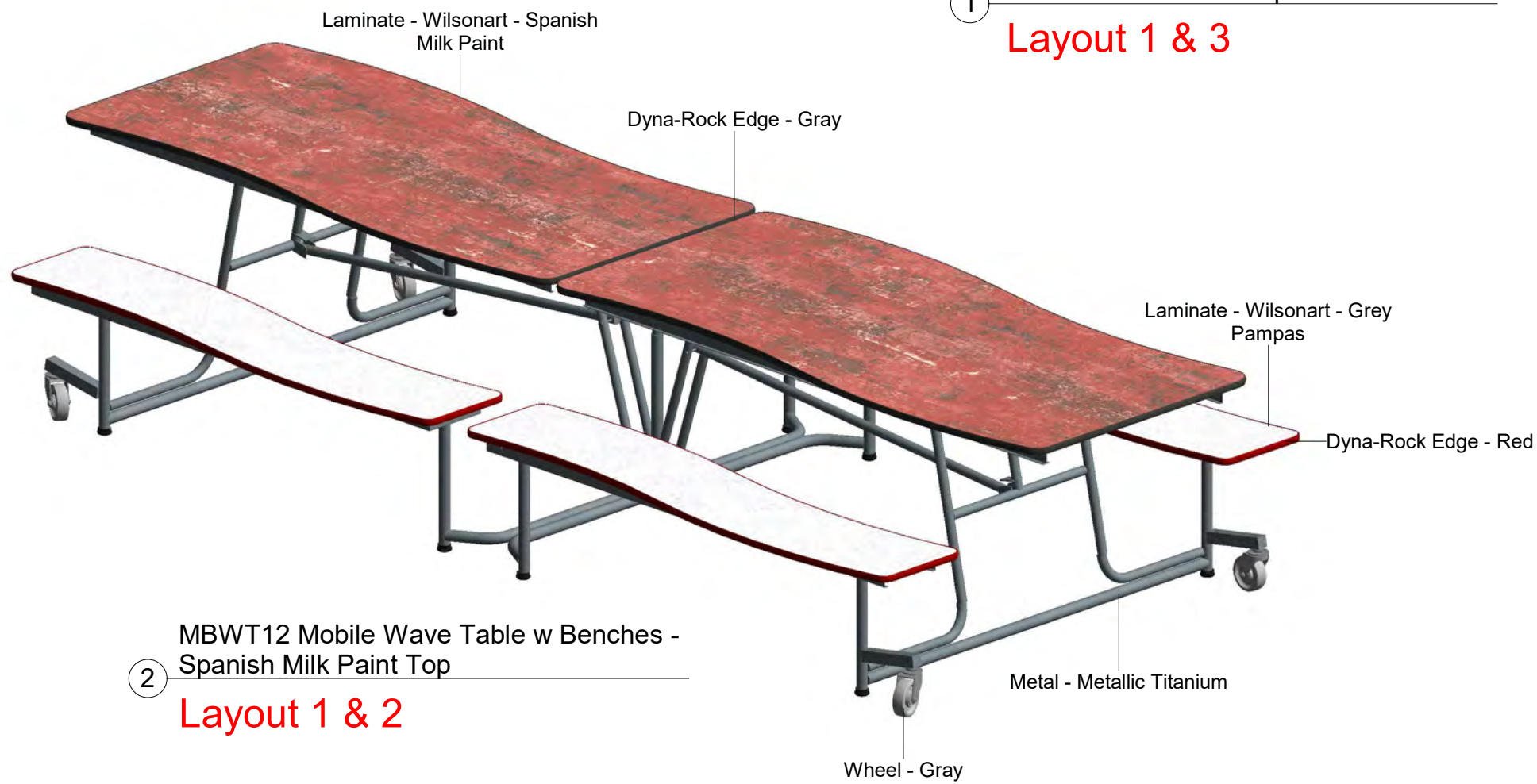
2 MSWT1212 Mobile Wave Table w Stools - Underground City Top

Layout 1 Only



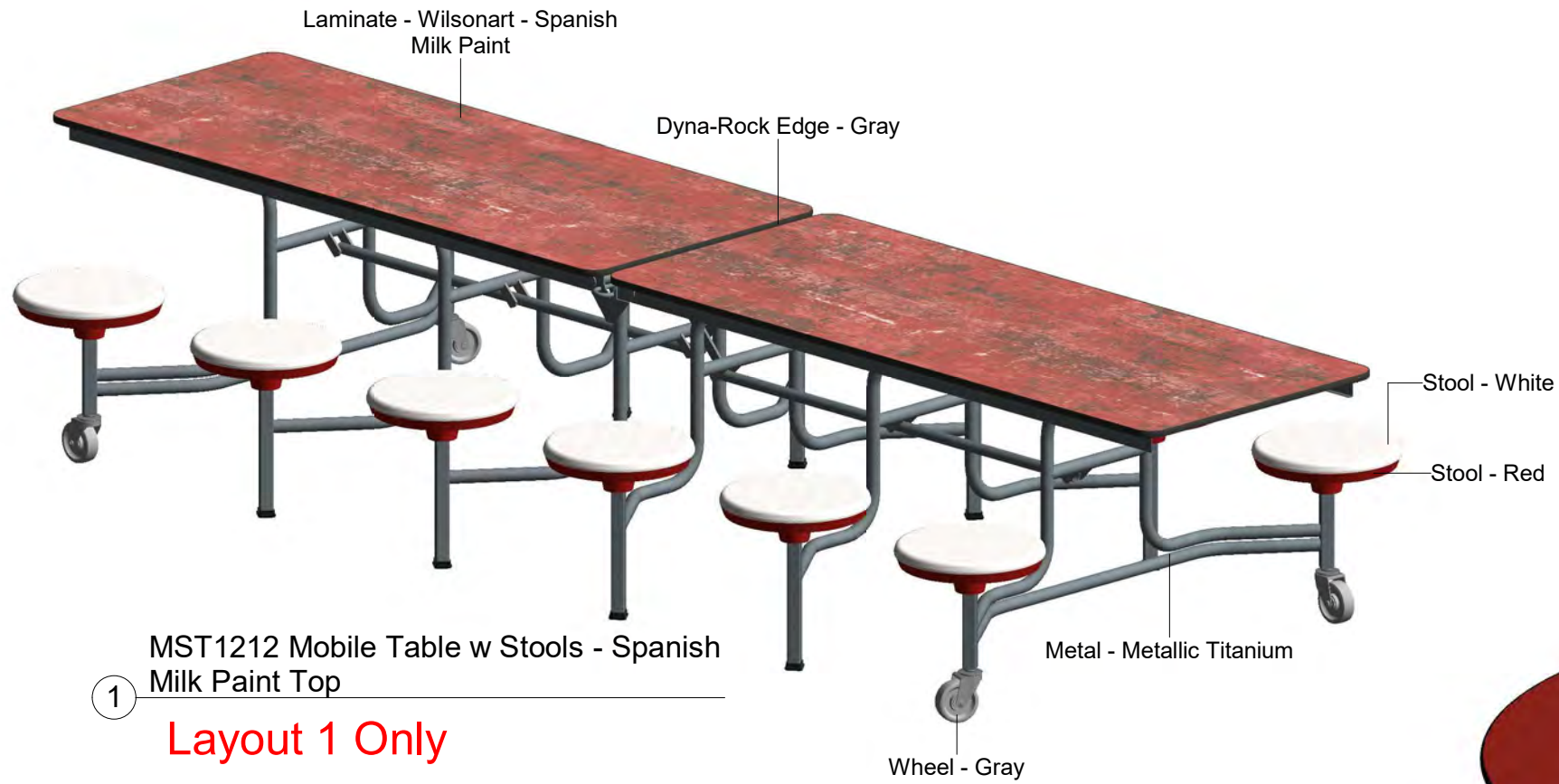
1 MBWT12 Mobile Wave Table w Benches - Manhattan Glamour Top  
**Layout 1 & 3**

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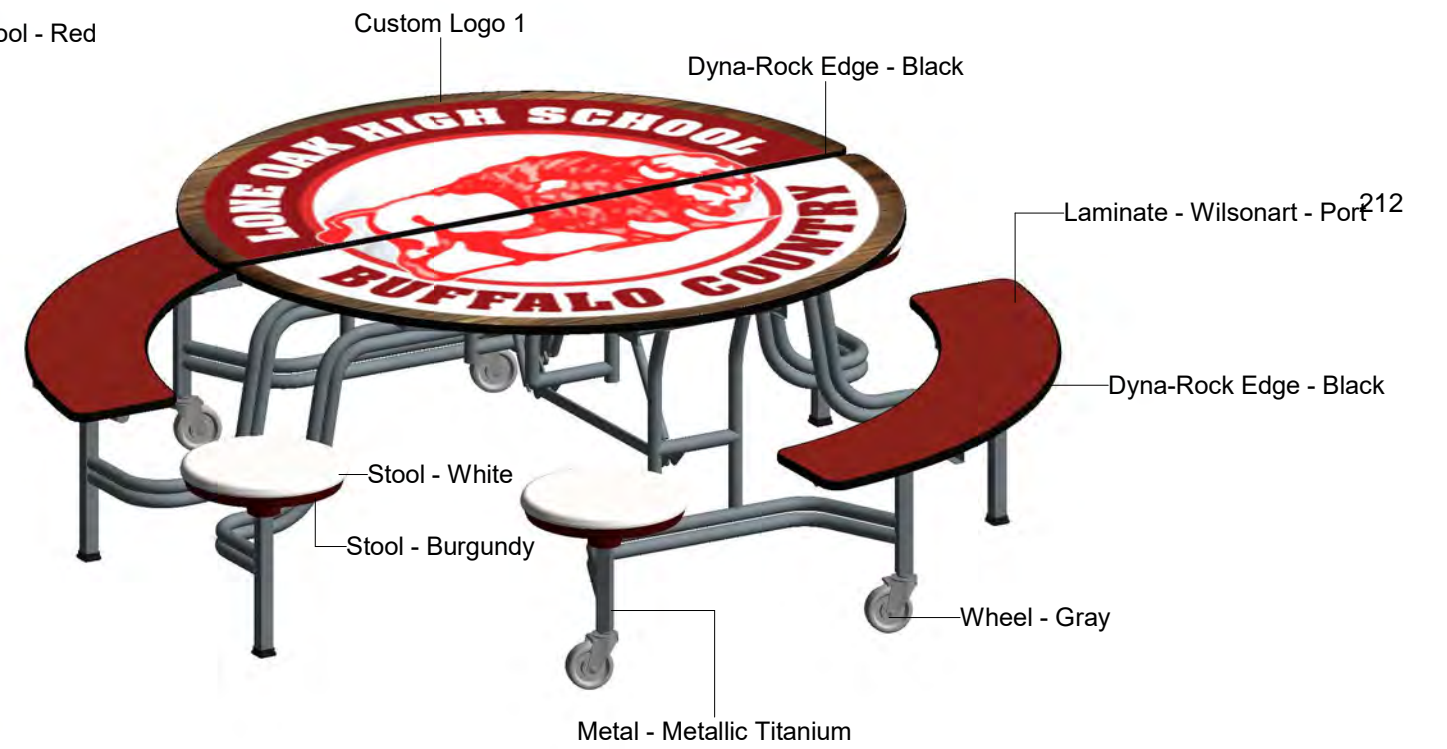
2 MBWT12 Mobile Wave Table w Benches - Spanish Milk Paint Top  
**Layout 1 & 2**





