

BOARD OF TRUSTEES Regular Meeting
Buckholts Elementary School Library, 203 S. 10th Street, Buckholts, TX 76518
Buckholts Independent School District

DISTRICT VISION

Every graduate ready for college, career, and life. Real school. Every day.

DISTRICT MISSION

Buckholts Independent School District is rich in culture, heritage, and tradition. BISD will provide an educational environment that will enable all students to develop essential academic skills for a lifetime. We will produce well-educated students who can pursue higher educational opportunities and who will become responsible citizens in a changing global society by teaching ALL students so that they may learn at their maximum potential.

AGENDA

Monday, November 15, 2021 at 6:00 PM

- I. Call to Order
- II. Declaration of Quorum
 - A. Announcement by President as to the presence of quorum, that this is a regular board meeting and the notice of the meeting was posted in the time and manner required.
- III. Pledge/Invocation
- IV. Public Comments-pursuant to Board Policy BED (LOCAL)
- V. Reports
 - A. Sherry Lopez- Finance Director Report
 - B. Ms. Alushka Driska- Elementary Report
 - C. Dr. Randy Lund- Principal Report
 - D. Dr. Remy Godfrey- Superintendent Report
- VI. Consent Agenda Items
 - A. Minutes from the October 18, 2021 Regular Board Meeting.
- VII. Action Items
 - A. Discussion and possible action regarding moving December's Regular Board Meeting to December 13, 2021.
 - B. Discussion and possible action regarding BISD's 2021-2022 District Improvement Plan.
 - C. Discussion and possible action regarding BISD's 2021-2022 Summer Feed Program.
 - D. Discussion and possible action regarding TASB Policy Update 118.

- E. Discussion and possible action regarding BISD's Technology Acceptable Use Agreement.
- VIII. Executive/Closed Meeting will be held as authorized by Texas Government Code, §551.071, §551.072, §551.073, §551.074, §551.075, §551.076, §551.082, §551.083, §551.084, if needed.
- IX. Action from Executive Session
- X. Adjourn

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 accordance with the Texas Open Meetings Act, Tex: Gov't Code, Chapter 551, Subchapters D and E, and Tex. Education Code, Chapter 21.556.

I, the undersigned, do hereby certify that this Notice was posted on the bulletin board of the main entrance of the Buckholts ISD Administration Building and at the Buckholts Post Office at , which is at least 72 hours prior to the date and time of the scheduled meeting.



Mr. Ricky McCall
Board President

Check Payments
 Buckholts ISD
 District Written Checks
 For the Month of October

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
003861	10-25-2021	Association of Tx Prof Edu	DEDCH		863-00-2159.00-005-200000	OCT DED UNION DUES	43.74	N
003862	10-25-2021	FBS ADMINISTRATORS,	DEDCH		863-00-2153.00-016-200000	OCT DED LIFE INSURANCE	25.74	N
			DEDCH		863-00-2153.00-017-200000	OCT DED LIFE INSURANCE	143.90	N
			DEDCH		863-00-2153.00-018-200000	OCT DED LIFE INSURANCE	30.00	N
			DEDCH		863-00-2153.00-019-200000	OCT DED LIFE INSURANCE	38.40	N
			DEDCH		863-00-2153.00-040-200000	OCT DED HEALTH INSURANCE	153.33	N
			DEDCH		863-00-2153.00-041-200000	OCT DED HEALTH INSURANCE	72.09	N
			DEDCH		863-00-2153.00-042-200000	OCT DED HEALTH INSURANCE	45.70	N
			DEDCH		863-00-2153.00-044-200000	OCT DED HEALTH INSURANCE	742.00	N
			DEDCH		863-00-2153.00-045-200000	OCT DED HEALTH INSURANCE	29.00	N
			DEDCH		863-00-2153.00-046-200000	OCT DED HEALTH INSURANCE	9.15	N
			DEDCH		863-00-2153.00-123-200000	OCT DED HEALTH INSURANCE	7.15	N
			DEDCH		863-00-2153.00-124-200000	OCT DED HEALTH INSURANCE	63.00	N
			DEDCH		863-00-2159.00-117-200000	OCT DED MISCELLANEOUS	60.00	N
			DEDCH		863-00-2159.00-120-200000	OCT DED MISCELLANEOUS	15.95	N
			DEDCH		863-00-2159.00-126-200000	OCT DED MISCELLANEOUS	138.70	N
Totals for Check 003862							1,574.11	
003863	10-25-2021	HSA BANK	DEDCH		863-00-2159.00-125-200000	OCT DED HSA	25.00	N
003864	10-25-2021	Texas State Disbursement	DEDCH		863-00-2159.00-107-200000	OCT DED MISCELLANEOUS	932.00	N
211011	10-11-2021	TOWN OF BUCKHOLTS/	001349		199-51-6259.91-001-299000	Water, Garbage, Sewer	2,197.60	N
211019	10-19-2021	CLAIMS ADMINISTRATIV	001355		199-41-6143.00-701-299000	CAS Insurance Claims	4.00	N
991015	10-15-2021	TRS ACTIVE CARE	001353	Oct 2021	863-00-2153.00-029-200000	TRS Active Care	6,357.64	N
			001353	Oct 2021	863-00-2153.00-032-200000	TRS Active Care	3,253.00	N
			001353	Oct 2021	863-00-2153.00-051-200000	TRS Active Care	1,201.00	N
			001353	Oct 2021	863-00-2153.00-122-200000	TRS Active Care	879.00	N
Totals for Check 991015							11,690.64	
991025	10-25-2021	INTERNAL REVENUE SE	001352	Oct 2021	863-00-2151.00-000-200000	Federal Withholdings	6,034.10	N
			001352	Oct 2021	863-00-2152.01-000-200000	Employee FICA & Medicare	1,884.05	N
			001352	Oct 2021	863-00-2152.02-000-200000	Employer FICA & Medicare	1,884.05	N
Totals for Check 991025							9,802.20	
991026	10-25-2021	OMNI FINANCIAL GROU	DEDCH		863-00-2159.00-127-200000	OCT WIRE TAX SHEL. ANNUITY	500.00	N
991031	10-31-2021	TEACHER RETIREMENT	001354	Oct 2021	863-00-2153.00-051-200000	TRS Employee Deposit	11,015.64	N
			001354	Oct 2021	863-00-2155.01-000-200000	TRS Federal Deposit	1,114.39	N
			001354	Oct 2021	863-00-2155.02-000-200000	TRS Statutory Minimum	1,727.41	N
			001354	Oct 2021	863-00-2155.03-000-200000	TRS Federal Insurance	179.74	N
			001354	Oct 2021	863-00-2155.04-000-200000	TRS Emplryr TRS Care	955.12	N
			001354	Oct 2021	863-00-2155.05-000-200000	TRS New Member	506.48	N
			001354	Oct 2021	863-00-2155.08-000-200000	TRS Non-OASDI	1,747.30	N
Totals for Check 991031							17,246.08	
Total For District Written Checks							44,015.37	

Check Payments
 Buckholts ISD
 Computer Written Checks
 For the Month of October

Check Nbr	Trans Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
		DONALD BULLS LOCKS	159262	1860	199-34-6399.00-001-299000	Cafeteria and Transport keys	12.00	N
			159262	1860	199-34-6399.00-001-299000	REVERSAL	-12.00	N
						Totals for Vendor 01393	.00	
		Pizza Hut	159130	09092021	199-36-6412.01-001-291000	Fball Meals 9/9	205.86	N
			159130	09092021	199-36-6412.01-001-291000	REVERSAL	-205.86	N
			159132	08302021	199-36-6412.06-001-291000	Vball Meals 8/30	55.93	N
			159132	08302021	199-36-6412.06-001-291000	REVERSAL	-55.93	N
						Totals for Vendor 00221	.00	
018982	10-12-2021	EQUITY CENTER	159101	2021-2022 Ameri	199-41-6214.00-701-299000	WRONG AMT	-2.04	N
			159101	2021-2022 Ameri	199-41-6495.00-701-299000	WRONG AMT	-18.41	N
						Totals for Check 018982	-20.45	
019003	10-08-2021	CTWP Leasing	159225		199-11-6269.00-001-211000	Copier Rentals	1,070.73	N
			159225	30146606	199-41-6269.00-701-299000	Copier Rentals	375.50	N
						Totals for Check 019003	1,446.23	
019004	10-08-2021	STAPLES CREDIT PLAN	159123		199-23-6399.00-001-299000	Cardstock for Badger Bucks	27.98	N
			159138		199-23-6399.00-001-299000	Labels and Printer Ink	32.01	N
			159139		199-41-6399.00-750-299000	Chairs For Office	419.89	N
			159138		199-41-6399.00-750-299001	Labels and Printer Ink	166.99	N
			159251		199-41-6499.00-701-299000	Finance Charge	9.55	N
						Totals for Check 019004	656.42	
019005	10-12-2021	ABBIE JONES	159247	HOBBOY 41042	199-11-6399.37-001-222000	CTE Mums Supplies	201.07	N
			159247	LOWES	199-11-6399.37-001-222000	CTE Mums Supplies	34.47	N
						Totals for Check 019005	235.54	
019006	10-12-2021	AMAZON CAPITAL	159243	1JJGCL33NKN1	199-11-6399.37-001-222000	CTE Supplies	413.91	N
			159189	1F1L64HN1P3M	461-36-6399.38-001-299000	CTE Mums Supplies	478.18	N
						Totals for Check 019006	892.09	
019007	10-12-2021	ATMOS Energy	159116	18833 Oct 2021	199-51-6259.94-001-299000	Gas Utilities	133.24	N
			159116	18600 Oct 2021	199-51-6259.94-001-299000	Gas Utilities	56.65	N
						Totals for Check 019007	189.89	
019008	10-12-2021	DAN EVERETT LUND	159248	207	199-51-6249.98-001-299000	Grounds Maintenance	250.00	N
019009	10-12-2021	DEVONTE LANE	159230	10012021	199-36-6299.01-001-291000	Fball Official 10/1	105.00	N
019010	10-12-2021	EDISON GOVEA	001351	10122021	199-36-6412.01-001-291000	Pizza Hut F/ball meals	261.79	N
019011	10-12-2021	EQUITY CENTER	001350	2021-2022	199-41-6214.00-701-299000	10% Lobbying Fee	22.50	N
			001350	2021-2022	199-41-6495.00-701-299000	Membership Fee	202.50	N
						Totals for Check 019011	225.00	
019012	10-12-2021	ERICK M. ADAMS	159245	10062021	199-51-6249.97-001-299000	Kitchen Code Compliance Wk	1,570.00	N
019013	10-12-2021	ESC Region 12	159250	095384	199-53-6239.00-750-299000	Business Serv Support	2,500.00	N
019014	10-12-2021	Region VI Education Servi	159242	052941	199-41-6239.00-750-299000	Eduhero Contract	717.00	N
019015	10-12-2021	FINN CUNNINGHAM	159229	10012021	199-36-6299.01-001-291000	Fball Official 10/1	105.00	N
019016	10-12-2021	GEORGE STRICKLIN	159236	003	199-36-6399.00-001-291000	Sports Pictures	500.00	N

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019017	10-12-2021	Harry Culberson	159231	10012021	199-36-6299.01-001-291000	Fball Official 10/1	105.00	N
019018	10-12-2021	HERMAN ABRAM	159228	10012021	199-36-6299.01-001-291000	Fball Official 10/1	105.00	N
019019	10-12-2021	INTERQUEST GROUP, IN	159149	123407	199-41-6299.00-750-299000	Drug Dog Services	300.00	N
019020	10-12-2021	JIMMY FREEMAN	159241	2141518	199-36-6412.08-001-291000	XC Meals 10/7	39.61	N
019021	10-12-2021	JO ANNA MCMURTRY	159238	Sept 2021	281-11-6299.00-001-211000	Intervention Work	600.00	N
019022	10-12-2021	LABATT FOOD SERVICE	159162	10056929	240-35-6341.00-001-299000	Food Purchases	958.11	N
			159162	09285705	240-35-6341.00-001-299000	Food Purchases	793.31	N
					240-35-6341.00-001-299000	Returned Incorrect Items	-165.33	N
			159163	10056929	240-35-6342.00-001-299000	Non Food Supplies	27.86	N
			159163	09285705	240-35-6342.00-001-299000	Non Food Supplies	32.94	N
					240-35-6342.00-001-299000	Returned NF Items	-39.00	N
						Totals for Check 019022	1,607.89	
019023	10-12-2021	Lowe's Business Account/	159208	67875085	199-36-6399.01-001-291000	Field Paint	59.08	N
			159126	34217469	199-51-6315.00-001-299000	Filters For AC's	449.26	N
			159129	17651914	199-51-6317.00-001-299000	Water Line Supplies	13.99	N
				17651914	199-51-6317.00-001-299000	Return	-96.86	N
						Totals for Check 019023	425.47	
019024	10-12-2021	MARY PAJESTKA	159244	Sept 2021	281-11-6299.00-001-211000	Intervention Work	262.50	N
019025	10-12-2021	MELENDIA POMYKAL	159237	Sept 2021	281-11-6299.00-001-211000	Intervention Work	600.00	N
019026	10-12-2021	MILAM COUNTY	159233	400 4TH QTR	199-99-6213.00-703-299000	Quarterly Allocation Amounts	2,724.34	N
019027	10-12-2021	NATIONAL BENEFITS SE	159224	823401	199-41-6299.00-750-299009	Monthly Cobra Admin Fees	9.30	N
019028	10-12-2021	Oak Farms Dairy - Housto	159086	111204407	240-35-6341.00-001-299000	Milk Purchases	134.47	N
			159086	111204299	240-35-6341.00-001-299000	Milk Purchases	136.67	N
			159086	111204523	240-35-6341.00-001-299000	Milk Purchases	136.67	N
			159086	111204618	240-35-6341.00-001-299000	Milk Purchases	109.22	N
			159086	111204721	240-35-6341.00-001-299000	Milk Purchases	98.80	N
				111204406	240-35-6341.00-001-299000	Milk Returns	-4.04	N
					240-35-6341.00-001-299000	Milk Returns	-6.31	N
					240-35-6341.00-001-299000	Paid Twice	-50.17	N
						Totals for Check 019028	555.31	
019029	10-12-2021	PIONEER MANUFACTOR	159199	INV812185	199-36-6399.01-001-291000	Field Paint	423.03	N
			159199	INV813094	199-36-6399.01-001-291000	Field Paint	207.90	N
						Totals for Check 019029	630.93	
019030	10-12-2021	PIONEER STEEL	159137	347689	199-11-6399.37-001-222000	Tubing for FFA AG	1,253.76	N
019031	10-12-2021	RANDY LUND	159216	Oct 2021	199-11-6399.37-001-222000	Rockdale Fair Fees	225.00	N
019032	10-12-2021	RICK ANTHONY ENTERP	159169	7002	199-81-6629.00-001-299000	Bus Parking Fencing	12,269.00	N
019033	10-12-2021	SHARHONDA SCULARK	159232	10042021	199-36-6299.06-001-291000	Vball Official 10/4	55.00	N
019034	10-12-2021	SYSTEM DESIGNS	159223	21-0459	240-35-6399.00-001-299003	Lunch Money Processing	60.00	N