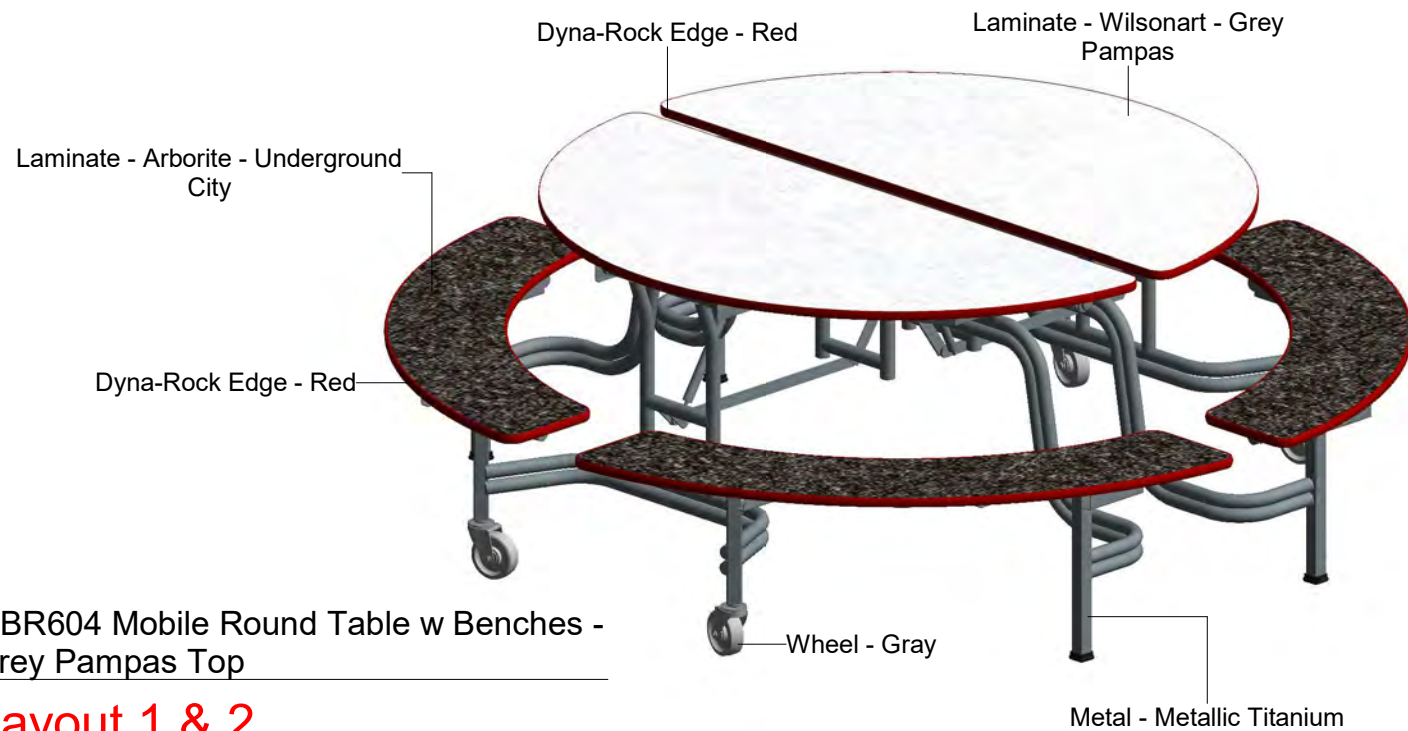
MST1212 Mobile Table w Stools - Spanish Milk Paint Top

1  
**Layout 1 Only**



MSBR6042 Mobile Round Table w Stools & Benches - Logo 1 Top

3  
**Layout 1 & 3**



MBR604 Mobile Round Table w Benches - Grey Pampas Top

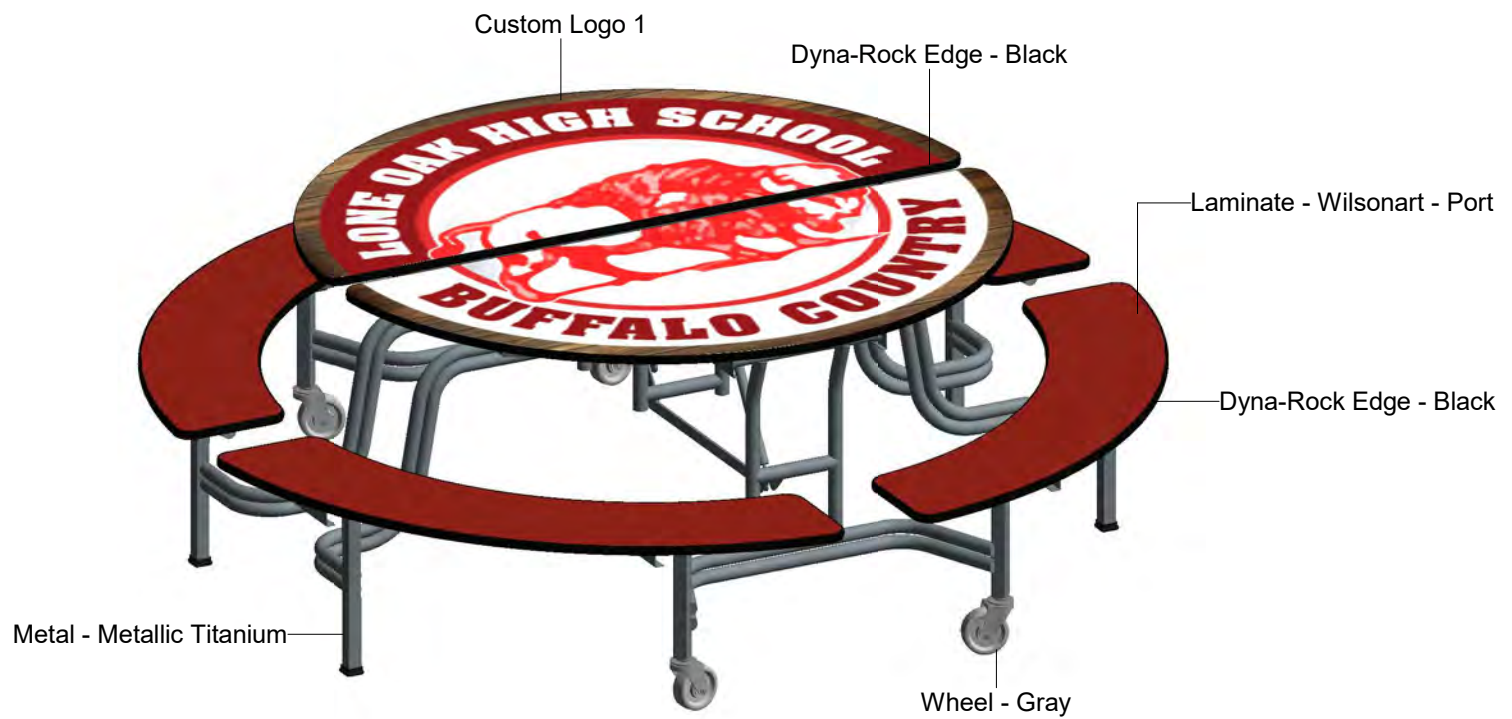
2  
**Layout 1 & 2**





MSR608 Mobile Round Table w Stools -  
Logo 1 Top

Layout 1 Only



MBR604 Mobile Round Table w Benches -  
Logo 1 Top

Layout 1 Only



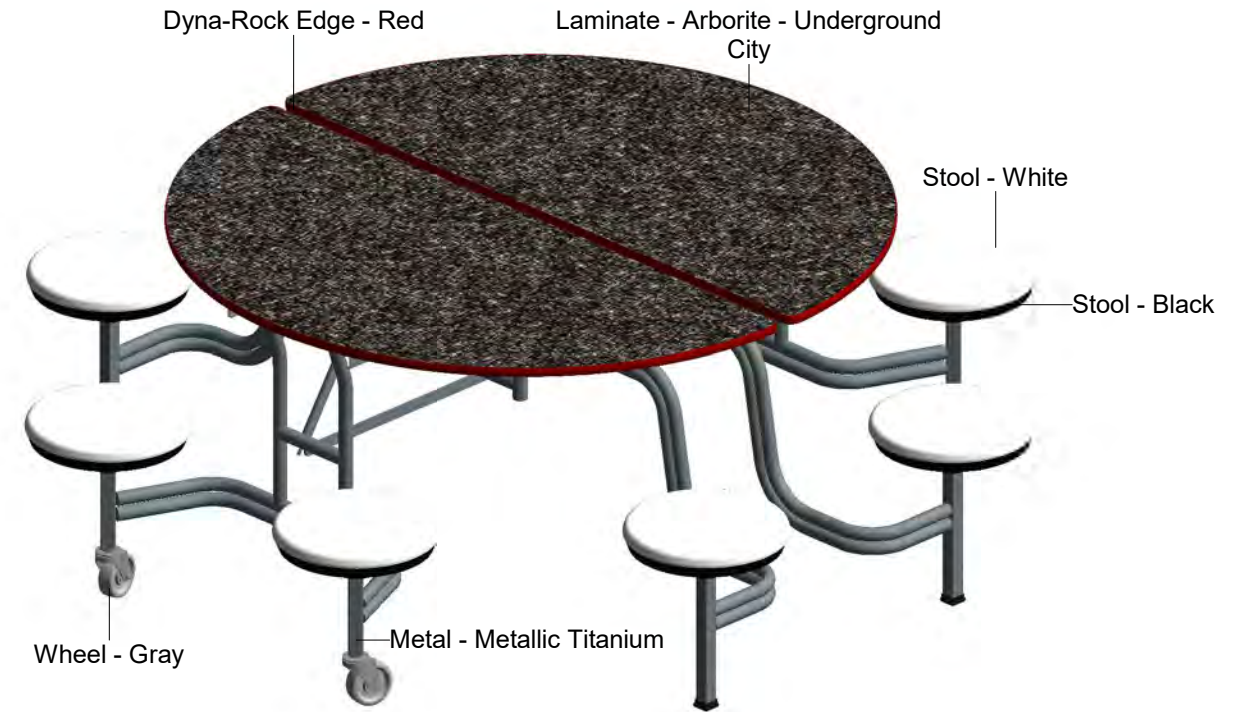
Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE:	Product Details - Layout 1	PAGE NUMBER: 8
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MSBR6042 Mobile Round Table w Stools & Benches - Underground City Top

1

Layout 1 Only



MSR608 Mobile Round Table w Stools - Underground City Top

3

Layout 1 Only



MSBR6042 Mobile Round Table w Stools & Benches - Grey Pampas Top

2

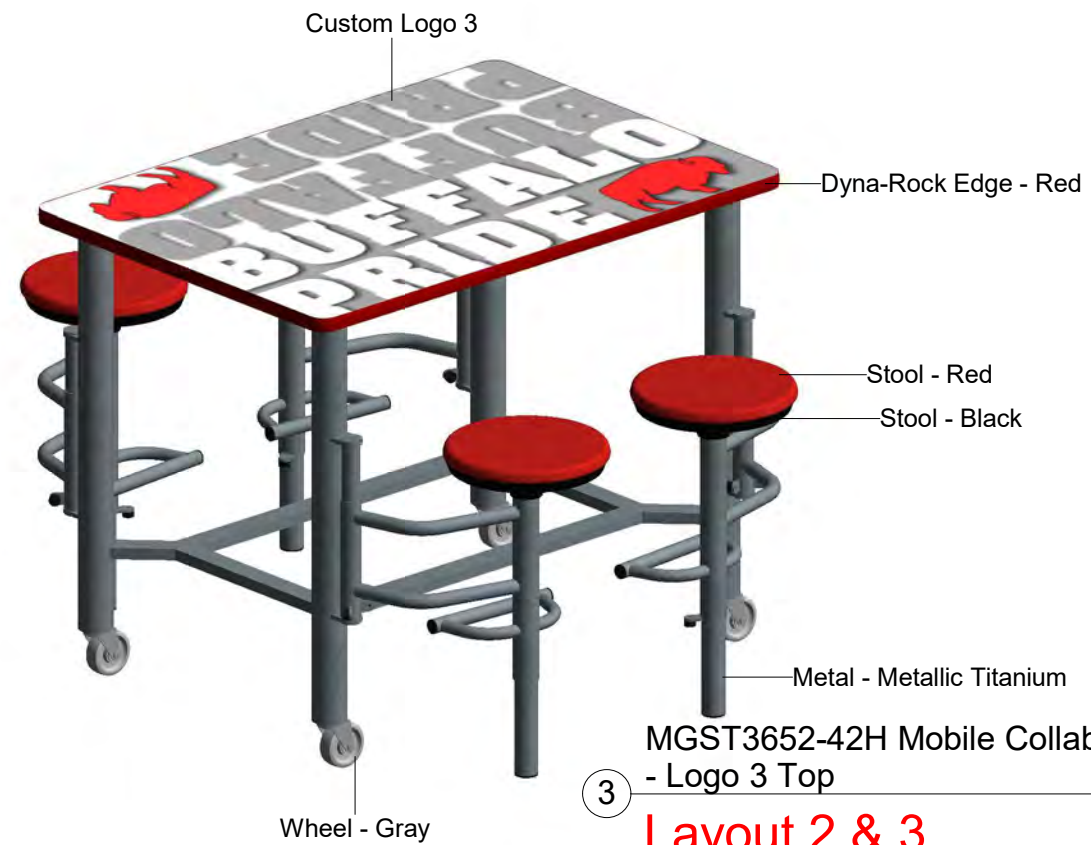
Layout 1 & 3



MGST3652-42H Mobile Collaboration Table - Manhattan Glamour Top

1

Layout 2 Only



MGST3652-42H Mobile Collaboration Table - Logo 3 Top

3

Layout 2 & 3

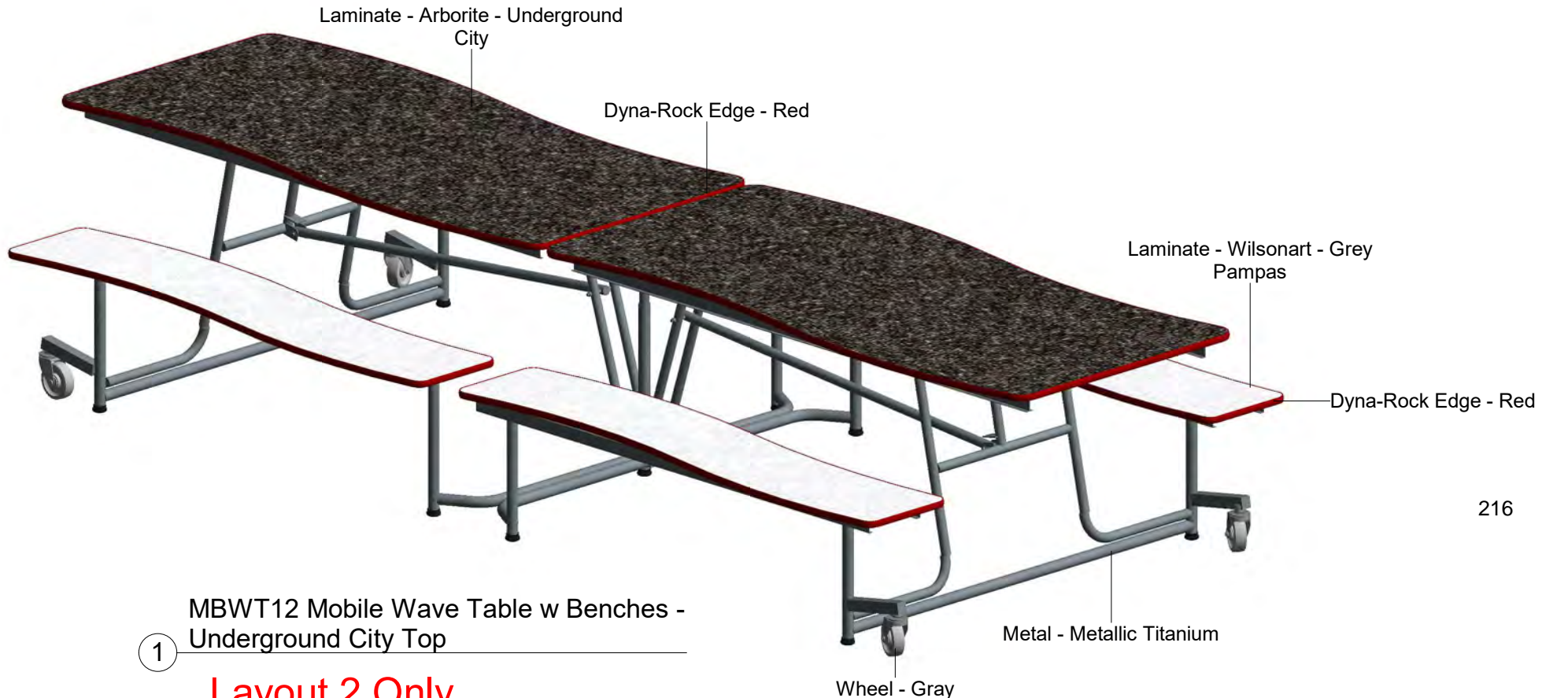


MSR608 Mobile Round Table w Stools - Grey Pampas Top

2

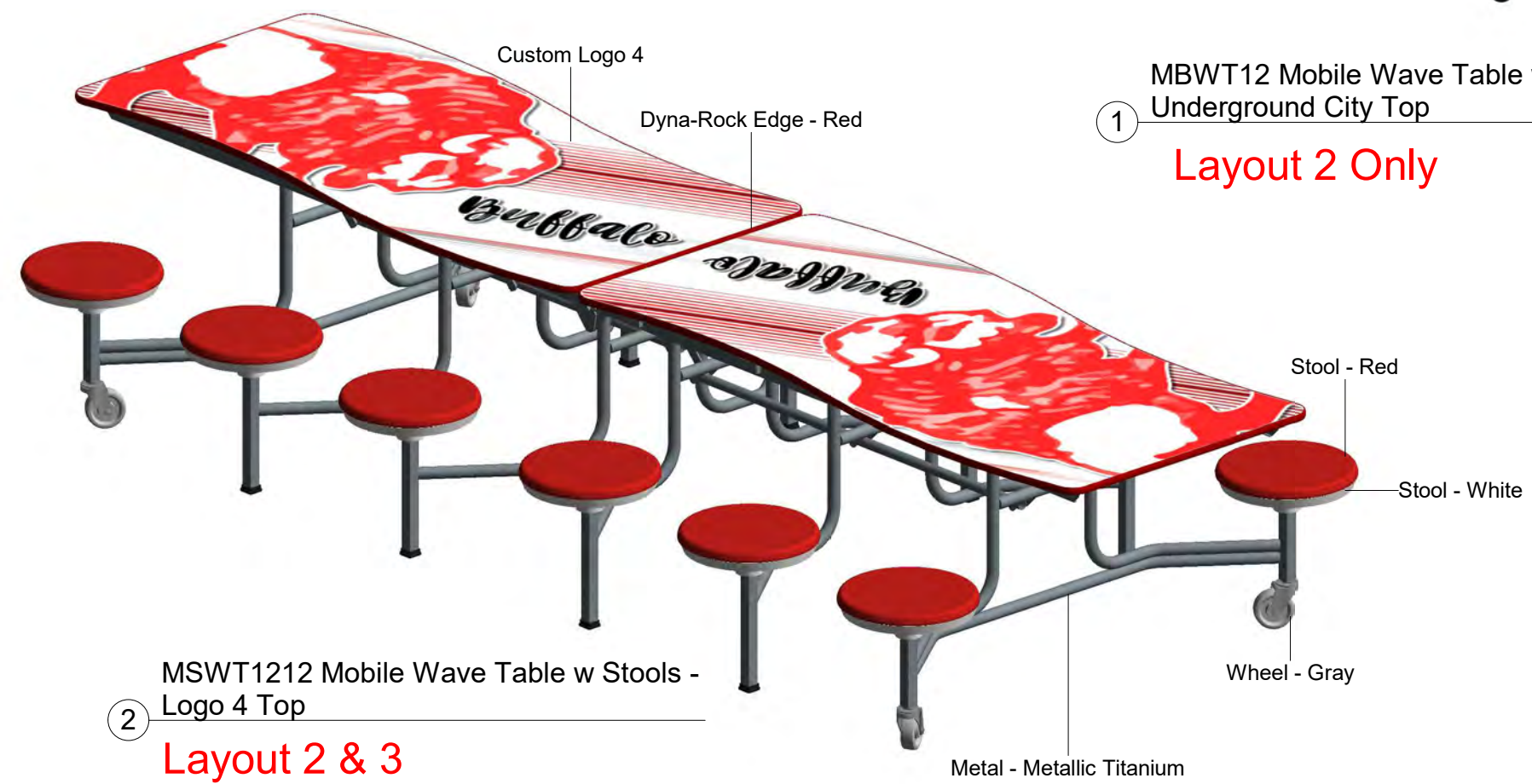
Layout 2 Only





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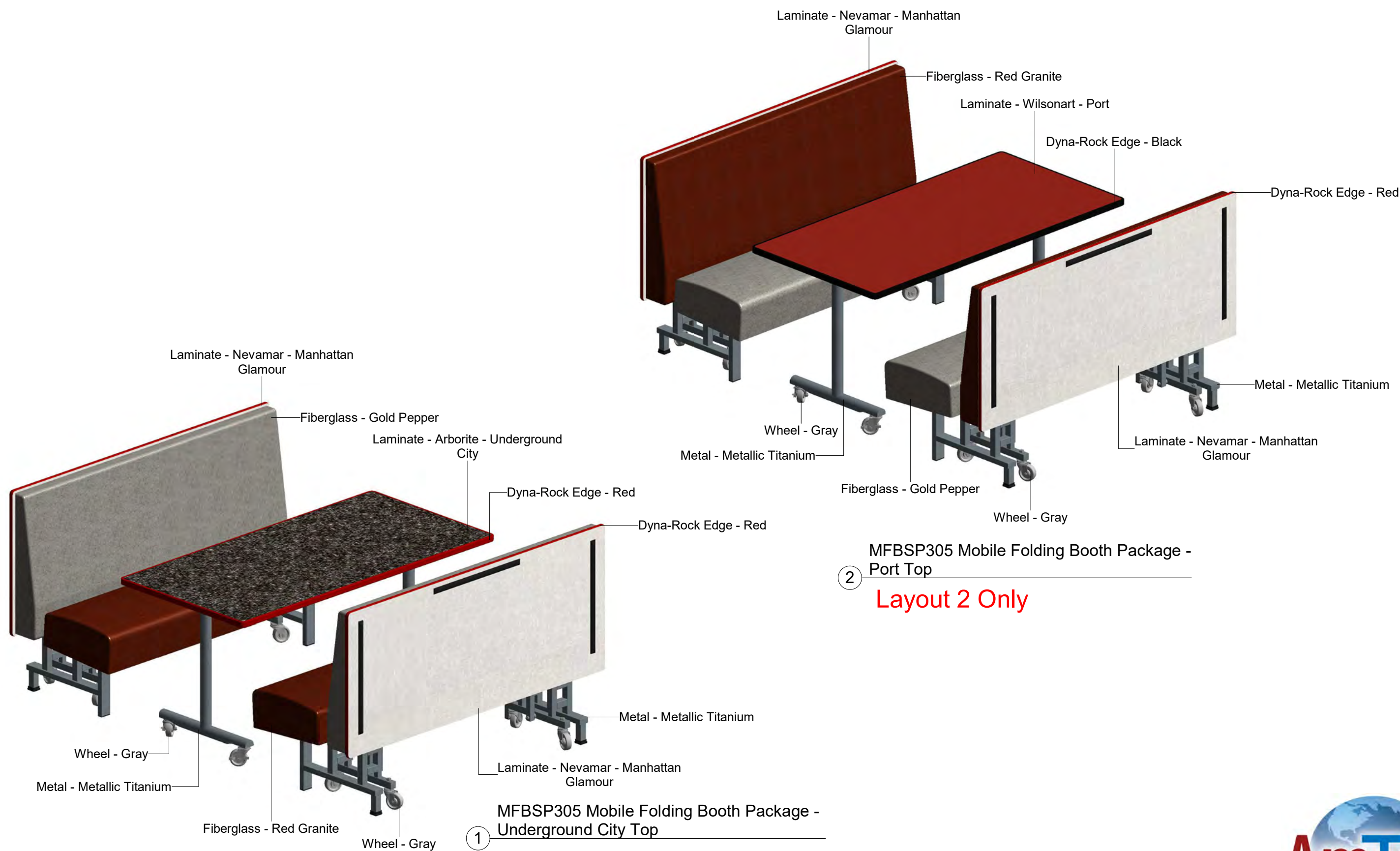
1 MBWT12 Mobile Wave Table w Benches - Underground City Top  
**Layout 2 Only**



2 MSWT1212 Mobile Wave Table w Stools - Logo 4 Top  
**Layout 2 & 3**



Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE:	Product Details - Layout 2	PAGE NUMBER: 11
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MF BSP305 Mobile Folding Booth Package -  
Port Top  
② **Layout 2 Only**

MF BSP305 Mobile Folding Booth Package -  
Underground City Top  
① **Layout 2 Only**



Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE:	Product Details - Layout 2	PAGE NUMBER: 12
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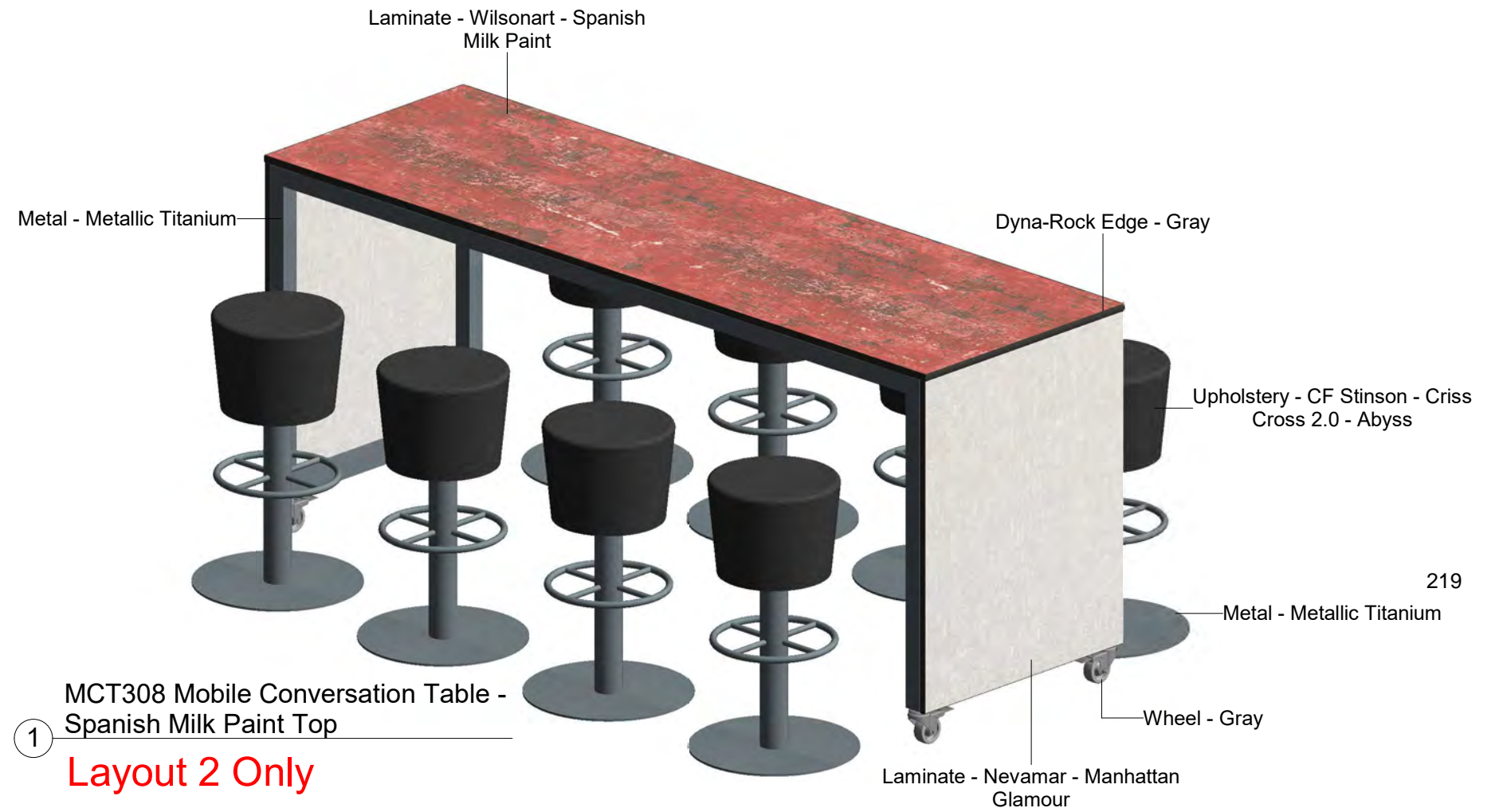


1 MCT308 Mobile Conversation Table - Logo 5 Top  
**Layout 2 Only**

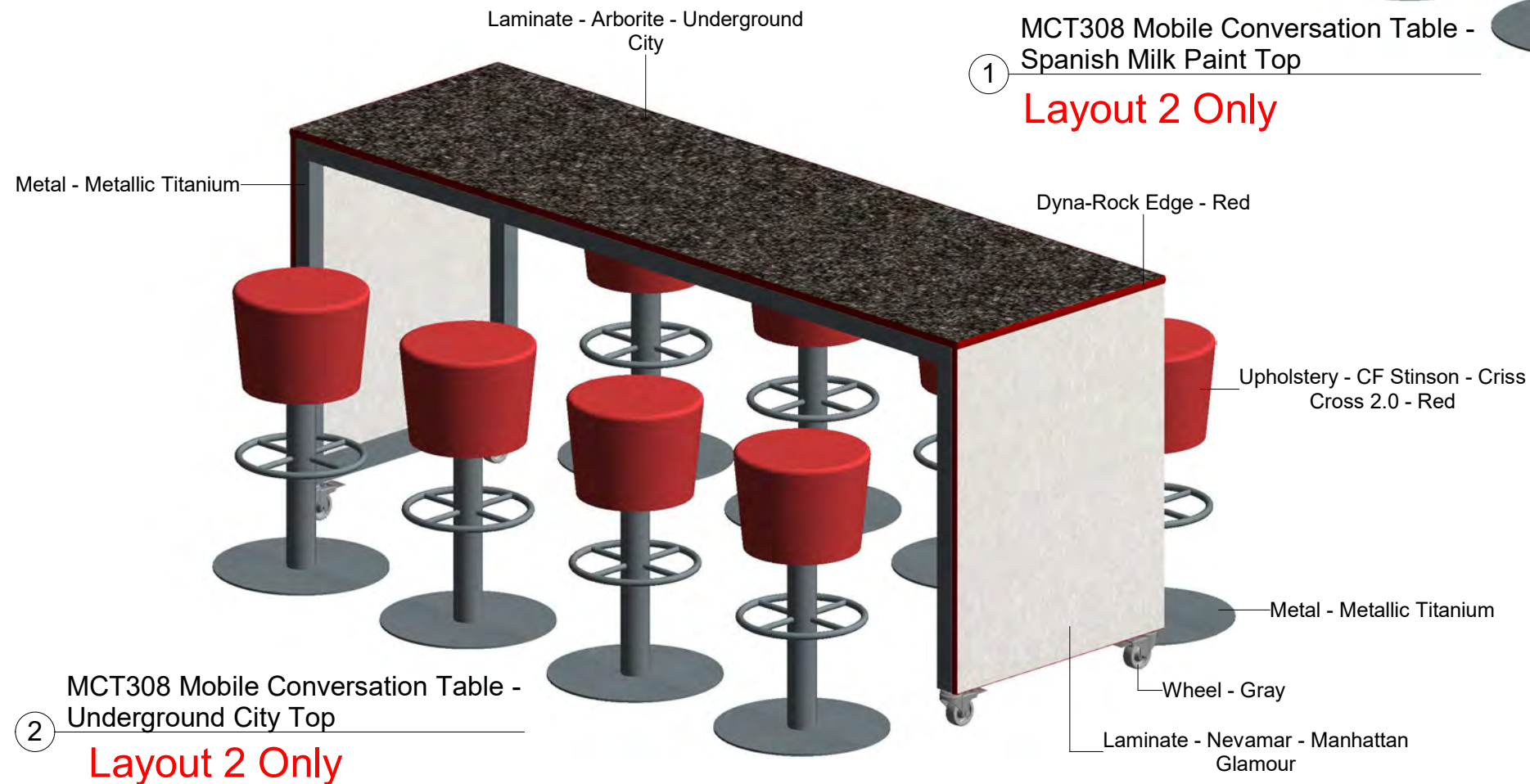
2 MFBSP305 Mobile Folding Booth Package - Logo 2 Top  
**Layout 2 Only**



Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE:	Product Details - Layout 2	PAGE NUMBER: 13
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① MCT308 Mobile Conversation Table - Spanish Milk Paint Top  
Layout 2 Only



② MCT308 Mobile Conversation Table - Underground City Top  
Layout 2 Only





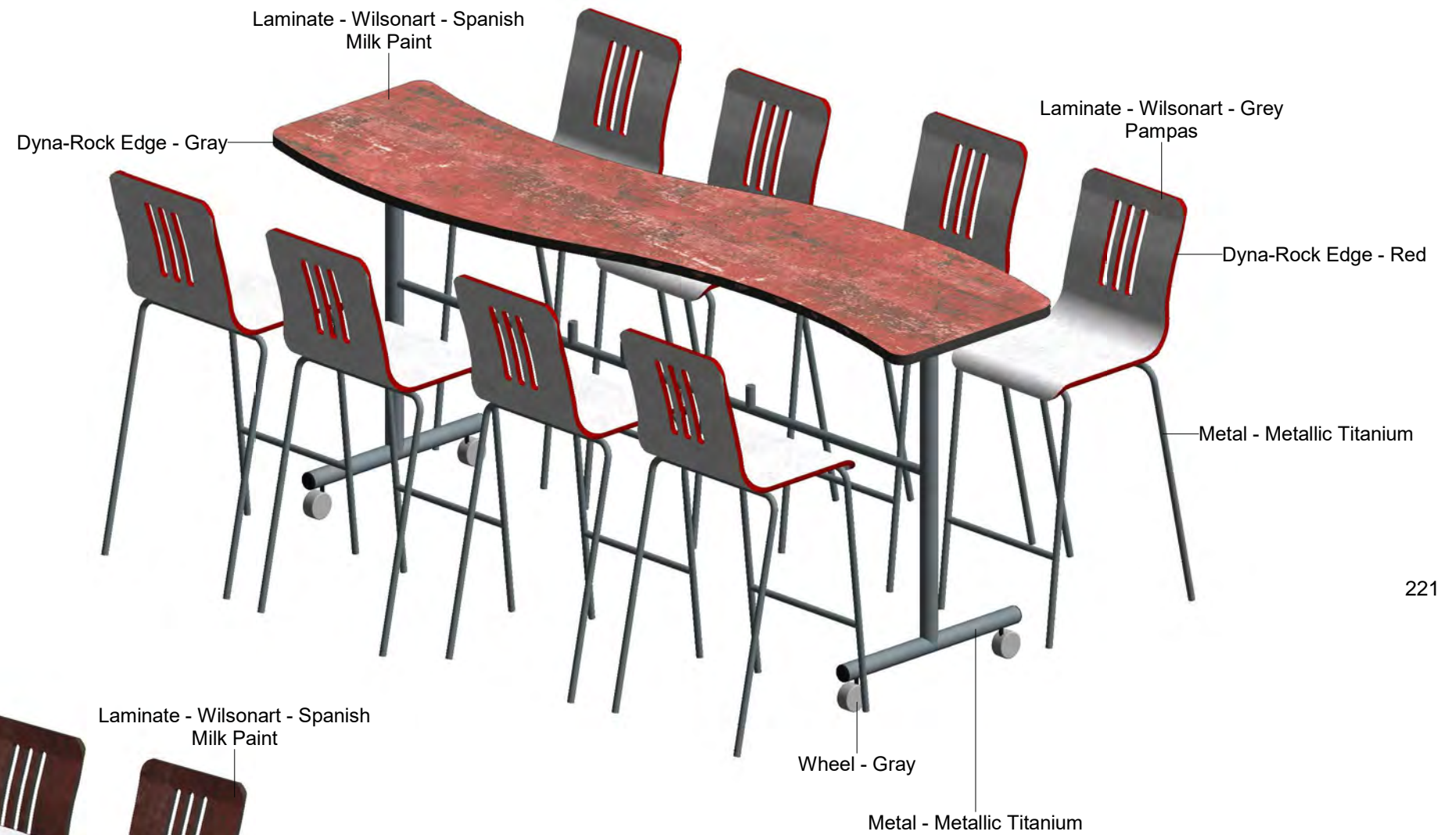
1 MGST3652-42H Mobile Collaboration Table - Port Top  
**Layout 3 Only**



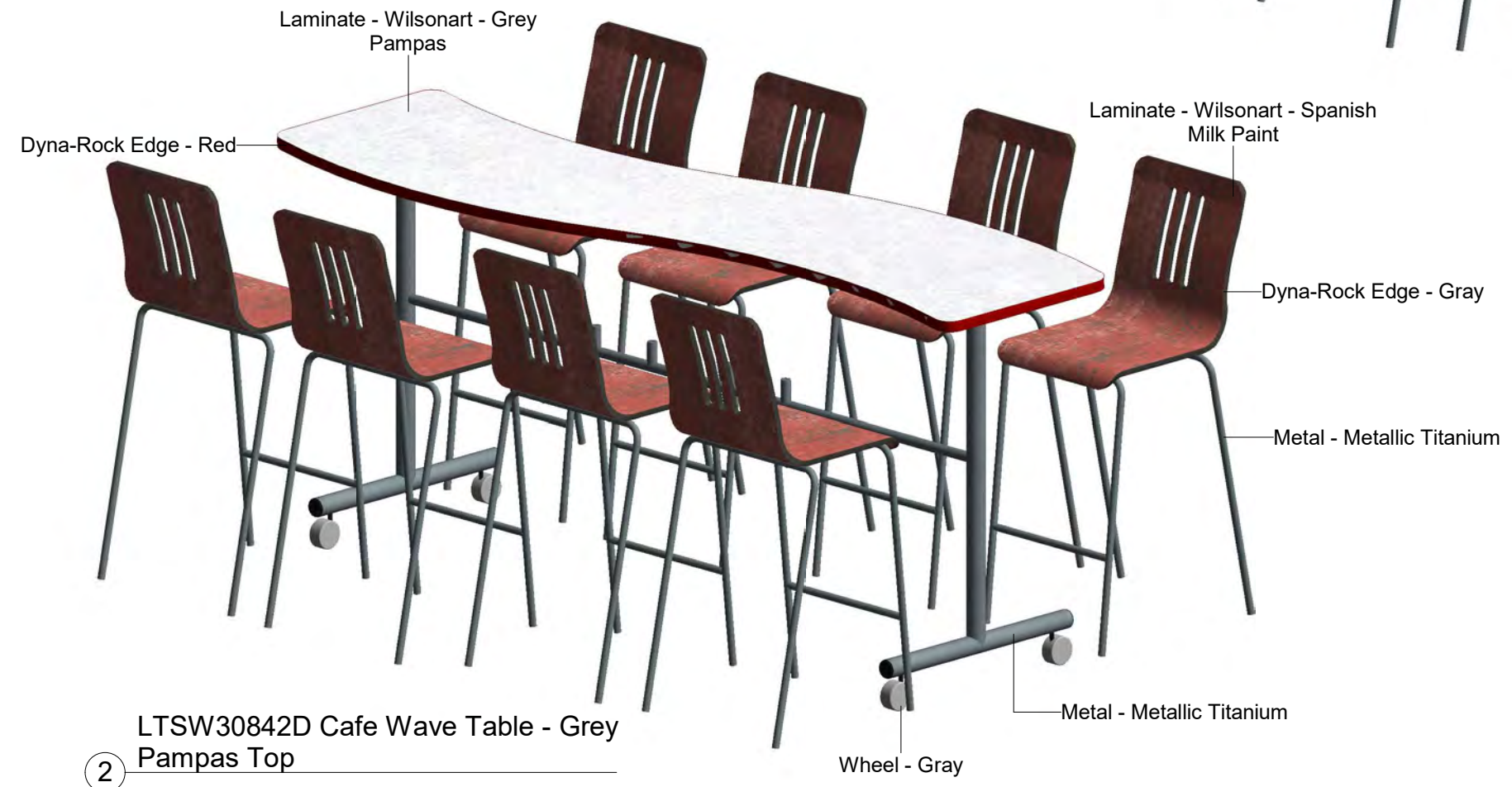
2 MGST3652-42H Mobile Collaboration Table - Underground City Top  
**Layout 3 Only**



Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE:	Product Details - Layout 3	PAGE NUMBER: 15
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① LSW30842D Cafe Wave Table - Spanish Milk Paint Top  
**Layout 3 Only**

② LSW30842D Cafe Wave Table - Grey Pampas Top  
**Layout 3 Only**



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<p>Lone Oak High School</p>	<p>DATE: 08-21-20</p>	<p>DRAWN BY: MRC</p>	<p>SCALE:</p>	<p>Product Details - Layout 3</p>	<p>PAGE NUMBER: 17</p>
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# **FURNITURE (LAYOUT 1)**

## **MOBILE TABLES - ATTACHED SEATING**

Style: MSWT1212 - Mobile Wave Table w Stools  
 Table Top Size: 35"D x 145"W x 29"H  
 Table Top Laminate: Wilsonart - Port - D14-60  
 Table Edge: Dyna-Rock - Black  
 Stool Top Color: White  
 Stool Bottom Color: Burgundy  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MSWT1212 - Mobile Wave Table w Stools  
 Table Top Size: 35"D x 145"W x 29"H  
 Table Top Laminate: Arborite - Underground City - P420CA  
 Table Edge: Dyna-Rock - Red  
 Stool Top Color: Red  
 Stool Bottom Color: Black  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MBWT12 - Mobile Wave Table w Benches  
 Table Top Size: 35"D x 145"W x 29"H  
 Table Top Laminate: Nevamar - Manhattan Glamour - MH6001-T  
 Table Edge: Dyna-Rock - Red  
 Bench Laminate: Wilsonart - Port - D14-60  
 Bench Edge: Dyna-Rock - Black  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MBWT12 - Mobile Wave Table w Benches  
 Table Top Size: 35"D x 145"W x 29"H  
 Table Top Laminate: Wilsonart - Spanish Milk Paint - Y0254K-22  
 Table Edge: Dyna-Rock - Gray  
 Bench Laminate: Wilsonart - Grey Pampas - 4168-60  
 Bench Edge: Dyna-Rock - Red  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MBR604 - Mobile Round Table w Benches  
 Table Top Size: 60"Dia. x 29"H  
 Table Top Laminate: Wilsonart - Grey Pampas - 4168-60  
 Table Edge: Dyna-Rock - Red  
 Bench Laminate: Arborite - Underground City - P420CA  
 Bench Edge: Dyna-Rock - Red  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MBR604 - Mobile Round Table w Benches  
 Table Top Size: 60"Dia. x 29"H  
 Table Top Laminate: Custom Logo 1  
 Table Edge: Dyna-Rock - Black  
 Bench Laminate: Wilsonart - Port - D14-60  
 Bench Edge: Dyna-Rock - Black  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MSBR6042 - Mobile Round Table w Stools and Benches  
 Table Top Size: 60"Dia. x 29"H  
 Table Top Laminate: Arborite - Underground City - P420CA  
 Table Edge: Dyna-Rock - Red  
 Bench Laminate: Wilsonart - Grey Pampas - 4168-60  
 Bench Edge: Dyna-Rock - Red  
 Stool Top Color: Red  
 Stool Bottom Color: White  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MSBR6042 - Mobile Round Table w Stools and Benches  
 Table Top Size: 60"Dia. x 29"H  
 Table Top Laminate: Custom Logo 1  
 Table Edge: Dyna-Rock - Black  
 Bench Laminate: Wilsonart - Port - D14-60  
 Bench Edge: Dyna-Rock - Black  
 Stool Top Color: White  
 Stool Bottom Color: Burgundy  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MSBR6042 - Mobile Round Table w Stools and Benches  
 Table Top Size: 60"Dia. x 29"H  
 Table Top Laminate: Wilsonart - Grey Pampas - 4168-60  
 Table Edge: Dyna-Rock - Red  
 Bench Laminate: Arborite - Underground City - P420CA  
 Bench Edge: Dyna-Rock - Red  
 Stool Top Color: Red  
 Stool Bottom Color: Black  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MSR608 - Mobile Round Table w Stools  
 Table Top Size: 60"Dia. x 29"H  
 Table Top Laminate: Arborite - Underground City - P420CA  
 Table Edge: Dyna-Rock - Red  
 Stool Top Color: White  
 Stool Bottom Color: Black  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MSR608 - Mobile Round Table w Stools  
 Table Top Size: 60"Dia. x 29"H  
 Table Top Laminate: Custom Logo 1  
 Table Edge: Dyna-Rock - Black  
 Stool Top Color: White  
 Stool Bottom Color: Burgundy  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MST1212 - Mobile Table w Stools  
 Table Top Size: 30"D x 145"W x 29"H  
 Table Top Laminate: Wilsonart - Spanish Milk Paint - Y0254K-22  
 Table Edge: Dyna-Rock - Gray  
 Stool Top Color: White  
 Stool Bottom Color: Red  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard



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# FURNITURE (LAYOUT 2)

## BOOTHS

Style: MFBSP305 - Mobile Folding Booth Package - 60"L  
 Fiberglass Backpad: Gold Pepper  
 Fiberglass Seat: Red Granite  
 Back Panel - Back Face: Nevamar - Manhattan Glamour - MH6001-T  
 Back Panel - Front Trim: Nevamar - Manhattan Glamour - MH6001-T  
 Back Panel Edge: Dyna-Rock - Red  
 Booth Frame: Metallic Titanium  
 Booth Wheel Color: Standard  
 Table Top Size: 30"D x 60"W x 29"H  
 Table Top Laminate: Arborite - Underground City - P420CA  
 Table Edge: Dyna-Rock - Red  
 Table Base Finish: Metallic Titanium  
 Table Wheel Color: Standard

Style: MFBSP305 - Mobile Folding Booth Package - 60"L  
 Fiberglass Backpad: Red Granite  
 Fiberglass Seat: Gold Pepper  
 Back Panel - Back Face: Nevamar - Manhattan Glamour - MH6001-T  
 Back Panel - Front Trim: Nevamar - Manhattan Glamour - MH6001-T  
 Back Panel Edge: Dyna-Rock - Red  
 Booth Frame: Metallic Titanium  
 Booth Wheel Color: Standard  
 Table Top Size: 30"D x 60"W x 29"H  
 Table Top Laminate: Wilsonart - Port - D14-60  
 Table Edge: Dyna-Rock - Black  
 Table Base Finish: Metallic Titanium  
 Table Wheel Color: Standard

Style: MFBSP305 - Mobile Folding Booth Package - 60"L  
 Fiberglass Backpad: Red Granite  
 Fiberglass Seat: Gold Pepper  
 Back Panel - Back Face: Nevamar - Manhattan Glamour - MH6001-T  
 Back Panel - Front Trim: Nevamar - Manhattan Glamour - MH6001-T  
 Back Panel Edge: Dyna-Rock - Red  
 Booth Frame: Metallic Titanium  
 Booth Wheel Color: Standard  
 Table Top Size: 30"D x 60"W x 29"H  
 Table Top Laminate: Custom Logo 2  
 Table Edge: Dyna-Rock - Burgundy  
 Table Base Finish: Metallic Titanium  
 Table Wheel Color: Standard

## CHAIRS

Style: CFST2 - Cafe Stool #2  
 Upholstered Seat: CF Stinson - Criss Cross 2.0 - Red - CRS248  
 Frame: Metallic Titanium

Style: CFST2 - Cafe Stool #2  
 Upholstered Seat: CF Stinson - Criss Cross 2.0 - Abyss - CRS61  
 Frame: Metallic Titanium

Style: Chair B  
 Seat Front Laminate: Wilsonart - Spanish Milk Paint - Y0254K-22  
 Seat Back Laminate: Wilsonart - Spanish Milk Paint - Y0254K-22  
 Seat Edge: Gray  
 Frame: Metallic Titanium

## CONVERSATION TABLES

Style: MCT308 - Mobile Conversation Table  
 Table Top Size: 30"D x 96"W x 42"H  
 Top Laminate: Wilsonart - Spanish Milk Paint - Y0254K-22  
 Side Panel Laminate: Nevamar - Manhattan Glamour - MH6001-T  
 Edges: Dyna-Rock - Gray  
 Base Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MCT308 - Mobile Conversation Table  
 Table Top Size: 30"D x 96"W x 42"H  
 Top Laminate: Arborite - Underground City - P420CA  
 Side Panel Laminate: Nevamar - Manhattan Glamour - MH6001-T  
 Edges: Dyna-Rock - Red  
 Base Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MCT308 - Mobile Conversation Table  
 Table Top Size: 30"D x 96"W x 42"H  
 Top Laminate: Custom Logo 5  
 Side Panel Laminate: Nevamar - Manhattan Glamour - MH6001-T  
 Edges: Dyna-Rock - Red  
 Base Finish: Metallic Titanium  
 Wheel Color: Standard

## COLLABORATION TABLES

Style: MGST3652-42H - Mobile Collaboration Table  
 Table Top Size: 36"D x 52"W x 42"H  
 Table Top Laminate: Nevamar - Manhattan Glamour - MH6001-T  
 Table Edge: Dyna-Rock - Red  
 Stool Top Color: Red  
 Stool Bottom Color: White  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MGST3652-42H - Mobile Collaboration Table  
 Table Top Size: 36"D x 52"W x 42"H  
 Table Top Laminate: Custom Logo 3  
 Table Edge: Dyna-Rock - Red  
 Stool Top Color: Red  
 Stool Bottom Color: Black  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

## MOBILE TABLES - ATTACHED SEATING

Style: MBR604 - Mobile Round Table w Benches  
 Table Top Size: 60"Dia. x 29"H  
 Table Top Laminate: Wilsonart - Grey Pampas - 4168-60  
 Table Edge: Dyna-Rock - Red  
 Bench Laminate: Arborite - Underground City - P420CA  
 Bench Edge: Dyna-Rock - Red  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MSR608 - Mobile Round Table w Stools  
 Table Top Size: 60"Dia. x 29"H  
 Table Top Laminate: Wilsonart - Grey Pampas - 4168-60  
 Table Edge: Dyna-Rock - Red  
 Stool Top Color: Red  
 Stool Bottom Color: Black  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MBWT12 - Mobile Wave Table w Benches  
 Table Top Size: 35"D x 145"W x 29"H  
 Table Top Laminate: Wilsonart - Spanish Milk Paint - Y0254K-22  
 Table Edge: Dyna-Rock - Gray  
 Bench Laminate: Wilsonart - Grey Pampas - 4168-60  
 Bench Edge: Dyna-Rock - Red  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MBWT12 - Mobile Wave Table w Benches  
 Table Top Size: 35"D x 145"W x 29"H  
 Table Top Laminate: Arborite - Underground City - P420CA  
 Table Edge: Dyna-Rock - Red  
 Bench Laminate: Wilsonart - Grey Pampas - 4168-60  
 Bench Edge: Dyna-Rock - Red  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MSWT1212 - Mobile Wave Table w Stools  
 Table Top Size: 35"D x 145"W x 29"H  
 Table Top Laminate: Custom Logo 4  
 Table Edge: Red  
 Stool Top Color: Red  
 Stool Bottom Color: White  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard



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# FURNITURE (LAYOUT 3)

## BOOTHS

Style: HMBS244 - Half Round Booth  
 Upholstered Backpad: CF Stinson - Slightwave - Flame - SL705  
 Fiberglass Seat: Gold Pepper  
 Back Panel - Back Face: Nevamar - Manhattan Glamour - MH6001-T  
 Back Panel - Front Trim: Nevamar - Manhattan Glamour - MH6001-T  
 Back Panel Edge: Dyna-Rock - Burgundy  
 Booth Frame: Metallic Titanium