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019035	10-12-2021	TASBO	159219	1070 Oct 2021	199-41-6411.00-750-299000	Accounting and Finance Academy	325.00	N
019036	10-12-2021	Texas Fleet Fuel	159102	NP60901869	199-34-6311.00-001-299000	Transportation Fuel	436.44	N
019037	10-12-2021	TEXAS RURAL EDUCATI	159226	1112	199-41-6495.00-701-299000	TREA Membership	600.00	N
019038	10-12-2021	TEXAS STATE LIBRARY	159235	TQFY22545	199-41-6495.00-701-299000	Instr Resources Program	20.45	N
019039	10-12-2021	Whataburger	159234	1321076	199-36-6412.08-001-291000	XC Meals 9/30	44.98	N
019040	10-18-2021	AARON SMITH, JR	159264	10052021	199-36-6299.06-001-291000	Vball Official 10/5	80.00	N
019041	10-18-2021	ANDERLE LUMBER CO. I	159257	2110-616153	199-36-6399.01-001-291000	Field Spray Paint	68.31	N
019042	10-18-2021	BRANDON REESE	159260	10132021	199-11-6399.37-001-222000	Reimbursement for Floral Supp	85.00	N
019043	10-18-2021	BRENDA GOVEA	159280	013092	199-34-6311.00-001-299000	Fuel for S1	30.35	N
019044	10-18-2021	BUFFY ANDERSON	159272	10132021	199-36-6299.06-001-291000	Vball Officials 10/12	80.00	N
019045	10-18-2021	CenturyLink	159147	Oct 2021	199-51-6259.92-001-299000	Fax machine Numbers	133.68	N
019046	10-18-2021	DAN EVERETT LUND	159275	004	199-51-6249.97-001-299000	Buildings Filter Maintenance	350.00	N
019047	10-18-2021	DELL MARKETING LP	159168	10525936753	281-11-6399.00-001-211000	Tech Rack Server	2,060.59	N
019048	10-18-2021	DONALD BULLS LOCKS	159262	1860	199-34-6399.00-001-299000	Cafeteria and Transport keys	12.60	N
			159262	1860	199-51-6315.00-001-299000	Cafeteria and Transport keys	15.00	N
Totals for Check 019048							27.60	
019049	10-18-2021	EPIC SPORTS, INC.	159182	5791813	199-36-6399.06-001-291000	Vball Tops	195.00	N
019050	10-18-2021	ERICK M. ADAMS	159246	10152021	199-36-6299.00-001-291000	DJ Homecoming	575.00	N
019051	10-18-2021	ESC Region 12	159293	095162	199-11-6239.00-001-230002	Disc Ed Eduphoria TEKS Guide	11,065.00	N
			159294	095162	199-11-6239.00-001-230002	PK Framework TEKS Enhanced	2,162.37	N
			159290	095162	199-31-6239.00-001-299000	Counselor and Health Coop	750.00	N
			159290	095162	199-33-6239.00-001-299000	Counselor and Health Coop	850.00	N
			159285	095617	199-41-6239.00-750-299000	ESSER II III Grant Monitoring	16,817.00	N
			159295	095162	199-41-6239.00-750-299000	Bus Software Fin bench Sup Lea	17,009.00	N
			159274	095415	199-51-6239.00-001-299000	ERATE ECF Contract	500.00	N
			159273	095360	199-53-6239.00-001-211000	TSDS PEIMS Support	1,662.50	N
			159289	095162	199-53-6239.00-001-211000	Ascender Host Student Software	11,861.87	N
			159253	095618	199-53-6239.00-001-299000	Rent-A-Tech	4,200.00	N
			159291	095162	211-11-6239.00-001-230003	TEKS Resource Coop	3,296.21	N
			159292	095162	255-11-6239.00-001-230000	ESSA Grant Support	3,892.57	N
Totals for Check 019051							74,066.52	
019052	10-18-2021	FABIAN BAEZ	159277	883021	865-00-2191.63-000-200000	Nat'l Convention Refund	175.00	N
019053	10-18-2021	FIRE & ACCESS CONTR	159254	47834	199-51-6249.99-001-299000	Fire Alarm maintenance	384.45	N
019054	10-18-2021	FOX INDUSTRIES, LLC	159288	S1352	199-51-6219.00-001-299003	Gas Leak Repairs	508.12	N
			159288	S1352	199-51-6249.97-001-299000	Gas Leak Repairs	2,437.50	N
Totals for Check 019054							2,945.62	
019055	10-18-2021	GEORGE STRICKLIN	159236	003 #2	199-36-6399.00-001-291000	Sports Pictures	500.00	N

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019056	10-18-2021	Henry Garcia	159266	10092021	199-36-6299.01-001-291000	Fball Officials 10/9	105.00	N
019057	10-18-2021	IVAN BAEZ	159276	883020	865-00-2191.63-000-200000	Refund for Nat'l Convention	175.00	N
019058	10-18-2021	KARL BRIDDLE	159267	10092021	199-36-6299.01-001-291000	Fball Officials 10/9	105.00	N
019059	10-18-2021	KRISTY MORGAN	159278	883025	865-00-2191.63-000-200000	Nat'l Convention Refund	350.00	N
019060	10-18-2021	LABATT FOOD SERVICE	159162	10127946	240-35-6341.00-001-299000	Food Purchases	1,129.87	N
			159163	10127946	240-35-6342.00-001-299000	Non Food Supplies	78.48	N
Totals for Check 019060							1,208.35	
019061	10-18-2021	LEO JOHN GUKISEN	159268	10092021	199-36-6299.01-001-291000	Fball Officials 10/9	105.00	N
019062	10-18-2021	LIFTFORWARD, INC.	159258	021581	199-53-6299.00-001-299000	Office 365 Student Licenses	975.00	N
019063	10-18-2021	LOCHRIDGE - PRIEST,	159298	22747211	199-51-6249.97-001-299000	Plumbing Issues Gym, HS, Porta	1,975.73	N
019064	10-18-2021	MasterCard	159179	09232021	199-36-6399.66-001-291000	Adobe Photo for Yearbook	127.97	N
			159128	6863	199-51-6317.00-001-299000	Electrical Supplies	62.89	N
			159125	480821	461-36-6399.38-001-299000	Poinsettia Order	209.81	N
			159177	09212021	865-00-2191.65-000-200000	Pizza For STUCO Concessions	20.00	N
Totals for Check 019064							420.67	
019065	10-18-2021	Michael C. Bland	159269	10092021	199-36-6299.01-001-291000	Fball Officials 10/9	105.00	N
019066	10-18-2021	Oak Farms Dairy - Housto	159086	111204833	240-35-6341.00-001-299000	Milk Purchases	111.43	N
			159086	111204944	240-35-6341.00-001-299000	Milk Purchases	111.43	N
Totals for Check 019066							222.86	
019067	10-18-2021	PITNEY BOWES INC.	159259	Oct 2021	199-41-6299.00-750-299018	PB Postage Subscription	138.97	N
019068	10-18-2021	ROGOZNICA ANSARA JA	159265	10052021	199-36-6299.06-001-291000	Vball Official 10/5	80.00	N
019069	10-18-2021	Sam's Club	159191	9786303861	199-36-6399.66-001-291000	Yearbook Binders	29.88	N
			159212	09292021	865-00-2191.63-000-200000	FFA Concession Supplies	213.49	N
			159221	10022021	865-00-2191.65-000-200000	STUCO Concessions	61.00	N
			159114	9782595479	865-00-2191.65-000-200000	STUCO Concession Order	116.83	N
Totals for Check 019069							421.20	
019070	10-18-2021	SHIRLEY BOULDING	159271	10122021	199-36-6299.06-001-291000	Vball Officials 10/12	80.00	N
019071	10-18-2021	TAMU-CC ATHLETICS	159287	10252021	199-36-6499.00-001-291000	XC Regional Meet Entry	200.00	N
019072	10-18-2021	TASA-Tx Assn. School Ad	159239	142839	199-41-6214.00-701-299000	TASA Membership	60.00	N
			159239	142839	199-41-6495.00-701-299000	TASA Membership	540.00	N
Totals for Check 019072							600.00	
019073	10-18-2021	TEXPRINT	159217	230465	199-41-6399.00-750-299001	Vendor Checks	153.21	N
019074	10-18-2021	THE BUG MASTER	159121	279073	199-51-6219.00-001-299001	Pest Control Service	450.00	N
019075	10-18-2021	The Prophet Corporation	159113	IN80161	199-11-6399.00-001-299002	PE Supplies	147.68	N
			159113	IN97176	199-11-6399.00-001-299002	PE Supplies	78.34	N
Totals for Check 019075							226.02	
019076	10-18-2021	UNIVERSITY OF TEXAS	159252	10132021	199-36-6499.11-001-299000	UIL Membership Fees	2,500.00	N

Check Payments
 Buckholts ISD
 Computer Written Checks
 For the Month of October

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
019077	10-18-2021	Whataburger	159282	1231049	199-36-6411.08-001-291000	XC Meals 10/14	107.36	N
019078	10-18-2021	YESENIA DURAN	159281	883026	865-00-2191.63-000-200000	Nat'l Convention Refund	400.00	N
019104	10-29-2021	ALARM CENTER, INC.	159190	Oct 2021	199-51-6259.92-001-299002	Alarm Monitoring	93.75	N
			159190	Oct 2021	199-51-6259.92-001-299003	Alarm Monitoring	93.75	N
Totals for Check 019104							187.50	
019105	10-29-2021	AMAZON CAPITAL	159304	111MWF4MHK	199-34-6399.00-001-299000	Key Tags for Vehicles	25.98	N
019106	10-29-2021	ANDERLE LUMBER CO. I	159316	2110-618534	199-36-6399.01-001-291000	FB Field Marking Paint	119.50	N
019107	10-29-2021	AREA XII FFA	159300	226467	865-00-2191.63-000-200000	Fall FFA Membership Fees	63.00	N
019108	10-29-2021	ARLAN'S MARKET #23	159319	10212021	865-00-2191.63-000-200000	FFA Concession Supplies	40.28	N
019109	10-29-2021	BAYLOR SCOTT & WHIT	159308	10052021	199-34-6219.00-001-299000	Sebek CDL Physical	40.00	N
019110	10-29-2021	BRUSHY CREEK DISTRI	159301	226468	865-00-2191.63-000-200000	Fall Membership Fees FFA	21.00	N
019111	10-29-2021	CAPITAL TRUCK & EQUI	159315	W16383	199-34-6249.00-001-299000	Running Lights Repair M3	155.43	N
019112	10-29-2021	CLEOD9 BUSINESS TEC	159195	26185	199-51-6259.92-001-299000	Cleod9 Phone System	782.80	N
019113	10-29-2021	DAN EVERETT LUND	159248	209	199-51-6249.98-001-299000	Grounds Maintenance	250.00	N
			159248	208	199-51-6249.98-001-299000	Grounds Maintenance	250.00	N
Totals for Check 019113							500.00	
019114	10-29-2021	DONALD BULLS LOCKS	159311	0001855	199-51-6249.97-001-299000	Rekey Cafeteria Doors	145.00	N
019115	10-29-2021	JERRY C. JONES	159306	10192021	199-36-6299.06-001-291000	Vball Official 10/19	110.00	N
019116	10-29-2021	JO ANNA MCMURTRY	159323	Oct 2021	281-11-6299.00-001-211000	Intervention Work	600.00	N
019117	10-29-2021	LABATT FOOD SERVICE	159162	10190553	240-35-6341.00-001-299000	Food Purchases	1,084.04	N
			159162	10262105	240-35-6341.00-001-299000	Food Purchases	1,091.44	N
			159163	10190553	240-35-6342.00-001-299000	Non Food Supplies	115.93	N
			159163	10262105	240-35-6342.00-001-299000	Non Food Supplies	123.89	N
Totals for Check 019117							2,415.30	
019118	10-29-2021	MARY PAJESTKA	159324	10262021	281-11-6299.00-001-211000	Intervention Work	87.50	N
019119	10-29-2021	MILAM COUNTY TAX OF	159317	2019 Parcels	199-99-6213.00-703-299000	2021 Tax Collection Fees	1,615.25	N
019120	10-29-2021	O'HANLON, DEMERATH	159318	22383	199-41-6211.00-701-299000	Legal Services for TEA Review	117.50	N
019121	10-29-2021	Oak Farms Dairy - Housto	159086	111205262	240-35-6341.00-001-299000	Milk Purchases	111.42	N
			159086	111205160	240-35-6341.00-001-299000	Milk Purchases	136.67	N
			159086	111205056	240-35-6341.00-001-299000	Milk Purchases	98.80	N
Totals for Check 019121							346.89	
019122	10-29-2021	RH ENTERPRISES	159310	0132338-001	199-11-6399.00-001-230000	Math Calculators	6,181.87	N
019123	10-29-2021	TASB, Inc.	159325	620789	199-41-6299.00-701-299000	Policy Update 118	1,714.12	N
019124	10-29-2021	TEXAS FFA	159299	226466	865-00-2191.63-000-200000	Student Membership Fees	360.00	N
019125	10-29-2021	Texas Fleet Fuel	159102	NP60955243	199-34-6311.00-001-299000	Transportation Fuel	412.23	N
019126	10-29-2021	TEXPRINT	159307	230585	199-41-6399.00-750-299001	Vendor Checks Reorder	363.50	N

Check Payments
 Buckholts ISD
 Computer Written Checks
 For the Month of October

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.S0-0rg-Pr0g	Reason	Amount	EFT
019127	10-29-2021	VERNON PITTMAN	159305	10192021	199-36-6299.06-001-291000	Vball Officials 10/19	110.00	N
019128	10-29-2021	Whataburger	159309	156774	199-36-6411.00-001-222000	FFA Contest Meals	14.88	N
			159309	156774	199-36-6412.00-001-222000	FFA Contest Meals	76.78	N
Totals for Check 019128							91.66	
019129	10-29-2021	PITNEY BOWES INC.	159259	Nov 2021	199-41-6299.00-750-299018	PB Postage Subscription	138.97	N
019130	10-29-2021	A C BLUNT	159327		199-36-6299.01-001-291000	FB Official 10/28	105.00	N
019131	10-29-2021	JACOB WHITEKER	159330		199-36-6299.01-001-291000	FB Official 10/28	105.00	N
019132	10-29-2021	ROBERTO MARTINEZ, J	159329		199-36-6299.01-001-291000	FB Official 10/28	105.00	N
019133	10-29-2021	MELEND A P OMYKAL	159326		281-11-6299.00-001-211000	Intervention Work	600.00	N
019134	10-29-2021	GANNON HARRIS	159328		199-36-6299.01-001-291000	FB Official 10/28	105.00	N
Total For Computer Written Checks							143,515.26	
Total Checks							187,530.63	

End of Report

Board Report
Recap Comparison of Revenue to Budget
Buckholts ISD
As of October

	<u>EstimatedRevenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
199 / 2 GENERAL FUND	2,332,343.00	-318,737.92	-888,711.11	1,443,631.89	38.10%
240 / 2 LUNCH PROGRAM	114,974.00	-11,961.15	-21,089.70	93,884.30	18.34%
599 / 2 DEBT SERVICE	96,035.00	-1,020.42	-1,166.79	94,868.21	1.21%
Total 5000 Revenues	2,518,352.00	-331,719.49	-910,967.60	1,607,384.40	36.17%
Total 7000 Revenues	25,000.00	.00	.00	25,000.00	.00%
Total Revenues	2,543,352.00	-331,719.49	-910,967.60	1,632,384.40	36.17%

Board Report
Recap Comparison of Expenditures and Encumbrances to Budget
Buckholts ISD
As of October

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
199 / 2 GENERAL FUND	-2,332,343.00	101,501.79	459,138.20	248,905.87	-1,771,703.01	19.69%
240 / 2 LUNCH PROGRAM	-114,974.00	27,687.32	23,403.56	11,605.64	-63,883.12	20.36%
599 / 2 DEBT SERVICE	-96,035.00	.00	.00	.00	-96,035.00	-.00%
Total 6000 Expenditures	-2,518,352.00	129,189.11	482,541.76	260,511.51	-1,906,621.13	19.16%
Total 8000 Expenditures	-25,000.00	.00	.00	.00	-25,000.00	-.00%
Total Expenditures	-2,543,352.00	129,189.11	482,541.76	260,511.51	-1,931,621.13	19.16%

End of Report

BOARD OF TRUSTEES Regular Meeting
Buckholts Elementary School Library, 203 S. 10th Street, Buckholts, TX 76518
Buckholts Independent School District

DISTRICT VISION

Buckholts ISD is dedicated to developing responsible citizens with high moral and ethical standards who are educated in a safe environment designed to maximize their potential for academic, athletic, and vocational opportunities.

DISTRICT GOALS

1. Buckholts ISD will demonstrate high expectations and focus on student success.
2. Buckholts ISD fosters a culture of pride in our students and an atmosphere of respect and positivity.
3. Buckholts ISD strives to create an inviting, supportive work environment and provide training to recruit and maintain the best staff for student growth.

AGENDA

Monday, October 18, 2021 at 6:00 PM

- I. Call to Order
The meeting was called to order at 6:00 pm with Ricky McCall, Chris Marrs, Margaret Green, and Adan Losoya in attendance.
- II. Declaration of Quorum
 - A. Announcement by President as to the presence of quorum, that this is a regular board meeting and the notice of the meeting was posted in the time and manner required.
- III. Pledge/Invocation
- IV. Public Comments-pursuant to Board Policy BED (LOCAL)
- V. Reports
 - A. Sherry Lopez- Finance Director Report
 - B. Ms. Alushka Driska- Elementary Report
 - C. Dr. Randy Lund- Principal Report
 - D. Dr. Remy Godfrey- Superintendent Report
- VI. Consent Agenda Items
 - A. Minutes from the September 20, 2021 Regular Board Meeting.
Motion was made by Chris Marrs and seconded by Adan Losoya to approve the Consent Agenda as presented. Motion passed 4-0.
- VII. Action Items
 - A. Discussion and possible action regarding Texas A&M AgriLife Extension Resolution.

Motion was made by Ricky McCall and seconded by Chris Marrs to approve the Texas A&M AgriLife Extension Resolution as presented. Motion passed 4-0.

- B. Discussion and possible action regarding TASB Policy Review Update July 14 & 15, 2021.

Motion was made by Ricky McCall and seconded by Adan Losoya to approve the TASB Policy Review Update July 14 & 15 as presented. Motion passed 4-0.

- VIII. Executive/Closed Meeting will be held as authorized by Texas Government Code, §551.071, §551.072, §551.073, §551.074, §551.075, §551.076, §551.082, §551.083, §551.084, if needed.

Motion was made by Ricky McCall and seconded by Chris Marrs to go into executive session at 6:48 pm.

- IX. Action from Executive Session

Returned from Executive session at 7:00pm. No action was taken.

- X. Adjourn

Meeting adjourned at 7:01pm.

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 accordance with the Texas Open Meetings Act, Tex: Gov't Code, Chapter 551, Subchapters D and E, and Tex. Education Code, Chapter 21.556.

I, the undersigned, do hereby certify that this Notice was posted on the bulletin board of the main entrance of the Buckholts ISD Administration Building and at the Buckholts Post Office at , which is at least 72 hours prior to the date and time of the scheduled meeting.

Mr. Ricky McCall
Board President

Dr. Remy Godfrey
Superintendent

Buckholts Independent School District

District Improvement Plan

2021-2022



Mission Statement

Buckholts ISD is dedicated to developing responsible citizens with high moral and ethical standards who are educated in a safe environment designed to maximize their potential for academic, athletic, and vocational opportunities.

Vision

BISD students:

- Will be productive members of society who are fully equipped to continue their preparation for the future
- Are confident and self-driven. They have a positive vision of the future and goals needed to achieve their dreams
- Are well rounded academically, physically, and spiritually
- Are proud of their school and community and value learning as a life-long endeavor
- Are creative problem solvers who choose to think critically
- Value and accept diversity
- Feel safe at school

The BISD learning environment provides:

- An evolving and innovative curriculum that meets the diverse needs of all students, and equips them to be positive and contributing members of society
- A highly qualified, dedicated, and caring staff dedicated to children
- Modern technology and training that maximizes learning for all
- Pro-active and effective communication between staff, students, and their guardians that ensures student success
- The optimal staffing and facilities to meet the needs of all students

BISD and the Buckholts community:

- Work together providing resources necessary to achieve a high caliber education
- Recognize the school as the heart of learning, caring, and support for all community members
- Acknowledge education as a privilege and accept the responsibility for upholding the learning process

Table of Contents

- BISD students: 2
- The BISD learning environment provides: 2
- BISD and the Buckholts community: 2
- Comprehensive Needs Assessment 4
 - Demographics 4
 - Student Learning 4
 - District Processes & Programs 5
 - Perceptions 6
- Priority Problem Statements 7
- Comprehensive Needs Assessment Data Documentation 8
- Goals 11
 - Goal 1: All students will attain maximum student achievement through relevant and rigorous instructional programs. 12
 - Goal 2: In Buckholts ISD, 100% of core academic courses will be taught by highly qualified teachers and a 100% highly qualified staff will be maintained. 15
 - Goal 3: All students in Buckholts ISD will be educated in learning environments that are safe, drug-free, and conducive to learning. 17
- Addendums 19

Comprehensive Needs Assessment

Demographics

Demographics Summary

Buckholts ISD is a small rural school district tucked into central Texas. The western boundaries reach to the Milam county line, while the eastern boundaries join up with Cameron ISD. District boundaries encompass over 50 square miles of land. A rich history of agriculture continues to thrive with significant infrastructure in livestock production, poultry production, and crop production. Many families of Buckholts ISD choose to commute into either Cameron, TX or the Temple, TX area for employment opportunities.

BISD enrollment increased for the 2021-2022 school year with a 8% increase. BISD has 142 students enrolled in Pre-K through the 12th grade. Buckholts continues to attract students and families with our teacher-student ratio leading to small class sizes and ample opportunity for small group and one-on-one instruction. According to the United States Census Bureau, Buckholts continues to experience a population decline.

The staff of BISD are committed to student achievement. BISD employs over 21 staff members including professional and certificated teaching staff. In 2020-2021, minority staff members made up 20% of the staff population. While teachers were predominantly white (93%).

Demographics Strengths

BISD continues to take pride in the low student to teacher ratio. The low student to teacher ratio allows for individualized instruction and targeted intervention plans with one-on-one instruction. BISD students are provided with the opportunities and supports to make continuous gains in academic achievement.

Student Learning

Student Learning Summary

Data from the 2020-2021 school year showed a significant decrease in student achievement.

Student Learning Strengths

Problem Statements Identifying Student Learning Needs

Problem Statement 1: Early elementary students are exhibiting gaps in reading, writing, and mathematics. **Root Cause:** High teacher turnover has historically been a problem in the district. This leads to lower student achievement in critical core subject areas.

Problem Statement 2: Students are not performing above the State at the the Meets Grade Level on state assessments **Root Cause:** Instructional rigor and the rigor of assessments aimed at preparing students for state assessments are not aligned.

District Processes & Programs

District Processes & Programs Summary

District Processes and Programs Summary:

District hiring procedures include: posting of positions on the district website, ESC job-boards, University partnerships, on-line application process including a review of certification, campus team interviews including reference/background checks and recommendations, fingerprinting, and submission to the Board of Trustees for approval.

Staff members are recognized annually for their services in the annual BISD appreciation banquet. The awards are given for services in increments of five years. Staff members are nominated by their peers and one certificated teacher is recognized as "Teacher of the Year" and one professional staff member is recognized as "Professional of the Year."

Needs:

- Market driven compensation.
- Alignment of staff diversity with student diversity.
- Increased opportunity for leadership opportunities.
- Continue to provide a variety of staff development opportunities based on identified campus instructional needs.
- Address the need for affordable and appropriate insurance for BISD employees.

District Processes & Programs Strengths

District Processes and Program Strengths

Of the staff, 76% hold a Bachelor's Degree, and 36% hold a Master's Degree.

Additional Strengths:

- 43% of staff members have 15 or more years of experience.
- Strong partnership with ESC and other alternative certification programs.

Problem Statements Identifying District Processes & Programs Needs

Problem Statement 1: Teacher and administrative turnover and a difficulty to recruit teachers to our rural school district. **Root Cause:** Pay structure and location has historically caused teacher retention and recruitment issues in the district.

Perceptions

Perceptions Summary

District Culture and Climate Summary:

The climate and culture of the school is directly connected to the quality of the district. The school and community foundation is built on pride and tradition. Safety and security are a priority. Aging and failing infrastructure in the district are a priority for the district. Campus discipline applied equitably across the student body is a focus for the district.

Needs:

- Increase effective communication methods to staff, students, families, and stakeholders.
- Increase the number of collaborative opportunities for teachers to initiate change among the campus.
- Continue to conduct annual surveys of students, staff, community, and stakeholders for continuous improvement.
- Establish safe technology practices for students to address internet safety and cyber bullying.
- Offer targeted programs to address risky teen behaviors.

Perceptions Strengths

District Culture and Climate Strengths

Additional Strengths:

- Staff and students generally feel safe at school. A large population of our students are involved in clubs, athletics, and extra curricular activities.
- Students believe that BISD has high expectations for learning.
- Supportive community and stakeholders.
- A robust CTE program offers students many avenues for skill attainment and opportunities outside of the Buckholts community.

Problem Statements Identifying Perceptions Needs

Problem Statement 1: Significant lack of effort academically by students. **Root Cause:** Historically Buckholts ISD has not been able to retain teachers or administrators who set high expectations for student achievement.