Style: HMBS244 - Half Round Booth  
 Upholstered Backpad: CF Stinson - Slightwave - Flame - SL705  
 Fiberglass Seat: Red Granite  
 Back Panel - Back Face: Nevamar - Manhattan Glamour - MH6001-T  
 Back Panel - Front Trim: Nevamar - Manhattan Glamour - MH6001-T  
 Back Panel Edge: Dyna-Rock - Burgundy  
 Booth Frame: Metallic Titanium

## CHAIRS

Style: CFST1 - Cafe Stool #1  
 Upholstered Seat: CF Stinson - Criss Cross 2.0 - Red - CRS248  
 Frame: Metallic Titanium

Style: CFST1 - Cafe Stool #1  
 Upholstered Seat: CF Stinson - Criss Cross 2.0 - Abyss - CRS61  
 Frame: Metallic Titanium

Style: Chair B  
 Seat Front Laminate: Wilsonart - Spanish Milk Paint - Y0254K-22  
 Seat Back Laminate: Wilsonart - Spanish Milk Paint - Y0254K-22  
 Seat Edge: Gray  
 Frame: Metallic Titanium

Style: Chair B  
 Seat Front Laminate: Wilsonart - Grey Pampas - 4168-60  
 Seat Back Laminate: Wilsonart - Grey Pampas - 4168-60  
 Seat Edge: Red  
 Frame: Metallic Titanium

## TABLES

Style: PTR4830 - Round Cafe Table  
 Table Top Size: 48"Dia. x 30"H  
 Table Top Laminate: Custom Logo 6  
 Table Edge: Dyna-Rock - Red  
 Base Finish: Metallic Titanium

Style: PTR4830 - Round Cafe Table  
 Table Top Size: 48"Dia. x 30"H  
 Table Top Laminate: Arborite - Underground City - P420CA  
 Table Edge: Dyna-Rock - Red  
 Base Finish: Metallic Titanium

Style: LTSW30842D - Cafe Wave Table  
 Table Top Size: 30"D x 96"W x 42"H  
 Table Top Laminate: Wilsonart - Spanish Milk Paint - Y0254K-22  
 Table Edge: Dyna-Rock - Gray  
 Base Finish: Metallic Titanium  
 Wheel Color: Standard  
**\*Add Bar Hook Bar and Casters to all tables\***

Style: LTSW30842D - Cafe Wave Table  
 Table Top Size: 30"D x 96"W x 42"H  
 Table Top Laminate: Wilsonart - Grey Pampas - 4168-60  
 Table Edge: Dyna-Rock - Red  
 Base Finish: Metallic Titanium  
 Wheel Color: Standard  
**\*Add Bar Hook Bar and Casters to all tables\***

## COLLABORATION TABLES

Style: MGST3652-42H - Mobile Collaboration Table  
 Table Top Size: 36"D x 52"W x 42"H  
 Table Top Laminate: Arborite - Underground City - P420CA  
 Table Edge: Dyna-Rock - Burgundy  
 Stool Top Color: Burgundy  
 Stool Bottom Color: Black  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MGST3652-42H - Mobile Collaboration Table  
 Table Top Size: 36"D x 52"W x 42"H  
 Table Top Laminate: Wilsonart - Port - D14-60  
 Table Edge: Dyna-Rock - Black  
 Stool Top Color: Black  
 Stool Bottom Color: Burgundy  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MGST3652-42H - Mobile Collaboration Table  
 Table Top Size: 36"D x 52"W x 42"H  
 Table Top Laminate: Custom Logo 3  
 Table Edge: Dyna-Rock - Red  
 Stool Top Color: Red  
 Stool Bottom Color: Black  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

## MOBILE TABLES - ATTACHED SEATING

Style: MSBR6042 - Mobile Round Table w Stools & Benches  
 Table Top Size: 60"Dia. x 29"H  
 Table Top Laminate: Custom Logo 1  
 Table Edge: Dyna-Rock - Black  
 Bench Laminate: Wilsonart - Port - D14-60  
 Bench Edge: Dyna-Rock - Black  
 Stool Top Color: White  
 Stool Bottom Color: Burgundy  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

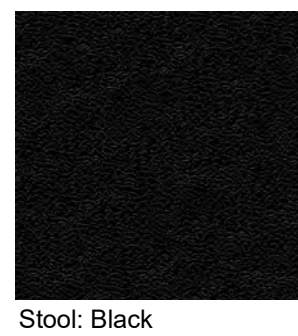
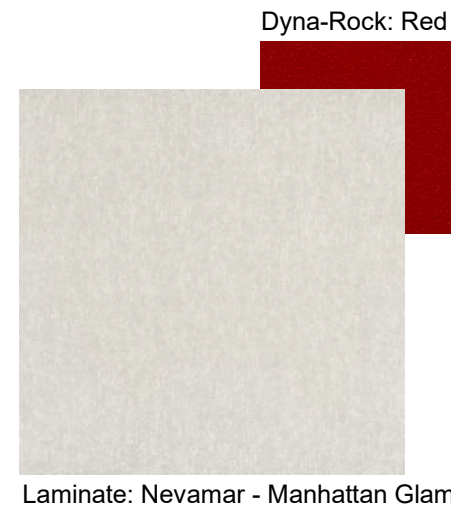
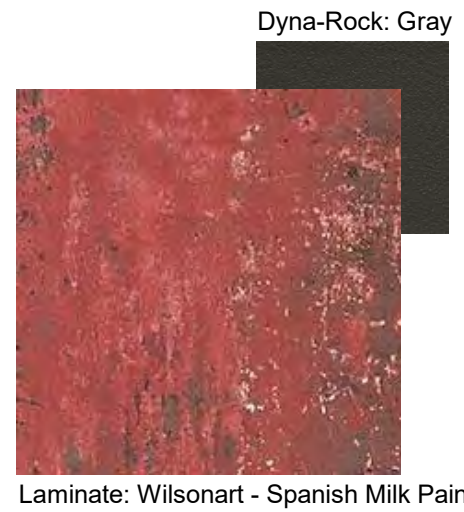
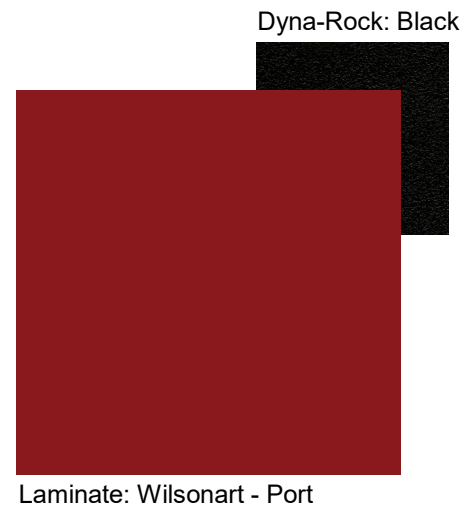
Style: MSBR6042 - Mobile Round Table w Stools & Benches  
 Table Top Size: 60"Dia. x 29"H  
 Table Top Laminate: Wilsonart - Grey Pampas - 4168-60  
 Table Edge: Dyna-Rock - Red  
 Bench Laminate: Arborite - Underground City - P420CA  
 Bench Edge: Dyna-Rock - Red  
 Stool Top Color: Red  
 Stool Bottom Color: Black  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MBWT12 - Mobile Wave Table w Benches  
 Table Top Size: 35"D x 145"W x 29"H  
 Table Top Laminate: Nevamar - Manhattan Glamour - MH6001-T  
 Table Edge: Dyna-Rock - Red  
 Bench Laminate: Wilsonart - Port - D14-60  
 Bench Edge: Dyna-Rock - Black  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

Style: MSWT1212 - Mobile Wave Table w Stools  
 Table Top Size: 35"D x 145"W x 29"H  
 Table Top Laminate: Custom Logo 4  
 Table Edge: Dyna-Rock - Red  
 Stool Top Color: Red  
 Stool Bottom Color: White  
 Frame Finish: Metallic Titanium  
 Wheel Color: Standard

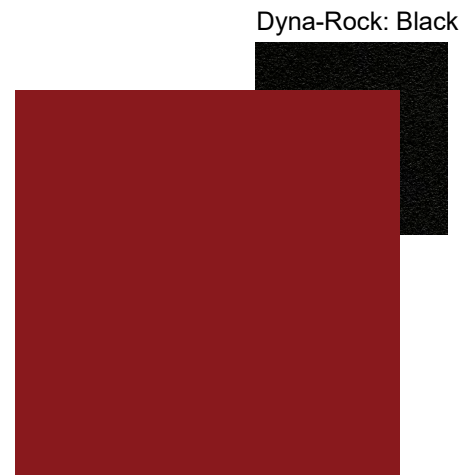


# FINISHES (LAYOUT 1)

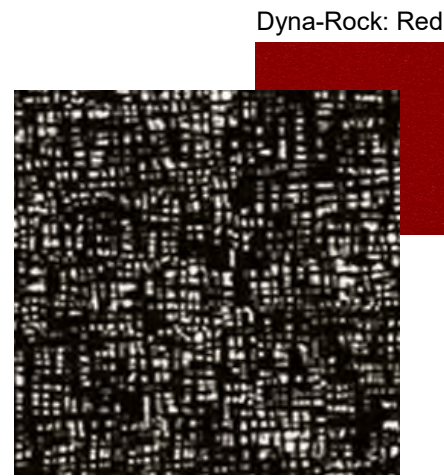


Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE:	Finishes - Layout 1	PAGE NUMBER: 19
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## FINISHES (LAYOUT 2)



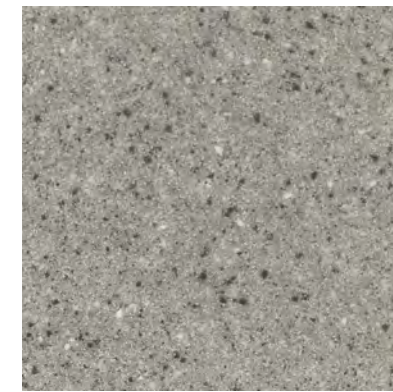
Laminate: Wilsonart - Port



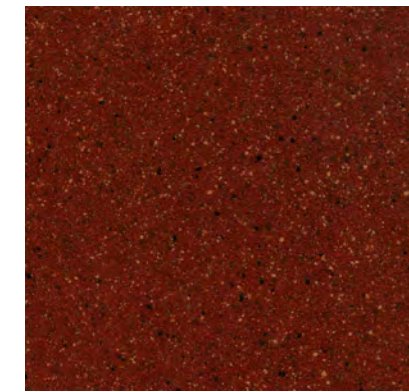
Laminate: Arborite - Underground City



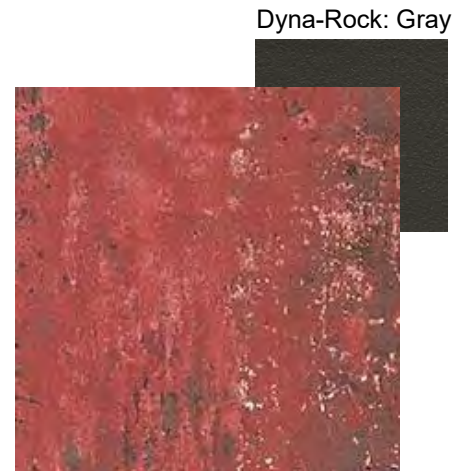
Laminate: Wilsonart - Grey Pampas



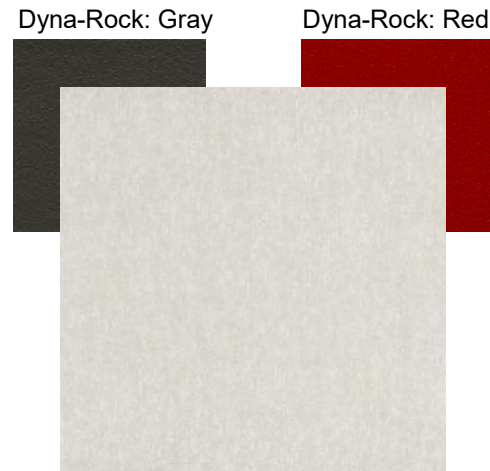
Fiberglass: Gold Pepper



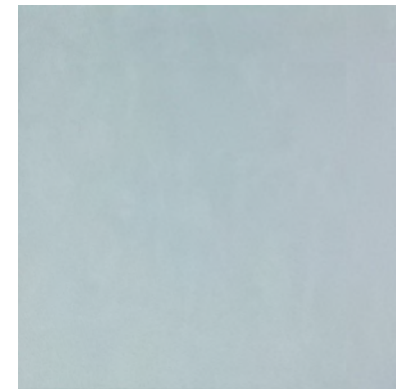
Fiberglass: Red Granite



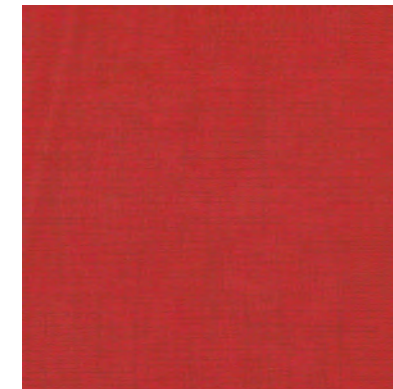
Laminate: Wilsonart - Spanish Milk Paint