Priority Problem Statements

Comprehensive Needs Assessment Data Documentation

The following data were used to verify the comprehensive needs assessment analysis:

Improvement Planning Data

- District goals
- Campus goals
- HB3 Reading and math goals for PreK-3
- HB3 CCMR goals
- Performance Objectives with summative review (prior year)
- Campus/District improvement plans (current and prior years)
- Covid-19 Factors and/or waivers for Assessment, Accountability, ESSA, Missed School Days, Educator Appraisals, etc.
- Planning and decision making committee(s) meeting data
- State and federal planning requirements
- Covid-19 Factors and/or waivers

Accountability Data

- Texas Academic Performance Report (TAPR) data
- Student Achievement Domain
- Student Progress Domain
- Closing the Gaps Domain
- Effective Schools Framework data
- Comprehensive, Targeted, and/or Additional Targeted Support Identification data
- Accountability Distinction Designations
- Federal Report Card Data
- RDA data
- Alternative Education Accountability (AEA) data

Student Data: Assessments

- (STAAR) current and longitudinal results, including all versions
- STAAR End-of-Course current and longitudinal results, including all versions
- STAAR released test questions
- Texas English Language Proficiency Assessment System (TELPAS) and TELPAS Alternate results
- Texas Primary Reading Inventory (TPRI), Tejas LEE, or other alternate early reading assessment results
- Texas Success Initiative (TSI) data for postsecondary/college-ready graduates data
- SAT and/or ACT assessment data
- PSAT
- Student Success Initiative (SSI) data for Grades 5 and 8
- SSI: Istation Indicators of Progress (ISIP) accelerated reading assessment data for Grades 3-5 (TEA approved statewide license)
- SSI: Compass Learning accelerated reading assessment data for Grades 6-8 (TEA approved statewide license)
- SSI: Apex Learning accelerated reading assessment data for English I and II (TEA approved statewide license)
- SSI: Think Through Math assessment data for Grades 3-8 and Algebra I (TEA approved statewide license)
- Student failure and/or retention rates
- Observation Survey results

- Texas approved PreK - 2nd grade assessment data
- Texas approved Prekindergarten and Kindergarten assessment data

Student Data: Student Groups

- Race and ethnicity data, including number of students, academic achievement, discipline, attendance, and progress
- Special programs data, including number of students, academic achievement, discipline, attendance, and progress
- Economically Disadvantaged / Non-economically disadvantaged performance, progress, and participation data
- Male / Female performance, progress, and participation data
- Special education/non-special education population including discipline, progress and participation data
- Migrant/non-migrant population including performance, progress, discipline, attendance and mobility data
- At-risk/non-at-risk population including performance, progress, discipline, attendance, and mobility data
- EL/non-EL or LEP data, including academic achievement, progress, support and accommodation needs, race, ethnicity, gender, etc.
- Career and Technical Education (CTE) data, including coherent sequence coursework, program growth and student achievement by race, ethnicity, gender, etc.
- Section 504 data
- Homeless data
- Dyslexia Data
- Response to Intervention (RtI) student achievement data

Student Data: Behavior and Other Indicators

- Completion rates and/or graduation rates data
- Annual dropout rate data
- Attendance data
- Mobility rate, including longitudinal data
- Discipline records
- Violence and/or violence prevention records
- Tobacco, alcohol, and other drug-use data
- Class size averages by grade and subject
- School safety data
- Enrollment trends

Employee Data

- Staff surveys and/or other feedback
- Teacher/Student Ratio
- State certified and high quality staff data
- Campus leadership data
- Campus department and/or faculty meeting discussions and data
- Professional development needs assessment data
- TTESS data

Parent/Community Data

- Parent surveys and/or other feedback
- Parent engagement rate
- Community surveys and/or other feedback

Support Systems and Other Data

- Organizational structure data
- Processes and procedures for teaching and learning, including program implementation
- Communications data
- Capacity and resources data
- Budgets/entitlements and expenditures data
- Study of best practices

Goals

Goal 1: All students will attain maximum student achievement through relevant and rigorous instructional programs.





Performance Objective 1: Student performance on STAAR, all grades, all subjects, will increase from 28% at Meets Standard level in 2018 to 50% at Meets Standard level by the end of the school year 2021-2022. Renaissance Early Literacy reading scores will increase so all students PK-2 are reading on grade level.

Targeted or ESF High Priority

HB3 Goal

Evaluation Data Sources: STAAR results, and Renaissance Early Literacy

Strategy 1 Details	Reviews			
<p>Strategy 1: Provide tutorial times for students who are at risk of failure in core subject areas.</p> <p>Strategy's Expected Result/Impact: Targeted interventions will provide support networks to reduce core subject failure.</p> <p>Staff Responsible for Monitoring: Core subject teachers, Principal, Director of Elementary Education</p> <p>Title I Schoolwide Elements: 2.4, 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2 Details	Reviews			
<p>Strategy 2: Provide focused instruction in the core subject areas utilizing TEKS Resource System, TexGuide, and Edgenuity.</p> <p>Strategy's Expected Result/Impact: The use of research-based instructional materials will lead to increased rigor and success in EOC's and STAAR assessments.</p> <p>Staff Responsible for Monitoring: Principal and Director of Elementary Education</p> <p>Title I Schoolwide Elements: 2.4, 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June
Strategy 3 Details	Reviews			
<p>Strategy 3: Provide all students K-2 with a strong phonics program utilizing Wilson Language System and strategies to be implemented from statewide reading academies.</p> <p>Strategy's Expected Result/Impact: K-2 students will develop a strong foundation in reading. K-2 students will read on grade level.</p> <p>Staff Responsible for Monitoring: Teachers, Principal, Director of Elementary Education</p> <p>Title I Schoolwide Elements: 2.4, 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June

Strategy 4 Details	Reviews			
<p>Strategy 4: To assist families in the school transition, a Meet the Teacher Night is held. Additionally, parent-teacher conferences will be held once per semester to increase parent-teacher communication.</p> <p>Strategy's Expected Result/Impact: Increased opportunity to collaborate with parents will open communication lines between teachers and families. Therefore, leading to increases in student achievement.</p> <p>Staff Responsible for Monitoring: Principal and Director of Elementary Education</p> <p>Title I Schoolwide Elements: 3.1, 3.2</p>	Formative			Summative
	Nov	Jan	Mar	June
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  No Progress </div> <div style="text-align: center;">  Accomplished </div> <div style="text-align: center;">  Continue/Modify </div> <div style="text-align: center;">  Discontinue </div> </div>				

Goal 1: All students will attain maximum student achievement through relevant and rigorous instructional programs.

Performance Objective 2: The percentage of students who meet at least one full credit CCMR indicator on accountability will increase from 30% in 2021 to 100% by the end of the school year 2021-2022.

Targeted or ESF High Priority

HB3 Goal

Evaluation Data Sources: PEIMS Reporting, and CCMR accountability reports

Strategy 1 Details	Reviews			
<p>Strategy 1: Students will prepare for and take TSI, ACT, and SAT tests on campus. Strategy's Expected Result/Impact: Students will demonstrate skills necessary for entrance into postsecondary educational programs. Staff Responsible for Monitoring: Secondary teachers, Principal, and Counselor Title I Schoolwide Elements: 2.4, 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2 Details	Reviews			
<p>Strategy 2: Students will be provided with the opportunity to meet with U.S. Armed Forces recruiters and complete the ASVAB test. Strategy's Expected Result/Impact: Students will explore all career and postsecondary opportunities. Staff Responsible for Monitoring: Principal and Counselor Title I Schoolwide Elements: 2.4, 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June
Strategy 3 Details	Reviews			
<p>Strategy 3: Students will be prepared for and provided the opportunity to complete Dual Credit Courses through the P-TECH campus designation and grant program. Strategy's Expected Result/Impact: Students completing dual credit courses will earn college credit and complete advanced courses demonstrating greater academic achievement. Staff Responsible for Monitoring: High school teachers, Principal, Counselor Title I Schoolwide Elements: 2.4, 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June
Strategy 4 Details	Reviews			
<p>Strategy 4: Students will be given the opportunity to earn industry based certifications through CTE. Strategy's Expected Result/Impact: Students earning IBC will enter the workforce prepared. Staff Responsible for Monitoring: CTE teacher, Principal, Counselor</p>	Formative			Summative
	Nov	Jan	Mar	June

Title I Schoolwide Elements: 2.4, 2.5, 2.6



No Progress

Accomplished

Continue/Modify

Discontinue





Goal 2: In Buckholts ISD, 100% of core academic courses will be taught by highly qualified teachers and a 100% highly qualified staff will be maintained.

Performance Objective 1: 100% of core academic courses will be taught by highly qualified teachers and 100% of paraprofessionals with instructional duties will meet ESSA requirements. The LEA will recruit and retain highly qualified teachers.

Targeted or ESF High Priority

HB3 Goal

Evaluation Data Sources: Teacher retention rates, and semi-annual certification reviews.

Strategy 1 Details	Reviews			
<p>Strategy 1: Provide a competitive salary schedule with appropriate step increases rewarding retention. Additionally, stipends for advanced degrees will be implemented to encourage increased teacher capacity and content mastery.</p> <p>Strategy's Expected Result/Impact: Improved recruitment and retention of highly qualified faculty at BISD.</p> <p>Staff Responsible for Monitoring: Principal, Human Resources/Finance</p> <p>Title I Schoolwide Elements: 2.4, 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2 Details	Reviews			
<p>Strategy 2: Ensure at-risk students are not taught at higher rates than students not at-risk by unqualified, out-of-field, or inexperienced teachers.</p> <p>Strategy's Expected Result/Impact: All students will receive equitable educational opportunities at BISD.</p> <p>Staff Responsible for Monitoring: Principal, Human Resources</p> <p>Title I Schoolwide Elements: 2.4, 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June
<p style="text-align: center;">  No Progress  Accomplished  Continue/Modify  Discontinue </p>				





Goal 2: In Buckholts ISD, 100% of core academic courses will be taught by highly qualified teachers and a 100% highly qualified staff will be maintained.

Performance Objective 2: 100% of instructional staff will implement strategies that improve student success as a result of high-quality professional development.

Targeted or ESF High Priority

HB3 Goal

Evaluation Data Sources: Professional development calendar, professional development feedback surveys, classroom walk-through observations.

Strategy 1 Details	Reviews			
<p>Strategy 1: Provide meaningful, scientific, research-based professional development for all teachers and paraprofessionals. Strategy's Expected Result/Impact: Teachers and paraprofessionals will engage in strategies designed to foster student achievement. Staff Responsible for Monitoring: Principal and Director of Elementary Education Title I Schoolwide Elements: 2.4, 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2 Details	Reviews			
<p>Strategy 2: Identify teachers and paraprofessionals who do not meet ESSA HQ requirements and provide targeted professional development to assist in meeting highly qualified requirements. Strategy's Expected Result/Impact: All teachers and paraprofessionals will meet all highly qualified requirements. Staff Responsible for Monitoring: Principal, Human Resources, and Director of Elementary Education Title I Schoolwide Elements: 2.4, 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June
<p style="text-align: center;">  No Progress  Accomplished  Continue/Modify  Discontinue </p>				

Goal 3: All students in Buckholts ISD will be educated in learning environments that are safe, drug-free, and conducive to learning.





Performance Objective 1: By May 2022, the number of incidents involving violence, tobacco, alcohol, and other drug use, will be reduced by 80% as measured by PEIMS and the number of discipline referrals.

Targeted or ESF High Priority

HB3 Goal

Evaluation Data Sources: PEIMS, Discipline Referrals

Strategy 1 Details	Reviews			
<p>Strategy 1: Conduct assembly with the purpose of disseminating information regarding student conduct and regulations including consequences for bullying, violence, harassment, alcohol, and drug use.</p> <p>Strategy's Expected Result/Impact: Students will understand the expectations and consequences of inappropriate behavior at BISD.</p> <p>Staff Responsible for Monitoring: Principal, Director of Elementary Education, and Counselor</p> <p>Title I Schoolwide Elements: 2.4, 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2 Details	Reviews			
<p>Strategy 2: Provide educational programming through Texas AgriLife Extension for students that focuses on risky behaviors and the consequences of engaging in the behaviors.</p> <p>Strategy's Expected Result/Impact: Students will be exposed to the dangers and consequences of engaging in risky behavior.</p> <p>Staff Responsible for Monitoring: Principal, Counselor</p> <p>Title I Schoolwide Elements: 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June
Strategy 3 Details	Reviews			
<p>Strategy 3: Provide a parent educational seminar covering risky teen behavior with tips for communicating with teens about risky behavior.</p> <p>Strategy's Expected Result/Impact: Increased capacity for parents and families to engage with their children about risky behavior and how to identify signs that teens are engaging in those types of behavior.</p> <p>Staff Responsible for Monitoring: Principal, Counselor</p> <p>Title I Schoolwide Elements: 3.1, 3.2</p>	Formative			Summative
	Nov	Jan	Mar	June

Strategy 4 Details	Reviews			
<p>Strategy 4: Contract with a Drug-testing company to do random drug testing on students participating in extra-curricular activities.</p> <p>Strategy's Expected Result/Impact: A zero-tolerance policy on drug use will assist in maintaining a campus free of drug use and students under the influence of controlled substances.</p> <p>Staff Responsible for Monitoring: Human Resources/Finance, Principal</p> <p>Title I Schoolwide Elements: 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June
Strategy 5 Details	Reviews			
<p>Strategy 5: Contract with a company for the use of drug dog(s) to randomly inspect campus facilities.</p> <p>Strategy's Expected Result/Impact: A zero-tolerance policy on drug use will assist in maintaining a campus free of drug use and students under the influence of controlled substances.</p> <p>Staff Responsible for Monitoring: Human Resources/Finance, Principal</p> <p>Title I Schoolwide Elements: 2.5, 2.6</p>	Formative			Summative
	Nov	Jan	Mar	June
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  No Progress </div> <div style="text-align: center;">  Accomplished </div> <div style="text-align: center;">  Continue/Modify </div> <div style="text-align: center;">  Discontinue </div> </div>				

Addendums



(LOCAL) Policy Comparison Packet

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

In this packet, you will find:

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

Annotations are shown as follows.

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

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

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

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

**Fiduciary
Responsibility**

The Superintendent, principal, and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District-~~approved~~ accounting practices and procedures, and the [Texas Education Agency \(TEA\) Financial Accountability System Resource Guide](#).

**Student Activity
Funds**

The Superintendent ~~or designee~~ shall ensure that student activity accounts are maintained to manage all class funds, ~~organization funds~~, and ~~any~~ other funds raised and collected by [student clubs or organizations from students](#) for a school-related purpose. The principal or designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository.

Student activity funds shall be included in the annual audit of the District's fiscal accounts. [See CFC]

Use and
Expenditure

Funds collected by student groups shall be used only for purposes authorized by the [student club or organization](#). ~~or upon approval of the sponsor~~. The principal ~~and sponsor or designee~~ shall [manage and](#) approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

**District and Campus
Activity Funds**

The Superintendent shall [ensure District accounting practices and procedures address](#) ~~establish regulations governing~~ the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control. Funds generated from such sources shall be expended for the benefit of the District or its students and shall be related to the District's educational purpose.