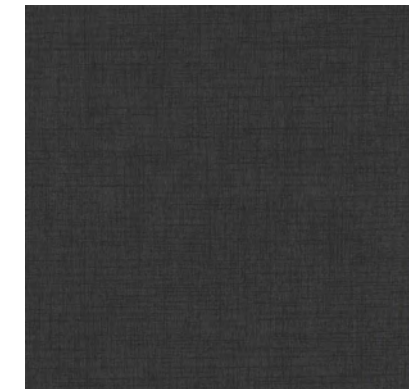
Laminate: Nevamar - Manhattan Glamour



Metal: Metallic Titanium



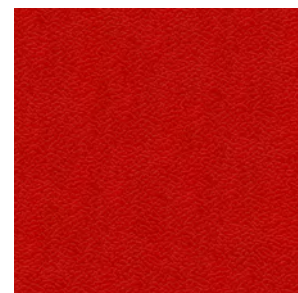
Upholstery: CF Stinson - Criss Cross 2.0 - Red



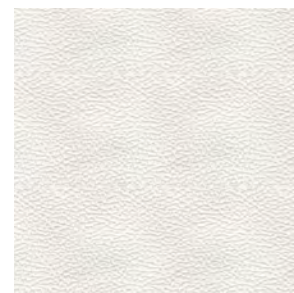
Upholstery: CF Stinson - Criss Cross 2.0 - Abyss



Stool: Black

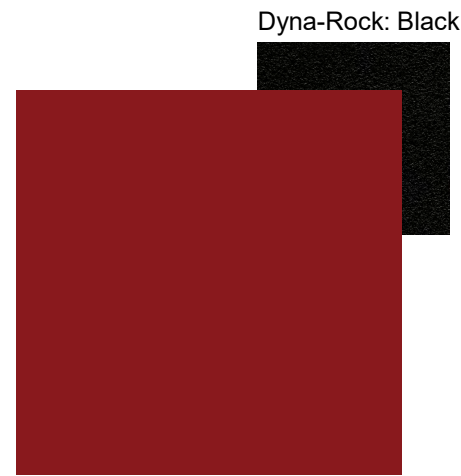


Stool: Red



Stool: White

# FINISHES (LAYOUT 3)

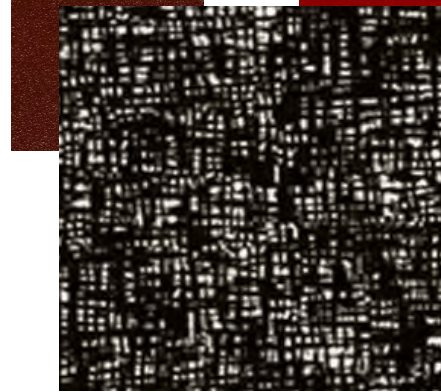


Laminate: Wilsonart - Port

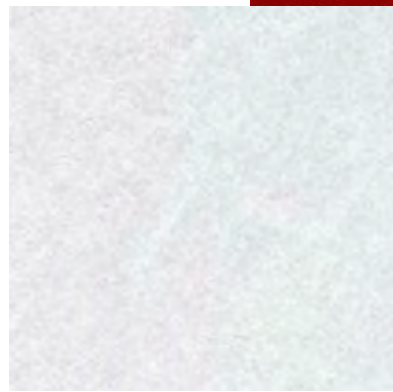
Dyna-Rock: Black

Dyna-Rock: Burgundy

Dyna-Rock: Red

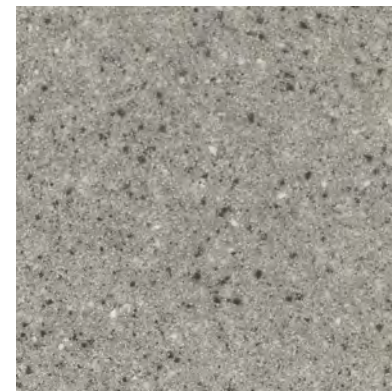


Laminate: Arborite - Underground City

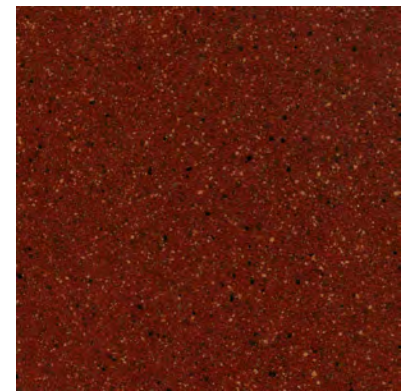


Laminate: Wilsonart - Grey Pampas

Dyna-Rock: Red



Fiberglass: Gold Pepper



Fiberglass: Red Granite



Laminate: Wilsonart - Spanish Milk Paint

Dyna-Rock: Gray

Dyna-Rock: Burgundy

Dyna-Rock: Red



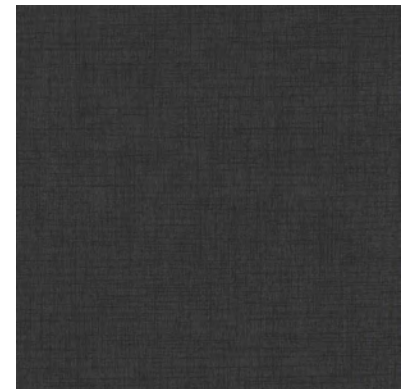
Laminate: Nevamar - Manhattan Glamour



Metal: Metallic Titanium



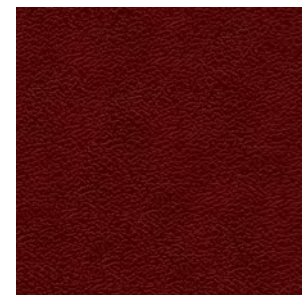
Upholstery: CF Stinson - Criss Cross 2.0 - Red



Upholstery: CF Stinson - Criss Cross 2.0 - Abyss



Stool: Black



Stool: Burgundy



Stool: Red



Stool: White



Upholstery: CF Stinson - Slightwave - Flame



**CUSTOM LOGO LAMINATES**



Custom Logo 1 - Dyna-Rock: Black



Custom Logo 2 - Dyna-Rock: Burgundy



Custom logo 3 - Dyna-Rock: Red



Custom Logo 4 - Dyna-Rock: Red



Custom Logo 5 - Dyna-Rock: Red



Custom Logo 6 - Dyna-Rock: Red



Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE:	Custom Logo Laminates	PAGE NUMBER: 19.3
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Furniture Schedule - Layout 1			
Family	Type	Description	Count
Table - Mobile w Bench - MBR604	MBR604 - 29"H - Grey Pampas Top	MBR604	1
Table - Mobile w Bench - MBR604	MBR604 - 29"H - Logo 1 Top	MBR604	2
Table - Mobile w Bench - MBWT12	MBWT12 - 29"H - Manhattan Glamour Top	MBWT12	2
Table - Mobile w Bench - MBWT12	MBWT12 - 29"H - Spanish Milk Paint Top	MBWT12	2
Table - Mobile w Stool Bench - MSBR6042	MSBR6042 - 29"H - Grey Pampas Top	MSBR6042	1
Table - Mobile w Stool Bench - MSBR6042	MSBR6042 - 29"H - Logo 1 Top	MSBR6042	2
Table - Mobile w Stool Bench - MSBR6042	MSBR6042 - 29"H - Underground City Top	MSBR6042	1
Table - Mobile w Stools - MSR608	MSR608 - 29"H - Logo 1 Top	MSR608	2
Table - Mobile w Stools - MSR608	MSR608 - 29"H - Underground City Top	MSR608	1
Table - Mobile w Stools - MST1212	MST1212 - 29"H - Spanish Milk Paint Top	MST1212	2
Table - Mobile w Stools - MSWT1212	MSWT1212 - 29"H - Port Top	MSWT1212	2
Table - Mobile w Stools - MSWT1212	MSWT1212 - 29"H - Underground City Top	MSWT1212	2

230

Furniture Schedule - Layout 2			
Family	Type	Description	Count
Booth Package - Mobile Folding - MFBSP	MFBSP305 - 29"H Table - Logo 2 Top	MFBSP305	4
Booth Package - Mobile Folding - MFBSP	MFBSP305 - 29"H Table - Port Top	MFBSP305	3
Booth Package - Mobile Folding - MFBSP	MFBSP305 - 29"H Table - Underground City Top	MFBSP305	3
Chair - Cafe Stool 2 - CFST2	CFST2 - 30"H - CF Stinson - Criss Cross 2.0 - Abyss	CFST2	16
Chair - Cafe Stool 2 - CFST2	CFST2 - 30"H - CF Stinson - Criss Cross 2.0 - Red	CFST2	16
Chair - Shell - ChairB	ChairB - Spanish Milk Paint Seat	ChairB	16
Conversation Table - Mobile - MCT	MCT308 - 42"H - Logo 5 Top	MCT308	2
Conversation Table - Mobile - MCT	MCT308 - 42"H - Spanish Milk Paint Top	MCT308	2
Conversation Table - Mobile - MCT	MCT308 - 42"H - Underground City Top	MCT308	2
Table - Collaboration - MGST3652-42H	MGST3652-42H - Logo 3 Top	MGST3652-42H	2
Table - Collaboration - MGST3652-42H	MGST3652-42H - Manhattan Glamour Top	MGST3652-42H	2
Table - Mobile w Bench - MBR604	MBR604 - 29"H - Grey Pampas Top	MBR604	2
Table - Mobile w Bench - MBWT12	MBWT12 - 29"H - Spanish Milk Paint Top	MBWT12	1
Table - Mobile w Bench - MBWT12	MBWT12 - 29"H - Underground City Top	MBWT12	1
Table - Mobile w Stools - MSR608	MSR608 - 29"H - Grey Pampas Top	MSR608	2
Table - Mobile w Stools - MSWT1212	MSWT1212 - 29"H - Logo 4 Top	MSWT1212	2



Lone Oak High School	DATE: 08-21-20	DRAWN BY: MRC	SCALE:	Furniture Schedule - Layout 1 & 2	PAGE NUMBER: 20
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# General Project Notes & Revision Dates:

## GENERAL NOTES

1. Requested 3 different layouts utilizing a variety of furniture and finishes.
2. Requested use of custom logo laminates on some of the tables.
3. Requested use of school colors.