Approval

Approval from the immediate supervisor or designee shall be obtained prior to a disbursement being made to any employee, including the principal.

Carryover Funds

All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If [a club or an](#) organization ceases to function or exist, the unexpended funds ~~of the organization~~ shall be credited to the appropriate administrative activity account.

- Plan** The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.
- Coordinator** The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency (TEA) in cybersecurity matters ~~and as required by law report to TEA breaches of system security.~~
- Training** The Board delegates to the Superintendent the authority to:
1. Determine the cybersecurity training program to be used in the District; ~~annually completed by each employee and Board member; and~~
 2. Verify and report compliance with ~~staff~~ training requirements in accordance with guidance from the Department of Information Resources; ~~and~~
 - ~~2.3.~~ Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.
- The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.
- Security Breach Notifications** Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:
1. Written notice.
 2. Email, if the District has email addresses for the affected persons.
 3. Conspicuous posting on the District's websites.
 4. Publication through broadcast media.
- The ~~District~~ District's cybersecurity coordinator shall disclose a breach involving sensitive, protected, or confidential student information ~~as required by TEA and parents in accordance with~~ law.

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

**General
Requirements**

All resignations shall be submitted in writing to the Superintendent or other person designated by Board action in accordance with this policy ~~designee~~. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

At-Will Employees

The Superintendent ~~or designee~~ shall be authorized to accept the resignation of an at-will employee at any time. The Superintendent may delegate to other administrators the authority to accept a resignation of an at-will employee.

Contract Employees

The Superintendent or other person designated by Board action ~~designee~~ shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action. The resignation requires no further action by the District and is accepted upon receipt by the Superintendent or other person designated by Board action.

The Superintendent or other person designated by Board action shall be authorized to accept a contract employee's resignation submitted or effective at any other time. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action. The Superintendent or other person designated by Board action ~~The Superintendent or other Board designee~~ shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

**Withdrawal of
Resignation**

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

**Principal
Qualifications**

In addition to the minimal certification requirement, ~~athe~~ principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage ~~budgets~~budget and personnel and to coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
- ~~6.—Three years' experience as a classroom teacher;~~
- ~~7.6.~~ Prior experience in instructional leadership roles; and
1. Other qualifications deemed necessary by the Board and included in the job description.

School Counselors

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

- ~~8.7.~~ If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision. ▸

**Human Sexuality
Instruction**

The following process shall apply regarding the adoption of curriculum materials for the district's human sexuality instruction:

1. The Board shall adopt a resolution convening the District's school health advisory council (SHAC) to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

~~Each student~~ ~~Students at all grade levels~~ who ~~has~~~~have~~ been identified as being at risk of dropping out of school, who ~~is~~~~are~~ not performing at grade level, or who did not perform satisfactorily on a state-mandated assessment, shall be provided accelerated and/or compensatory educational services.

**Accelerated
Instruction**

The District shall provide accelerated instruction in accordance with law if a student fails to perform satisfactorily ~~based~~ on a state-mandated ~~needs~~ assessment. ~~The principal shall ensure that each identified student is receiving services.~~

**Accelerated
Learning Committee**

When a student fails to perform satisfactorily on a math or reading state-mandated assessment in grades 3, 5, or 8, an accelerated learning committee shall develop a written educational plan in accordance with law. If a parent requests that the student be assigned to a particular teacher the following school year, the request shall be addressed in accordance with the District's administrative procedures.

A parent complaint about the content or implementation of the educational plan shall be filed in accordance with FNG. ~~The services provided each student shall be consistent with the goals and strategies established in the District and campus improvement plans and shall be reviewed for effectiveness at the close of each grading period. Parents shall be encouraged to participate in the planning of educational services for their child and shall be kept informed regarding the child's progress toward educational goals.~~

~~Parents of students who are not successful in meeting requirements for promotion shall be informed of any available options, such as an extended year program or summer school.~~

~~{See EIE}~~

Curriculum Mastery	Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC]- The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.
Students Receiving Special Education Services	Any modified promotion standards for a student receiving special education services shall be determined by the student's admission, review, and dismissal (ARD) committee and documented in the student's individualized education program (IEP). [See EHBA series and EKB]
Standards for Mastery	In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows: <ol style="list-style-type: none">1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.
Grades 1–8	In grades 1–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.
Grades 9–12	Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]
Accelerated Instruction	If a student fails to demonstrate proficiency on a state-mandated assessment, the student shall be provided accelerated instruction in accordance with state law. Additionally, students in grades 5 and 8 shall be subject to all provisions of Grade Advancement Testing, below.
Grade Advancement Testing	Except when a student will be assessed in reading or mathematics above his or her enrolled grade level, students in grades 5 and 8 must meet the passing standard on the applicable state-mandated assessments in reading and mathematics to be promoted to the next grade level, in addition to the District's local standards for mastery and promotion.

~~Definition of
“Parent”~~

~~For purposes of this policy and decisions related to grade advancement requirements, a student’s “parent” shall be defined to include either of the student’s parents or guardians; a person designated by the parent, by means of a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code, to have responsibility for the student in all school related matters [see FD]; a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student. [See EIE(LEGAL)]~~

~~Alternate
Assessment
Instrument~~

~~The Superintendent or designee shall select from the state approved list, if available, for each applicable subject an alternate assessment instrument that may be used for the third testing opportunity. Each student’s GPC shall decide whether he or she shall be given the statewide assessment instrument or the applicable alternate instrument for the third testing opportunity. The committee’s decision shall be based on a review of the student’s performance in the previous testing opportunities, local assessments, and any other circumstances it deems appropriate.~~

~~Standards for
Promotion Upon
Appeal~~

~~If a parent initiates an appeal of his or her child’s retention following the student’s failure to demonstrate proficiency after the third testing opportunity, the GPC shall review all facts and circumstances in accordance with law.~~

~~The student shall not be promoted unless:~~

- ~~1.—All members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year in accordance with the educational plan developed by the GPC; and~~
- ~~2.—The student has completed required accelerated instruction in the subject area for which the student failed to demonstrate proficiency.~~

~~Whether the GPC decides to promote or to retain a student in this manner, the committee shall determine an accelerated instruction plan for the student for the following school year, providing for interim reports to the student’s parent and opportunities for the parent to consult with the teacher or principal as needed. The principal or designee shall monitor the student’s progress during the following school year to ensure that he or she is progressing in accordance with the plan.~~

~~Transfer Students~~

~~When a student transfers into the District having failed to demonstrate proficiency on applicable assessment instruments after two testing opportunities, a GPC shall convene for that student. The GPC shall review any available records of decisions regarding testing and accelerated instruction from the previous district and determine an accelerated instruction plan for the student.~~

~~If a parent initiates an appeal for promotion when a student transfers into the District having failed to demonstrate proficiency after three testing opportunities, the GPC shall review any available records of decisions regarding testing, accelerated instruction, retention, or promotion from the previous district and issue a decision in accordance with the District's standards for promotion.~~

Reducing Student Retention

~~The District shall establish procedures designed to reduce retaining students at a grade level, with the ultimate goal being elimination of the practice of retaining students. [See EHBC]~~

Safe Schools Data

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
2. Any student who becomes a victim of one of the following violent criminal offenses, as defined by the Penal Code, while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
 - a. Attempted murder;
 - b. Indecency with a child;
 - c. Aggravated kidnapping;
 - d. Aggravated assault on someone other than a District employee or volunteer;
 - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
 - f. Aggravated robbery; or
 - g. Continuous sexual abuse of a young child or [disabled individual children](#).

School Safety Transfers

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

From a Persistently Dangerous School

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a
Violent Criminal
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

Excused Absences

In addition to excused absences required by law, the District shall excuse absences for the following purposes. [A student shall be required to submit verification of these absences in accordance with administrative regulations.](#)

Higher Education Visits

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education. ~~A student shall be required to submit verification of such visits in accordance with administrative regulations.~~

Armed Services Enlistment

The District shall excuse a student 17 years of age or older for up to four days during his or her enrollment in high school for activities related to pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard. ~~A student shall be required to submit verification of such activities in accordance with administrative regulations.~~

Early Voting or Election Clerk

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk. ~~A student shall be required to submit verification of service in accordance with administrative regulations.~~

Learner or Driver's License

The District shall excuse a student 15 years of age or older for one day during his or her enrollment in high school for each of the following:

- Visiting a driver's license office to obtain a learner license; or
- Visiting a driver's license office to obtain a driver's license.

[For extracurricular activity absences, see FM.]

Withdrawal for Nonattendance

The District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

[For District-initiated withdrawal of students 19 or older, see FEA(LEGAL).]

Students Attending Homeschools

Students who are homeschooled are exempt from the compulsory attendance law to the same extent as students enrolled in other private schools.

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(LOCAL)

Adequate documentation of homeschooling for withdrawal shall consist of either a statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began, or a signed and dated letter from a parent or guardian indicating that his or her child is being homeschooled and the date the homeschooling began.

The District may request from a parent or guardian a letter of assurance that a child is being educated using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

Enforcing
Compulsory
Attendance

If a parent or guardian refuses to submit a requested statement or letter, or if the District has evidence that a school-aged child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

Consideration of All Absences Considered

Except as otherwise provided by law, all absences incurred while enrolled in the District ~~All absences~~ shall be considered in determining whether a student has attended the required percentage of days under this policy.

Attendance Committees

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent ~~or designee~~ shall make the specific appointments in accordance with legal requirements.

Parental Notice of Excessive Absences

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

Methods for Regaining Credit or Awarding a Final Grade

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than ten days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

~~A student~~ ~~Students~~ who ~~has~~ ~~have~~ lost credit or ~~has~~ ~~have~~ not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

Personal Illness

~~The If a student has established a questionable pattern of absences, the~~ principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations ~~that a student present a physician's or clinic's statement of illness after a single day's absence~~ as a condition of classifying ~~an~~the absence for personal illness as one for which there are extenuating circumstances.

Best Interest Standard

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.

Guidelines on Extenuating Circumstances

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject. ~~adhere to the following guidelines to determine attendance for award of credit or a final grade:~~

~~When~~Days of Attendance

1. ~~If~~ makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences ~~as that are allowed under compulsory attendance requirements shall be considered~~ days of attendance for award of credit or a final grade. [See FEA](LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS.]

Transfers / Migrant Students

~~2. A transfer or migrant student incurs absences only after his or her enrollment in the District.~~

Documentation

~~3. The attendance committee shall consider the acceptability and authenticity of documented reasons for the student's absences.~~

Consideration of Control

~~4. The~~ committee shall consider whether the reasons for the absences were ~~for reasons~~ out of the ~~student's or parent's or student's~~ control and.

Student's Academic Record

~~5.2. The committee shall consider~~ whether documentation for ~~or not the absence is acceptable~~ student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

Information from Student or Parent

~~6.3.~~ The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

~~Best Interest
Standard~~

~~In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.~~

**Imposing Conditions
for Awarding Credit
or a Final Grade**

The attendance committee shall consider the student's unique circumstances and, if necessary, shall ~~may~~ impose ~~any of the following~~ conditions for ~~awarding students with excessive absences to regain~~ credit or ~~be awarded~~ a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:

1. Maintaining attendance standards for the rest of the semester.
1. Completing additional assignments, as specified by the committee or teacher.
2. Attending tutorial sessions as scheduled, ~~which may include Saturday classes or before and after school programs.~~
2. Completing other instructional programs, as specified by the committee.
- ~~3. Maintaining the attendance standards for the rest of the semester.~~
- ~~4.3.~~ Taking an examination to earn credit. [See EHDB]
- ~~5. Attending a flexible school day program.~~
- ~~6. Attending summer school.~~

In all cases, the student must ~~also~~ earn a passing grade in order to receive credit.

Appeal Process

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).

**Program to Address
Child Sexual Abuse,
Trafficking, and
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has **reasonable** cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

Restrictions on Reporting

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#)¹;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. **As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers.** [See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus princi-

pal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

Confidentiality

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the rules of the investigating agency.

Immunity

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

Failing to Report Suspected Child Abuse or Neglect

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

Responsibilities Regarding Investigations

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

¹ Texas Abuse Hotline Website: <http://www.txabusehotline.org>

Comprehensive System

The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

Cumulative Record

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

Custodian of Records

The ~~principal~~~~principal~~ is custodian of all records for currently enrolled students. ~~The Superintendent~~~~The Superintendent~~ is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

Types of Education Records

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by ~~an accelerated learning~~~~a-grade placement~~ committee convened for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.
 - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]

- c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, school counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

Access by Parents

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or

reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

Access by School Officials

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
5. A person appointed to serve on a team to support the District's safe and supportive school program.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or

5. Investigating or evaluating programs.

**Transcripts and
Transfers of Records**

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the timeline provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), Required Documentation] The District may return an education record to the school identified as the source of the record.

**Records
Responsibility for
Students in Special
Education**

The ~~principal~~~~special education teacher~~ shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at ~~the administration office~~~~the administration office~~.

**Procedure to Amend
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

**Directory
Information**

Directory information for District students has been classified into two separate categories:

1. Items for use only for school-sponsored purposes; and

STUDENT RECORDS

FL
(LOCAL)

2. Items for all other purposes.

School-Sponsored
Purposes

For the following school-sponsored purposes—all District publications and announcements~~all District publications and announcements~~—directory information shall include student name, electronic mail address, photograph, date of birth, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, and student identification numbers or identifiers that cannot be used alone to gain access to electronic education records~~student name, electronic mail address, photograph, date of birth, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, and student identification numbers or identifiers that cannot be used alone to gain access to electronic education records.~~

All Other Purposes

For all other purposes, directory information shall include student name, degrees, honors, awards, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams~~student name, degrees, honors, awards, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams.~~

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Changes at Update 118 are based almost exclusively on legislation from the 87th Regular Legislative Session.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 87th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

For more information about the bills mentioned below and other changes from the 87th Legislative Session, download the free *2021 Legislative Summary for TASB Members* PDF at <https://store.tasb.org/legislative-summary-for-tasb-members-pdf/>.