# Contact Information

## DESIGN DEPARTMENT

Rita Gear  
Design Manager  
Office: (630) 301-7600 x39  
Direct: (630) 568-6443

Eve Whitmore  
Associate Interior Designer  
Office: (630) 301-7600 x45

Kelly Gnaster  
Associate Interior Designer  
Office: (630) 301-7600 x59

Meghan Coleman  
Associate Interior Designer  
Office: (630) 301-7600 x 61

## CUSTOMER SERVICE

General Line: (630) 301-7600 x85

## QUOTES

General Line: (630) 301-7600 x86

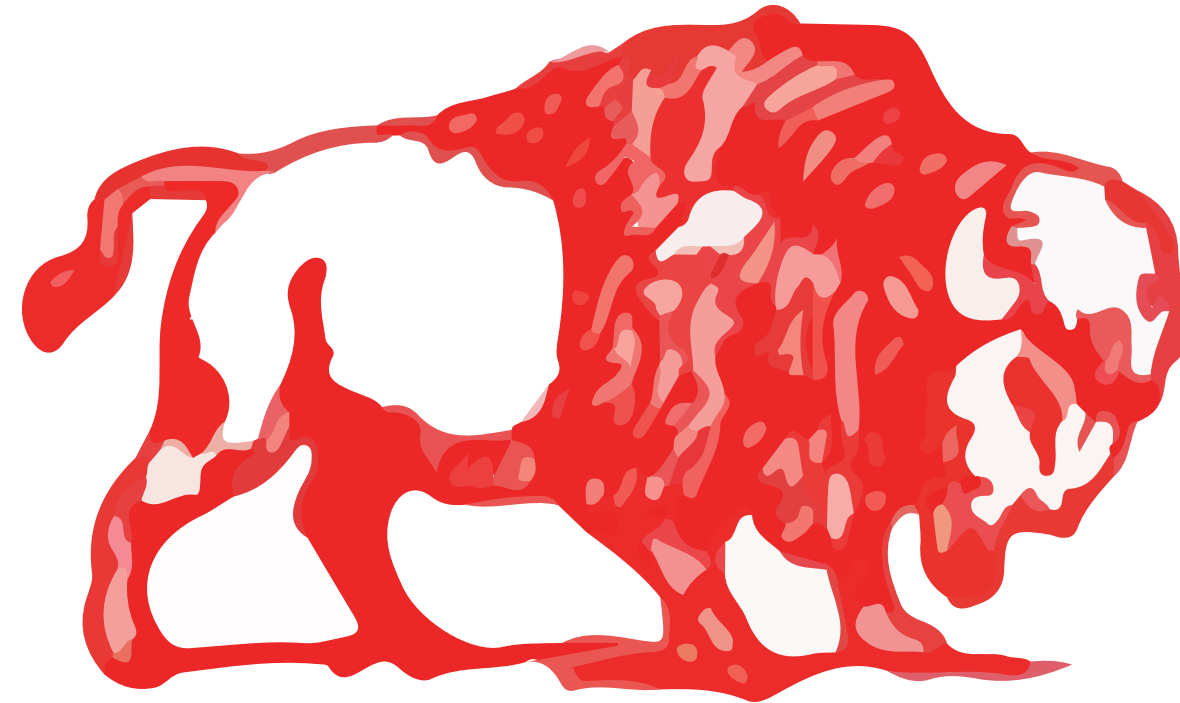
## SALES ORDERS

General Line: (630) 301-7600 x87

Furniture Schedule - Layout 3

Family	Type	Description	Count
Booth - Half Round - HMBS244	HMBS244 - Half Booth - Gold Pepper Seat	HMBS244	4
Booth - Half Round - HMBS244	HMBS244 - Half Booth - Red Granite Seat	HMBS244	4
Chair - Cafe Stool 1 - CFST1	CFST1 - 18"H - CF Stinson - Criss Cross 2.0 - Abyss	CFST1	12
Chair - Cafe Stool 1 - CFST1	CFST1 - 18"H - CF Stinson - Criss Cross 2.0 - Red	CFST1	12
Chair - Shell - ChairB	ChairB - Grey Pampas Seat	ChairB	32
Chair - Shell - ChairB	ChairB - Spanish Milk Paint Seat	ChairB	8
Table - Cafe - LT	LTSW30842D - 42"H Caster/Bag Hooks - Grey Pampas Top	LTSW30842D	1
Table - Cafe - LT	LTSW30842D - 42"H Caster/Bag Hooks - Spanish Milk Paint Top	LTSW30842D	4
Table - Cafe - Round Pedestal - PTR	PTR4830 - Logo 6 Top	PTR4830	4
Table - Cafe - Round Pedestal - PTR	PTR4830 - Underground City Top	PTR4830	4
Table - Collaboration - MGST3652-42H	MGST3652-42H - Logo 3 Top	MGST3652-42H	4
Table - Collaboration - MGST3652-42H	MGST3652-42H - Port Top	MGST3652-42H	2
Table - Collaboration - MGST3652-42H	MGST3652-42H - Underground City Top	MGST3652-42H	2
Table - Mobile w Bench - MBWT12	MBWT12 - 29"H - Manhattan Glamour Top	MBWT12	2
Table - Mobile w Stool Bench - MSBR6042	MSBR6042 - 29"H - Grey Pampas Top	MSBR6042	2
Table - Mobile w Stool Bench - MSBR6042	MSBR6042 - 29"H - Logo 1 Top	MSBR6042	2
Table - Mobile w Stools - MSWT1212	MSWT1212 - 29"H - Logo 4 Top	MSWT1212	2





# LONE OAK HIGH SCHOOL



233

A



B



234

C



D

B1.



B4.



B2.

A1. C6.



A2.

Home of the  
**BUFFALOES** 

B5.

B3.  
**BUFFALO**  **CAFE**

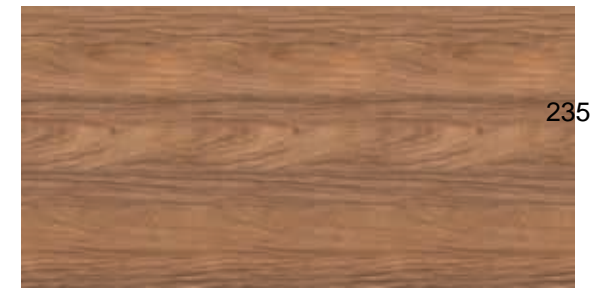
A3.



WILSONART LAMINATES:



Wilsonart Y0471  
Salem Planked Chestnut

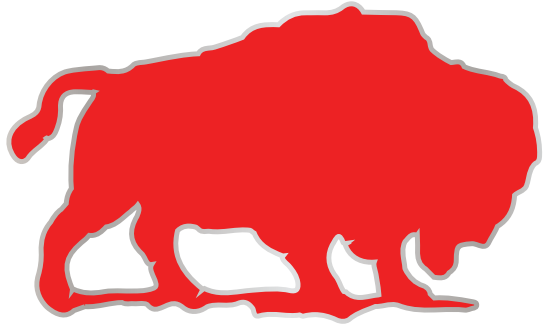


Wilsonart Y0652  
Monkeypod Wood

235

B6.





C1.

C2.  
*Truth*  
C3.  
**COURAGE**

VICTORY C4.

*Teamwork* C5.

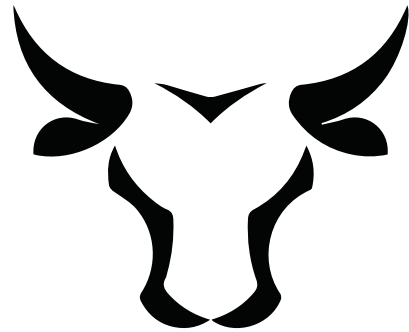
**BRAVERY** C5.



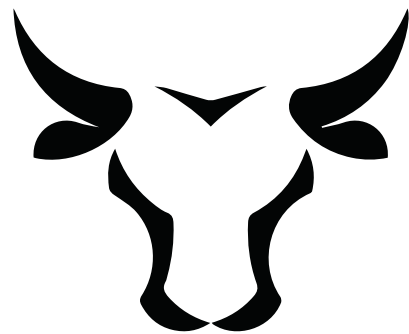
D1.

236

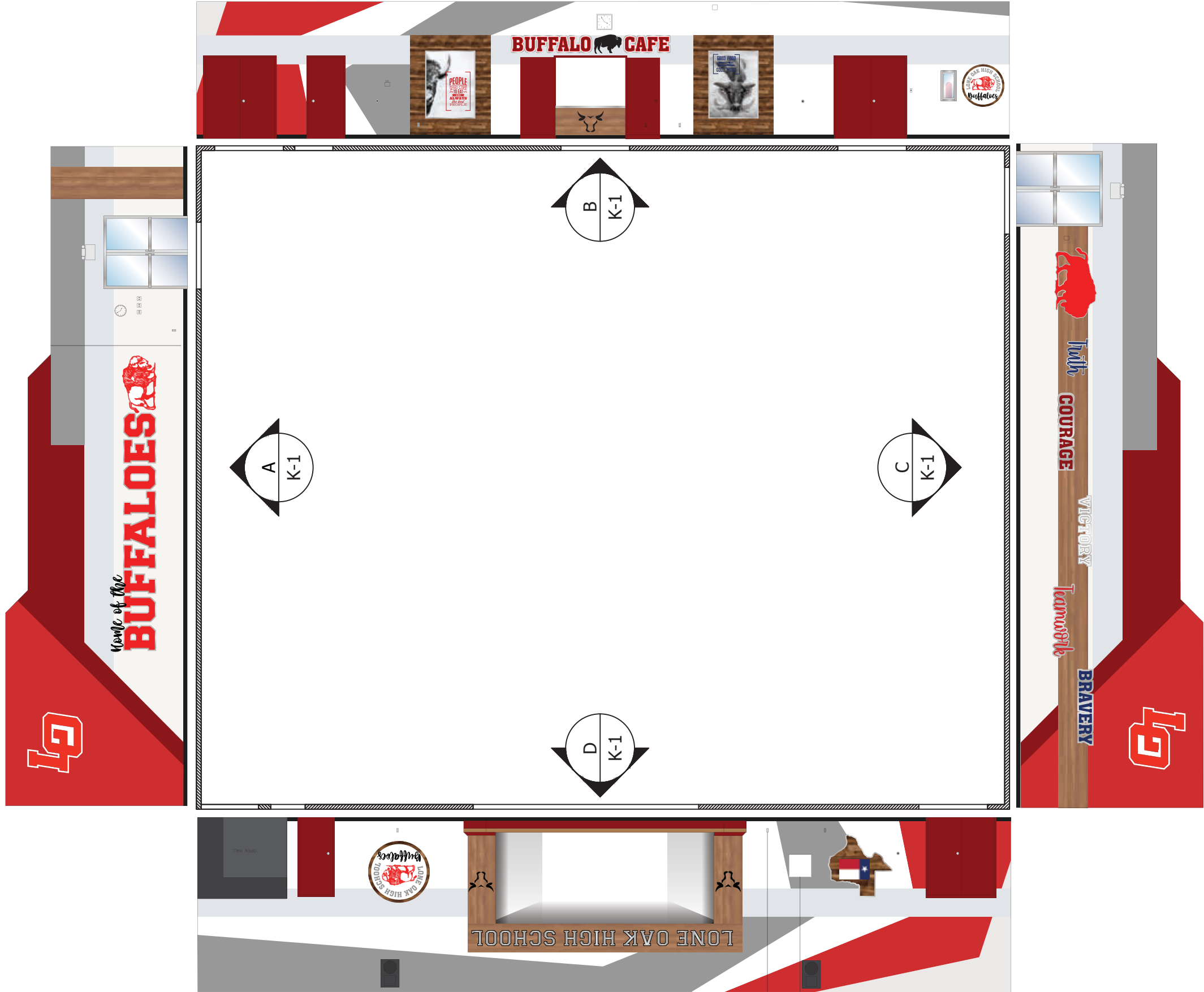
D2..  
**LONE OAK HIGH SCHOOL**



D3. D4.



D5.



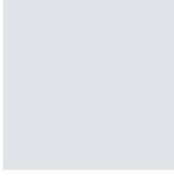
TBD



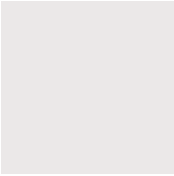
TBD



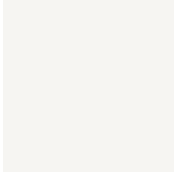
TBD



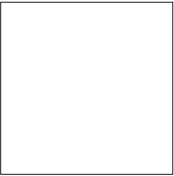
TBD



TBD



TBD



SW7006  
Extra White

237

**For assistance, please contact your furniture expert:**

**Valid 7/22/2021 To 08/05/2021**

**Jason Miles**


**jason@worthingtondirect.com**

**P: 800-599-6636**

<b>Bill To</b>
LONE OAK INDEPENDENT SCHOOL DIST ACCOUNTS PAYABLE 8162 HWY 69 SOUTH LONE OAK, TX 75453 P: (903) 662-5427 F: (903) 662-5290

<b>Ship To</b>
LONE OAK HIGH SCHOOL RANDY ARRINGTON 8162 HWY 69 S LONE OAK, TX 75453 P: (972) 345-4286

--

Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal
	96370-GY-40	MTS10-MDPEPC GRAY NEBULA TOP/RED STOOL, 10'L MOBILE STOOL CAFETERIA TABLE W/PROTECTEDGE	\$1404.95	32	\$44,958.40
<b>Estimated Lead Time: 35 days - 49 days plus 2-5 days for transit</b>					0

Subtotal	\$44,958.40
Shipping	5,991.76
Tax	0.00
<b>Total</b>	<b>\$50,950.16</b>

<p><b>Shipping Information</b></p> <p>This order includes: <input checked="" type="checkbox"/> Liftgate Service <input checked="" type="checkbox"/> Inside Delivery <input checked="" type="checkbox"/> Call Before Delivery (903) 662-0987</p> <p>Delivery appointments can be made by the freight company to schedule approx delivery time. Please contact your rep to remove or add additional services to your quote, or to learn more about them.</p> <p>Liftgate service is recommended for facilities that do not have a loading dock or personnel/equipment needed to lower large or heavy freight to the ground. Selecting this service will ensure that your shipment is lowered to the ground.</p> <p>Inside Delivery service means that a single freight driver will assist in bringing your shipment inside the first set of doors to your facility. The driver will not navigate stairs/elevators and may still require assistance with extremely large or heavy items.</p> <p>Please contact your rep to have these additional services added to your quote, or to learn more about them.</p>
--

When you are ready to order, please make sure you have made all color selections and verified shipping and billing details. Feel free to discuss any questions you may have with your representative: Jason Miles at [jason@worthingtondirect.com](mailto:jason@worthingtondirect.com)

**Thank you for this opportunity to furnish your space!**



included the combined purchase price for the surface estate and, to the extent owed by the District, the mineral estate of the Property.

4. Except as clarified herein, the resolutions concerning the Property that were adopted on June 2, 2021 and June 21, 2021 are not modified by this Resolution and remain in full effect.
5. This Resolution shall take effect immediately.

PASSED and ADOPTED the 2nd day of August, 2021, by the Board of Trustees of the Lone Oak Independent School District by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Justin Ramm, President, Board of Trustees

ATTEST:

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Chris Moore, Secretary, Board of Trustees