The *Local Policy Overview* for Update 118, available in the myTASB Policy Service Resource Library at <https://www.tasb.org/services/policy-service/mytasb/policy-manual-update-resources.aspx>, provides a general, high-level overview of the changes to the (LOCAL) policies included in the update. **(LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.**

Changes to the policy manual based on bills from the special called sessions will be included in Update 119.

A(LEGAL)

BASIC DISTRICT FOUNDATIONS

The A Section table of contents has been updated to include the new codes AIE, Investigations, and AEA, Educational Equity.

In Update 119, Policy Service will be reviewing districts' AE(LOCAL) and recoding any equity provisions to the new AEA(LOCAL).

AE(LEGAL)

EDUCATIONAL PHILOSOPHY

The objectives of public education have been updated to reflect HB 4509 revisions regarding instruction on American patriotism.

AG(LEGAL)

HOME-RULE DISTRICTS

Provisions on home rule districts have been updated to reflect the applicability of Education Code Chapter 39 and special investigations (SB 1365) and parental options to retain students (SB 1697) for these districts.

AIA(LEGAL)

ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

Details regarding accountability performance ratings have been added from SB 1365, including the effects of "Not Rated" and D ratings.

AIB(LEGAL)

ACCOUNTABILITY: PERFORMANCE REPORTING

Revisions to the quality of learning indicators are from HB 4545.

AIC(LEGAL)

ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

Significant changes from the 87th Legislature, Regular Session address:

- The authority of conservators, management teams, and boards of managers;

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

- Interventions and consequences for D ratings;
- Revisions regarding campus turnaround plans;
- Appeals of interventions and sanctions; and
- New intervention programs, including designation as a resource campus and required compliance with the strong foundations grant program requirements.

We have also added an existing prohibition on student trustees participating in a closed board meeting when a personnel matter is being considered.

Provisions on monitoring reviews and on-site investigations have been moved to AIE, Investigations.

AIE(LLEGAL) ACCOUNTABILITY: INVESTIGATIONS

Provisions on special investigations (formerly *special accreditation investigations*) and monitoring reviews and activities have been revised as a result of SB 1365 and moved to this new code on investigations.

BA(LLEGAL) BOARD LEGAL STATUS

The provision regarding the board's governance authority has been moved to BAA(LLEGAL), which addresses the board's powers and duties.

BAA(LLEGAL) BOARD LEGAL STATUS: POWERS AND DUTIES

The provision regarding the board's governance authority has been moved from BA(LLEGAL) and revised to better reflect statutory wording.

SB 1365 adds exceptions to the board's exclusive power to govern and oversee the management of the district to address the appointment of a board of managers.

Provisions on the board's authority related to district property have been deleted, as they are included at other codes.

BBA(LLEGAL) BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

Changes to this legally referenced policy include:

- Clarification regarding felony convictions for eligibility and service as a board member (HB 1540 and Attorney General Opinion KP-0251); and
- Revisions to the definition of "residence" (SB 1111).

BBBA(LLEGAL) ELECTIONS: CONDUCTING ELECTIONS

Provisions updated in accordance with HB 3107 include those related to election orders, election notices, filing information, delivery or submission of election documents, drawings to determine the order of names on the ballot, and temporary branch polling places.

SB 1116 requires a new internet posting 21 days before election day with information about the upcoming election.

Requirements regarding early voting rosters have been updated in accordance with HBs 1382 and 1622.

BBBB(LLEGAL) ELECTIONS: POST-ELECTION PROCEDURES

HB 3107 clarifies processes for tied votes and runoff elections.

SB 1116 includes a new requirement to post online detailed information on election results.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

BBBD(LLEGAL) ELECTIONS: CAMPAIGN ETHICS

Amended Ethics Commission rules change the definition of "political advertising" to address text messages.

BBD(LLEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION

The State Board of Education must require school safety training for trustees per HB 690 and work with the Texas School Safety Center to develop curriculum and materials by January 1, 2022.

BBFA(LLEGAL) ETHICS: CONFLICT OF INTEREST DISCLOSURES

A definition of "contract" has been added to assist with application of conflicts disclosure provisions. Other provisions have been reordered, reworded, and removed for readability.

BDF(LLEGAL) BOARD INTERNAL ORGANIZATION: CITIZEN ADVISORY COMMITTEES

HB 1525 imposes new meeting requirements for school health advisory councils, including posting of meeting details in advance of meetings and preparing and posting meeting minutes and recordings.

CBA(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: STATE

An existing provision regarding the purpose of the Foundation School Program has been added.

CBB(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL

We have referenced an existing provision that prohibits the use of federal loan or grant funds to procure or obtain foreign telecommunications equipment.

CCG(LLEGAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES

Provisions on ad valorem taxes were affected by several bills.

- HB 1525 includes exceptions to the prohibition on levying a maintenance tax at a rate with the intent to create a surplus in maintenance tax revenue to pay the district's debt service. We have also added a reference to the consequences of violating the prohibition without an applicable exception.
- SB 1438 addresses the calculation and adoption of tax rates in a disaster area.

Because provisions permitting a district to adopt a tax rate before adopting a budget no longer align with current statutes and TEA processes for calculating the maximum compressed rate, they have been deleted from the policy.

CCGA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

Legislation affected several provisions on tax exemptions and payments:

- SB 1427 clarifies that the temporary exemption for qualified property damaged by disaster applies only to physical damage.
- SB 1438 repeals the provisions permitting a governing body to adopt a temporary exemption for qualified property damaged by disaster, making the exemption automatic.
- HB 988 addresses exemptions for goods-in-transit when the district is in a disaster area.
- SB 742 expands the existing provision regarding installment payments in a disaster area to include property in an *emergency* area.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

CCH(LLEGAL)

LOCAL REVENUE SOURCES: APPRAISAL DISTRICT

A recent attorney general opinion clarifies that an employee of an appraisal district may not serve as a trustee in a school district that is a participating entity in the appraisal district.

HB 988 creates a criminal offense for a board member, officer, or employee of a participating taxing unit, such as a school district, who communicates with the appraisal district to influence a property's appraisal value unless the person owns or leases the property.

The circumstances under which a person is ineligible to serve on the board of directors of an appraisal district were revised by SB 63, and additional detail on eligibility restrictions have been added from existing law.

Provisions on adjusting the number of appraisal board members in special circumstances have been removed.

CDC(LLEGAL)

OTHER REVENUES: GIFTS AND SOLICITATIONS

HB 1525 requires a district to accept donations from a parent-teacher organization or association to fund supplemental educational staff positions and spend the donation for the designated purpose.

Under HB 3979, a district is prohibited from accepting private funding for curriculum or professional development for a course as described by Education Code 28.002(h-3)(3), which pertains to certain social studies course content and requirements.

CE(LLEGAL)

ANNUAL OPERATING BUDGET

SB 1365 prohibits use of local funds to initiate or maintain an action against the state or officer of the state arising out of a decision, order, or determination that is final and unappealable under the Texas Education Code, unless specifically authorized.

The bill also creates a criminal offense for a board member who votes to approve an expenditure in violation of an Education Code provision for a purpose for which the funds may not be spent.

CFA(LLEGAL)

ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS

A reference to the updated *Financial Accountability System Resource Guide*, adopted June 2021, has been added.

CFC(LLEGAL)

ACCOUNTING: AUDITS

A reference to the updated *Financial Accountability System Resource Guide*, adopted June 2021, has been added.

CFD(LLOCAL)

ACCOUNTING: ACTIVITY FUNDS MANAGEMENT

Recommended revisions to this local policy are to align with the recently adopted amendments to the *Financial Accountability System Resource Guide (FASRG)*, Module 1, Appendix H, on activity funds. (See the *FASRG Financial Accounting and Reporting Appendices* at <https://tea.texas.gov/sites/default/files/fasrg17-module1-farappendices-final-accessible.pdf>.)

Substantive changes include clarification that student activity funds are those funds raised and collected by student clubs and organizations. Approval to spend those funds rests solely with the student organization or club, with disbursement management and approvals by the principal and sponsor.

A more specific reference to the district's accounting practices and procedures was added regarding management of expenditures.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

CH(LEGAL) PURCHASING AND ACQUISITION

The Professional Services Procurement Act was revised to address procurement of services by forensic analysts and science experts (HB 3774) and physicians, optometrists, and registered nurses under certain circumstances (SB 799).

A definition of a "contingent fee contract" for legal services has been added from SB 1821, and other revisions on this topic are from HB 1428.

SB 799 also amends provisions on management fees under cooperative purchasing contracts.

CHE(LEGAL) PURCHASING AND ACQUISITION: VENDOR DISCLOSURES AND CONTRACTS

Districts are prohibited from entering into certain contracts with a company for goods and services unless the contract contains written verification that the company:

- Does not boycott energy companies, as described (SB 13); and
- Does not discriminate against a firearm entity or firearm trade association, as described (SB 19).

Existing statutory provisions on vendor conflict of interest questionnaires have been added for completeness.

CHF(LEGAL) PURCHASING AND ACQUISITION: PAYMENT PROCEDURES

HB 1476 imposes additional requirements on districts regarding disputed invoices with vendors.

CHG(LEGAL) PURCHASING AND ACQUISITION: REAL PROPERTY AND IMPROVEMENTS

Revisions to the annual eminent domain reporting requirements have been added from SB 157.

CHH(LEGAL) PURCHASING AND ACQUISITION: FINANCING PERSONAL PROPERTY PURCHASES

SB 58 adds cloud computing services to the definition of personal property under the Public Property Finance Act.

Existing legal sources related to the Public Property Finance Act have been added for completeness and address lease-purchase contracts and fair processes for competitive bidding.

CK(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT

Changes from HB 3597 include the following:

- A district will have three, not six, months to respond to a notification from the Texas School Safety Center (TxSSC) that the district failed to report the results of its safety audit.
- A copy of a memorandum of understanding or mutual aid agreement between a district and another entity addressing school safety and security issues provided to the TxSSC is confidential and not subject to disclosure under the Public Information Act.

CKA(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: INSPECTIONS

Extensive revisions to this legally referenced policy on asbestos are a result of amended Texas Asbestos Health Protection rules effective July 8, 2021.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

CKB(LLEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: ACCIDENT PREVENTION AND REPORTS

HB 3597 requires the commissioner of education in consultation with other relevant entities to adopt rules on emergency drills and exercises. The previous Administrative Code provisions have been removed pending development of the new rules.

Before a district may conduct an active threat exercise, the district must comply with new notice provisions and other requirements in accordance with SB 168. The [Regulations Resource Manual](#) includes a sample notification form.

CKC(LLEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

Legislative cleanup resulted in several revisions to this legally referenced policy on emergency plans:

- HB 3607 removes a reference to an expired statute;
- HB 3597 clarifies that a multihazard emergency operations plan must include responding to a train derailment if a district *facility*, rather than a *school*, is within 1000 yards of a railroad track; and
- HB 3597 corrects a reference to the *five*, not *four*, phases of emergency management to be addressed in a multihazard emergency operations plan.

CKD(LLEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY MEDICAL EQUIPMENT AND PROCEDURES

Although still required, the annually provided instruction on cardiopulmonary resuscitation and the use of automated external defibrillators no longer has to meet guidelines under the Health and Safety Code. (SB 199)

CKE(LLEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL

HB 1788 addresses a school district's immunity from liability for damages resulting from a reasonable action by security personnel to maintain safety at a school campus, including actions relating to possession or use of a firearm. The district also has immunity from liability for any reasonable action taken by a district employee who has written permission from the board to carry a firearm on campus.

We have revised the provisions on authorizing handguns from Attorney General Opinion GA-1051 in light of the repeal of Penal Code 46.035 by HB 1927.

CKEA(LLEGAL)

SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

SB 24 adds new pre-employment procedures that law enforcement agencies must follow before hiring a licensed peace officer.

If the Texas Commission on Law Enforcement (TCOLE) provides model policies on the topics required in law, a law enforcement agency must, within 180 days of TCOLE providing the policies, adopt a policy on the required topics and may adopt the model policies. (HB 3712)

A law enforcement agency that intends to use a drone for law enforcement purposes must, no later than January 1, 2022, adopt a policy regarding the use of force by means of a drone. (HB 1758)

HB 929 amends existing provisions on body-worn cameras and requires an officer to keep the camera activated during an investigation in which the officer is participating.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

CKEB(LEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS

SB 741 permits a school marshal to carry a concealed handgun and eliminates the previous requirement for the firearm to be locked in a secure safe within the marshal's immediate reach if the marshal has direct, regular contact with students.

CKEC(LEGAL) SECURITY PERSONNEL: SCHOOL RESOURCE OFFICERS

SB 1191 amends the definition of a school resource officer to exclude a peace officer who only provides services at extracurricular activities.

CLA(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: SECURITY

A new requirement to post human trafficking warning signs has been added from SB 1831.

CLE(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: FLAG DISPLAYS

Pursuant to SB 797, schools must display in each building a poster or framed copy of the national motto that also includes representations of the U.S. and state flags if donated or purchased from private donations.

CMD(LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

HB 3261 expands the items and services on which a district can use its technology and instructional materials allotment (TIMA).

The bill also eliminates the provision requiring a district to purchase items in a specified order.

CNA(LEGAL) TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION

SB 204 permits a district to operate a transportation system for interdistrict transfer students outside district boundaries and without having an interlocal agreement with the transferring district if the district meets applicable certification requirements and has a policy that prohibits the screening of transfer requests using academic performance, disciplinary history, or attendance records.

Please contact your policy consultant if your district will use this approach and you need changes to FDA(LOCAL). The [Regulations Resource Manual](#) includes a sample certification statement.

A district in a disaster area is eligible for transportation funding for the cost of transporting a meal or instructional materials in accordance with SB 462.

Other revisions are to better match legal sources.

CNC(LEGAL) TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY

SB 1267 repeals provisions on school bus emergency evacuation training.

CO(LEGAL) FOOD AND NUTRITION MANAGEMENT

SB 1351 revises provisions permitting a campus to donate surplus food. Links have also been updated.

CQ(LEGAL) TECHNOLOGY RESOURCES

SB 475 adds "robotic process automation" to the examples of next generation technology.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

CQA(LLEGAL)

TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

The list of required internet postings has been updated to include:

- Election information and election results (SB 1116);
- Notice of school health advisory council (SHAC) meetings, minutes, and recordings (HB 1525);
- A link to the comptroller website to find information on the district's agreements to limit appraised property values (existing requirement);
- Information regarding compliance with requirements for a district that will operate a transportation system outside district boundaries without an interlocal agreement (SB 204); and
- The district's employment policy and any referenced regulations (HB 750).

The optional posting pertaining to annual notice of programs for college credit has been updated as a result of SB 1095.

CQB(LLEGAL)

TECHNOLOGY RESOURCES: CYBERSECURITY

Reporting of a breach of system security to TEA now includes a requirement to also report to an entity with which TEA contracts and may be made by district employees other than the cybersecurity coordinator per SB 1696.

Cybersecurity training requirements were amended by HB 1118 and SB 1267.

Security breach notifications under the Business and Commerce Code were amended by HB 3746.

CQB(LOCAL)

TECHNOLOGY RESOURCES: CYBERSECURITY

Based on HB 1118 and SB 1267, the provision addressing board delegation to the superintendent regarding cybersecurity training has been revised to:

- Reflect the elimination of the annual training requirement (except for the cybersecurity coordinator); and
- Give the superintendent the authority to impose consequences for failure to complete required training.

Recommended revisions regarding reports of breaches involving student information are based on SB 1696, which permits the district, rather than the cybersecurity coordinator, to report breaches to TEA and others as required by law.

Sample procedures in the [Regulations Resource Manual](#) have also been updated based on these changes.

CRD(LLEGAL)

INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

SB 1444 permits a district participating in TRS ActiveCare to opt out of participation as described and prohibits a district participating in TRS ActiveCare from offering health coverage that is not provided under TRS ActiveCare.

Other revisions are to reorder provisions for better flow, remove unnecessary provisions, and better reflect legal sources.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

CV(LEGAL) FACILITIES CONSTRUCTION

HB 2581 amends provisions on contracting procedures for construction projects, including evaluation of submissions and criteria for awarding construction contracts.

SB 338 permits a district to adopt and incorporate into relevant contracts the Texas Facilities Commission's uniform general conditions.

CVB(LEGAL) FACILITIES CONSTRUCTION: COMPETITIVE SEALED PROPOSALS

HB 2581 requires a district using competitive sealed proposals for construction projects to make the evaluations public within 7 business days of the contract award and provide the evaluations to all offerors. A reference to provisions on weighting the value assigned to price has also been added.

DBA(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS

New provisions from HB 1525 and SB 1356 permit members of teacher organizations and other eligible individuals to participate in a tutoring program to provide supplemental instruction to students as overseen by the superintendent.

DC(LEGAL) EMPLOYMENT PRACTICES

A new posting requirement from HB 750 requires a district to post on its website the employment policy required by Education Code 11.1513(a) and any regulations referenced in the policy. Any form referenced in the policy must be posted on the district's intranet or at a district administrative office.

HB 1525 requires a district to accept donations from a parent-teacher organization or association to fund supplemental educational staff positions and spend the donation for the designated purpose.

DEA(LEGAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN

With limited exceptions, HB 1525 requires a district to maintain salaries provided for the 2019–20 school year under HB 3, 86th Legislative Session, as long as the employee remains employed by the district.

Revisions regarding TRS surcharges for rehired retirees include:

- A prohibition against a district passing on to a retiree the cost of TRS surcharges (SB 202); and
- A temporary exemption from TRS surcharges through February 1, 2025, when a retiree is employed to mitigate student learning loss (SB 288).

DEAA(LEGAL) COMPENSATION PLAN: INCENTIVES AND STIPENDS

HB 1525 eliminates the requirement that a teacher be certified to be designated a master, exemplary, or recognized teacher under a local optional teacher designation system.

Changes to provisions on mentor teachers and achievement academy stipends are from SB 1267.

DEC(LEGAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

Districts that employ peace officers must implement two new leave provisions.

- SB 1359 requires a policy allowing the use of paid mental health leave by officers who experience a traumatic event in the scope of employment.
- HB 2073 requires the board to develop and implement a paid quarantine leave policy for district peace officers who are ordered to isolate or quarantine because of possible or known exposure to a communicable disease while on duty.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

In July, Policy Service sent an email with information on local policy changes to districts which our records show employ peace officers. If your district employs peace officers and has not yet contacted the district's policy consultant for policy revisions, please do so.

DECB(LLEGAL) LEAVES AND ABSENCES: MILITARY LEAVE

HB 1589 adds new disaster leave provisions for employees in the military who are called to state active duty in response to a disaster.

DFE(LLEGAL) TERMINATION OF EMPLOYMENT: RESIGNATION

HB 2519 requires notice to employees whom the district reports to SBEC for contract abandonment and limits SBEC's authority to sanction a teacher who files a resignation after the 45th day but no later than the 30th day before the first day of instruction.

DFE(LOCAL) TERMINATION OF EMPLOYMENT: RESIGNATION

Revisions to this local policy on resignations are guided by a recent commissioner of education proposal for decision. Based on the relevant statutory wording, a contract employee's resignation effective at the end of the school year must be filed with the board of trustees or the board's designee, and the board's designee, typically the superintendent, may not further delegate the ability to receive these resignations. As a result, we recommend revising the policy language to give the superintendent *or other person designated by board action* the authority to accept these resignations.

New recommended text states that if a contract employee provides a resignation to a supervisor who has not been designated by the board to accept such resignations, the supervisor shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

We have also clarified that a superintendent may delegate authority to accept at-will resignations to other administrators.

The [Regulations Resource Manual](#) includes sample resolutions if the board chooses to designate a district employee, in addition to the superintendent, to accept contract employee resignations.

DG(LLEGAL) EMPLOYEE RIGHTS AND PRIVILEGES

As a result of HB 3979, a teacher in a required social studies course may not be compelled to discuss a current event or widely debated and currently controversial issue of public policy or social affairs.

DGC(LLEGAL) EMPLOYEE RIGHTS AND PRIVILEGES: IMMUNITY

SB 6 provides that a person is not liable for injury or death caused by exposing an individual to a pandemic disease during a pandemic emergency except as provided by law.

DH(LLEGAL) EMPLOYEE STANDARDS OF CONDUCT

HB 375 amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of "a disabled individual."

DIA(LLEGAL) EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

SB 45 clarifies that an employer commits an unlawful employment practice for failing to take immediate and appropriate corrective action regarding sexual harassment that the employer or employer's agents knew or should have known was occurring.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

SB 282 prohibits a district from using public money to settle or pay a sexual harassment claim against a board member or an officer or employee of the district.

DMA(LLEGAL) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

Numerous revisions throughout this legally referenced policy on staff development are a result of SB 1267, which amends current requirements and requires SBEC, by June 1, 2022, to create a clearinghouse on continuing education and training requirements that includes recommendations for the frequency of training.

Boards must develop a professional development policy by August 1, 2022, that includes a schedule of training based on the clearinghouse or notes any differences between the board policy and the clearinghouse recommendations. Policy Service will provide local policy recommendations following publication of the clearinghouse.

Other legislation affecting this policy includes:

- HB 159, requiring certain elements be included in educator staff development;
- HB 1525, delaying requirements for teacher literacy achievement academies;
- HB 2681, requiring teachers of elective Bible courses to be certified in one of three areas and complete commissioner-developed training; and
- SB 199, eliminating the requirement for instruction on cardiopulmonary resuscitation and the use of automated external defibrillators to meet guidelines under the Health and Safety Code.

DP(LLEGAL) PERSONNEL POSITIONS

SB 179 mandates that the board adopt a policy requiring a school counselor to spend at least 80 percent of the school counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). See DP(LOCAL), below, for more information.

Provisions in relevant employment contracts cannot conflict with the policy, and a district must annually assess the policy.

DP(LOCAL) PERSONNEL POSITIONS

Revisions regarding school counselors are based on SB 179, which mandates that the board adopt a policy requiring a school counselor to spend at least 80 percent of total work time on duties that are components of a comprehensive school counseling program (CSCP). If the board determines that, because of staffing needs in the district or at a campus, a school counselor cannot spend 80 percent of work time on CSCP components, the policy must address further details regarding the counselor's duties.

The recommended policy text is structured for the administration, rather than the board, to make the initial administrative determination about a counselor's job duties. If the board approves that determination, the board shall direct the superintendent to develop a revised job description for that counselor that will address the requirements in law.

To streamline the list of principal qualifications, we recommend referencing the job description for the number of years of experience as a classroom teacher and deleting this detail from policy. **Please ensure the district's job description for principals reflects the board's requirements.**

In accordance with these revisions, TASB HR Services has revised its model job descriptions available to subscribers in the HR Library at <https://www.tasb.org/services/hr-services/mytasb/model-job-descriptions/campus-instruction.aspx>.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

E(LEGAL) INSTRUCTION

The E Section table of contents has been revised to change the subtitle of EKBA to English Learners/Emergent Bilingual Students to align with changes from SB 2066.

EB(LEGAL) SCHOOL YEAR

A district may receive full ADA if it provides at least 43,200 minutes of instructional time to students enrolled in a school operating an adult high school charter school program in accordance with SB 1615.

EEB(LEGAL) INSTRUCTIONAL ARRANGEMENTS: CLASS SIZE

Class size limits have been extended to prekindergarten by SB 2081.

EEL(LEGAL) INSTRUCTIONAL ARRANGEMENTS: CONTRACTS WITH OUTSIDE AGENCIES

Driver training *schools* are renamed driver training *providers* by HB 1560.

EF(LEGAL) INSTRUCTIONAL RESOURCES

SB 348 clarifies that a parent is entitled to review teaching and instructional materials while a child is participating in virtual or remote learning and to observe virtual instruction.

EHA(LEGAL) CURRICULUM DESIGN: BASIC INSTRUCTIONAL PROGRAM

As provided by SB 6, a district is not liable for damages or monetary relief from a cancellation or modification of a course, program, or activity if the action is due to a pandemic emergency.

EHAA(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

Provisions on required instruction have been added to reflect HB 4509 revisions regarding instruction on American patriotism, Texas history, and the free enterprise system.

HB 1525 imposes several requirements regarding human sexuality curriculum materials, including:

- Revised parental notification and new parental consent provisions;
- Posting of proposed and adopted curriculum materials and options for a parent to purchase copyrighted materials from the publisher; and
- New board policy on adopting curriculum materials [see EHAA(LOCAL), below].

The [Regulations Resource Manual](#) includes a sample board resolution for convening the SHAC and a sample parental consent form.

SB 123 revises the list of topics that must be addressed in character education programs.

EHAA(LOCAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

New provisions are recommended based on HB 1525, which imposes several requirements regarding human sexuality curriculum materials, including a board policy on adopting curriculum materials. The policy follows the steps required by law, including board adoption of a resolution to convene the school health advisory council (SHAC) to hold meetings and make recommendations to the board at a public meeting, as well as board confirmation that the recommendations meet the requirements in law before taking action by a record vote.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

The [Regulations Resource Manual](#) includes a sample board resolution for convening the SHAC and a sample parental consent form.

EHAD(LEGAL) BASIC INSTRUCTIONAL PROGRAM: ELECTIVE INSTRUCTION

Driver training *schools* are renamed driver training *providers* by HB 1560.

EHBAB(LEGAL) SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

SB 89 requires districts to add supplemental information to the individualized education program (IEP) of any child who was enrolled in special education during the 2019–20 or 2020–21 school years.

The admission, review, and dismissal committee of a student who is participating in the new supplemental special education services and instructional materials program created by SB 1716 must provide certain information to parents and cannot consider the supplemental services when developing the IEP.

HB 785 imposes new requirements when a student has a behavioral improvement or intervention plan.

EHBB(LEGAL) SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS

HB 1525 eliminates the statutory requirement for a district to annually certify its gifted and talented program to the commissioner.

EHBC(LEGAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

Numerous legislative changes affect this legally referenced policy on compensatory and accelerated services.

- The compensatory education allotment may be used for services of an instructional coach (HB 1525).
- The list of students at risk of dropping out of school excludes students who are retained in prekindergarten (SB 1697) and includes students enrolled in a dropout recovery school (HB 572) and students participating in an adult high school charter school program (SB 1615).
- The term "limited English proficient" has been changed to "emergent bilingual" (SB 2066).
- New provisions have been added on required services after an unsatisfactory performance on state assessments, including accelerated instruction, accelerated learning committees, and parent requests for specific teachers (HB 4545).

EHBC(LOCAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

Recommended revisions to this local policy include references to accelerated instruction and accelerated learning committees as revised by HB 4545 and direct parents to FNG, the district's existing grievance policy, for complaints about educational plans.

The text also explains that parental requests for a student to be assigned to a particular teacher following a student's unsatisfactory performance on a grade 3, 5, or 8 math or reading assessment shall be handled in accordance with the district's administrative procedures. The [Regulations Resource Manual](#) includes sample procedures and a form for these parental requests.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to [this policy topic](#).

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

EHBE(LLEGAL) SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL

SB 2066 revises the term "limited English proficient" to "emergent bilingual" in several instances and adds a definition of the new term.

EHBF(LLEGAL) SPECIAL PROGRAMS: CAREER AND TECHNICAL EDUCATION

In addition to existing career and technology education program notification requirements, SB 1095 adds a requirement for the district to provide parents notification of certain work-based education programs offered by the district.

EHBG(LLEGAL) SPECIAL PROGRAMS: PREKINDERGARTEN

Eligibility for free prekindergarten enrollment for three-year-olds has been extended by HB 725 to children who were in foster care in another state.

Subject to certain requirements, a parent may elect for a student to repeat prekindergarten or enroll in prekindergarten for the first time if the student would have been eligible the previous year and has not yet enrolled in kindergarten (SB 1697).

To obtain an exemption from requirements regarding prekindergarten classes for four-year-olds, a district must first solicit proposals for partnerships (HB 1525).

A prekindergarten program provided by a private entity must comply with class size limits (SB 2081).

EHBK(LLEGAL) SPECIAL PROGRAMS: OTHER INSTRUCTIONAL INITIATIVES

As revised by HB 3257, instruction required during Holocaust Remembrance Week must include materials developed or approved by the Texas Holocaust, Genocide, and Antisemitism Advisory Commission.

EHDD(LLEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: COLLEGE COURSE WORK/DUAL CREDIT

In addition to existing career and technology program notification requirements, SB 1095 adds a requirement for the district to provide notice of work-based education programs offered by the district, such as internships, externships, apprenticeships, or a Pathways in Technology Early College High School (P-TECH) program, and to notify parents of the qualifications for enrolling in these programs. A district must also provide notice regarding subsidies to take college advanced placement tests or international baccalaureate examinations.

An agreement with an institution of higher education must designate an employee of the district or the higher education institution as responsible for providing academic advising to students who will enroll in a dual credit course, as specified by SB 1277.

EI(LLEGAL) ACADEMIC ACHIEVEMENT

Revised Administrative Code rules require the academic achievement record to reflect compliance with the requirement to complete a free application for federal student aid (FAFSA) or Texas application for state financial aid (TASFA).

SB 1888 eliminates the Early High School Graduation Scholarship Program.

EIE(LLEGAL) ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION

HB 4545 eliminates grade advancement provisions for students in grades 5 and 8.

SB 1697 creates parental options to retain students in prekindergarten through grade 8 or retake a high school credit course, even if the student has met the promotion standards or passed the course. In addi-

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

tion, a parent may enroll a student in prekindergarten or kindergarten as specified if the student was eligible the previous year. The bill includes a process to be followed if the district disagrees with the request. However, if the parent participates in that process, the parent may make the final decision whether the student will be retained. The retention provisions for grades 4–8 and for high school courses expire September 1, 2022.

EIE(LOCAL)

ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION

Outdated provisions on grade advancement testing have been removed as a result of HB 4545, including provisions on assignment of retained students, which were based on Administrative Code provisions addressing grade advancement requirements. The statement about eliminating the practice of retaining students is recommended for deletion, as it is only needed if a district operates an optional extended year program (OEYP) under Education Code 29.082.

Accelerated instruction is now addressed at EHBC.

Please review your policy and contact your policy consultant if the district's grade level promotion standards need revision. The article "Level-Up? Promotion to the Next Grade Depends on Board Policy" (available in the TASB Member Center at <https://www.tasb.org/members/enhance-district/local-promotion-standards/>) provides additional information on grade level promotion standards.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to [this policy topic](#).

EIF(LEGAL)

ACADEMIC ACHIEVEMENT: GRADUATION

SB 369 adds details regarding how a school counselor reports compliance with the requirement for a student to complete a free application for federal student aid (FAFSA) or Texas application for state financial aid (TASFA).

The statutory expiration date for individual graduation committees was repealed by HB 1603.

Provisions on the Texas First Early High School Completion Program are from SB 1888.

Revised Administrative Code rules clarify that the requirement to demonstrate proficiency in specific communication skills for graduation may be satisfied beginning in grade 8.

EK(LEGAL)

TESTING PROGRAMS

We have removed TEA obligations regarding reimbursement procedures for college preparation assessments.

EKB(LEGAL)

TESTING PROGRAMS: STATE ASSESSMENT

The statutory term "limited English proficient" has been changed to "emergent bilingual" (SB 2066).

SB 1267 permits the district employee who oversees test administration to require other district employees who administer assessments to repeat test administration training.

References to the Texas Success Initiative Assessment, Version 2.0 (TSIA2) have been added as a result of revised Administrative Code rules.

Revisions regarding accelerated instruction are based on HB 4545.

EKBA(LEGAL)

STATE ASSESSMENT: ENGLISH LEARNERS/EMERGENT BILINGUAL STUDENTS

The statutory term "limited English proficient" has been changed to "emergent bilingual" (SB 2066).

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

EL(LEGAL) CAMPUS OR PROGRAM CHARTERS

HB 3607 revises funding provisions applicable when a district contracts with an open-enrollment charter school to jointly operate a campus.

SBs 1365 and 1697 revise the list of laws applicable to charter campuses or programs.

EMB(LEGAL) MISCELLANEOUS INSTRUCTIONAL POLICIES: TEACHING ABOUT CONTROVERSIAL ISSUES

HB 3979 adds numerous restrictions for a social studies course in the required curriculum.

EMI(LEGAL) MISCELLANEOUS INSTRUCTIONAL POLICIES: STUDY OF RELIGION

HB 2681 permits a district to offer an elective course on the Bible beginning in grade 6, rather than grade 9.

FD(LEGAL) ADMISSIONS

A statement has been added for new provisions from HB 4545 regarding enrollment in prekindergarten and kindergarten under certain circumstances. A cross-reference has also been added to EIE(LEGAL).

SB 746 requires a parent to provide to the district in writing the parent's contact information.

In accordance with SB 1615, a student enrolled in an adult high school charter school program is entitled to the benefits of the available school fund if the student is under 50 years of age.

FDA(LEGAL) ADMISSIONS: INTERDISTRICT TRANSFERS

SB 481 allows a student to transfer to another district if the student's current district will offer only virtual instruction for more than one grading period during the school year.

A cross-reference to CNA has been added for provisions on operating a transportation system outside the district to transport interdistrict transfer students.

FDAA(LEGAL) INTERDISTRICT TRANSFERS: PUBLIC EDUCATION GRANTS

SB 1365 revises public education grants to make a student eligible if the student is assigned to a campus with any unacceptable performance rating.

FDE(LEGAL) ADMISSIONS: SCHOOL SAFETY TRANSFERS

HB 375 amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of "a disabled individual."

FDE(LOCAL) ADMISSIONS: SCHOOL SAFETY TRANSFERS

Recommended revisions are to reflect a change from HB 375, which amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of "a disabled individual."

FEA(LEGAL) ATTENDANCE: COMPULSORY ATTENDANCE

HB 699 requires a school district to excuse a student's absence resulting from a serious or life-threatening illness or related treatment that makes the student's attendance infeasible, if proper documentation is provided.

SB 289 creates an optional excused absence for a student who is at least 15 years old to be absent for one day to obtain a learner license and for one day to obtain a driver's license.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

HB 3165 provides an affirmative defense to truant conduct if absences were due to a child's voluntary absence from home because of abuse.

FEA(LOCAL) ATTENDANCE: COMPULSORY ATTENDANCE

We have added text to address SB 289, which creates an optional excused absence for a student who is at least 15 years old to be absent for one day to obtain a learner license and for one day to obtain a driver's license. **Contact the district's policy consultant if your district will not permit these excused absences.** The [Regulations Resource Manual](#) includes at FEA a sample form for students to verify an absence to visit a driver's license office and, at FEB, a chart listing acceptable documentation for absences, including for learner permits and driver's licenses.

Various references about providing verification of the absences addressed in the policy have been consolidated into a single statement.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to [this policy topic](#).

FEC(LEGAL) ATTENDANCE: ATTENDANCE FOR CREDIT

HB 699 prohibits a district from considering excused absences resulting from a serious or life-threatening illness or related treatment in determining whether a student has satisfied attendance requirements for a final grade or credit.

FEC(LOCAL) ATTENDANCE: ATTENDANCE FOR CREDIT

Numerous revisions are recommended to this local policy on attendance for credit.

- As reflected in the revision at Absences Considered, in calculating whether a student has met the 90 percent attendance requirement, HB 699 creates an exception for absences resulting from a serious or life-threatening illness or related treatment. The [Regulations Resource Manual](#) includes sample letters to notify parents of student absences, which have been updated to reflect this exception.
- Provisions on the attendance committee's consideration of the best interest of the student, extenuating circumstances, and conditions for awarding credit or a final grade have been revised and reordered to emphasize a student's mastery of the essential knowledge and skills and maintaining a passing grade rather than assigning a student to attend programs for an amount of time equivalent to the student's absences.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to [this policy topic](#).

FED(LEGAL) ATTENDANCE: ATTENDANCE ENFORCEMENT

HB 699 prohibits a district from referring a student to truancy court and requires a district to provide counseling to a student who is absent due to a severe or life-threatening illness or related treatment.

The sample Truancy Prevention Measures Checklist in the [Regulations Resource Manual](#) has been updated to reflect this change.

FFAC(LEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

SB 1267 requires that training on unassigned epinephrine auto-injectors be in accordance with the district's professional development policy, which must be adopted by August 1, 2022, following publication of the SBEC clearinghouse on continuing education and training requirements. See DMA(LEGAL) above for information.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

SB 6 addresses immunity of certain medical professionals for injury or death caused by care, treatment, or failure to provide care or treatment relating to a pandemic disease.

FFB(LEGAL) STUDENT WELFARE: CRISIS INTERVENTION

HB 3597 provides flexibility regarding the requirement for a district's threat assessment team to include a variety of members with extensive expertise and now requires the superintendent to ensure, *to the greatest extent practicable*, that the members have the required expertise.

FFBA(LEGAL) CRISIS INTERVENTION: TRAUMA-INFORMED CARE

SB 1267 requires that training on trauma-informed care be in accordance with the district's professional development policy, which must be adopted by August 1, 2022, following publication of the SBEC clearinghouse on continuing education and training requirements. See DMA(LEGAL) above for information.

The bill also repeals the requirement to report on training compliance to TEA.

FFEB(LEGAL) COUNSELING AND MENTAL HEALTH: MENTAL HEALTH

As required by SB 279, student identification cards must include the contact information for the National Suicide Prevention Lifeline and the Crisis Text Line and may include a local suicide prevention hotline, if available.

FFG(LEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

HB 3379 changes the standard of reporting child abuse and neglect from "cause to believe" to "*reasonable* cause to believe."

In addition, we have reordered provisions to better align with the structure of FFG(LOCAL) and have added an existing definition for completeness.

FFG(LOCAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

Recommended revisions to this local policy incorporate HB 3379 changes to the standard of reporting child abuse and neglect from "cause to believe" to "*reasonable* cause to believe."

A reference to the definition of a person responsible for the care, custody, or welfare of a child has been added for clarification.

We have also clarified that training will be as required by law and district policy in anticipation of the new district professional development policy that must be in place by August 2022. See DMA above for more information.

FFH(LEGAL) STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Dating violence training is now only required on campuses that instruct students in grade six or higher in accordance with SB 1267.

An adjustment to the Note on Title IX explains that the Office for Civil Rights (OCR) has issued a formal interpretation that discrimination on the basis of sex under Title IX includes discrimination on the basis of sexual orientation and gender identity.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

FFI(LEGAL)

STUDENT WELFARE: FREEDOM FROM BULLYING

In accordance with SB 2050, district bullying policies must address prevention and mediation of bullying incidents and comply with minimum standards adopted by TEA. Policy Service will recommend local policy revisions following publication of the TEA minimum standards.

FL(LEGAL)

STUDENT RECORDS

Changes in federal law prompted revisions regarding access to student information by military recruiters, who may have access to a student's district-provided email address unless a parent has advised the district not to release this information.

FL(LOCAL)

STUDENT RECORDS

At Types of Education Records, we have replaced an outdated reference to the "grade placement committee" with a reference to the "accelerated learning committee" in accordance with HB 4545.

Please note: As discussed at the district's recent policy review, the policy now reflects that the principal is the special education records contact.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to [this policy topic](#).

FM(LEGAL)

STUDENT ACTIVITIES

The requirement for the UIL to provide training to extracurricular students in recognizing the symptoms of catastrophic injuries and the risks of using dietary supplements has been removed by SB 1267.

HB 1080 provides that a district may not exclude a student from participating in a UIL activity solely because the student receives outpatient mental health services from a mental health facility or is absent for this purpose.

A district may permit homeschool students to represent the school in UIL activities as provided by HB 547. **If your district will permit homeschool students to participate in UIL activities and you currently have a provision in FD(LOCAL) prohibiting nonenrolled students from participating in curricular or extracurricular activities, please contact your policy consultant for an adjustment to that policy.**

HB 2721 prohibits a student from participating in any future extracurricular activity sponsored by the district or the UIL if the UIL determines that the student caused bodily injury to an extracurricular official in retaliation for the official's performance of duties.

Other provisions have been reordered for better flow.

FNCD(LEGAL)

STUDENT CONDUCT: TOBACCO USE AND POSSESSION

SB 248 amends the definition of "e-cigarette" to include the liquid solution or other material used in the device.

FNCG(LEGAL)

STUDENT CONDUCT: WEAPONS

HB 1927 prompted revisions regarding the Penal Code offense of unlawful carrying of weapons and a reference to the appropriate legal source for handgun offenses.

HB 957 removes firearm silencer from the list of prohibited weapons in Texas Penal Code 46.05.

Explanatory Notes

TASB Localized Policy Manual Update 118

Buckholts ISD

FNG(LLEGAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

SB 348 clarifies that a parent is entitled to review teaching and instructional materials while a child is participating in virtual or remote learning and to observe virtual instruction.

FOC(LLEGAL) STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

HB 375 amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of "a disabled individual."

FOD(LLEGAL) STUDENT DISCIPLINE: EXPULSION

HB 375 amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of "a disabled individual."

FOF(LLEGAL) STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

When a district takes disciplinary action that constitutes a change of placement for a student who receives special education services, HB 785 requires the district to take certain actions relating to functional behavior assessments and behavioral intervention plans.

GBA(LLEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION

The name of an employee accused of an improper relationship between an educator and student is confidential until the employee is indicted for the offense, except as specified by HB 246. The [Regulations Resource Manual](#) includes sample procedures to address release of this information by a campus.

Provisions on the release of personal information have been revised for:

- Board members (HB 1082); and
- Current or honorably retired peace officers and commissioned security officers (SB 841).

Confidentiality of crime victim information has been revised based on HB 2357.

The sample election of confidentiality forms in the [Regulations Resource Manual](#) have been updated to reflect these changes.

GBAA(LLEGAL) INFORMATION ACCESS: REQUESTS FOR INFORMATION

Changes to this policy on requests for information are from SB 1225.

- If a district's physical offices are closed, but staff is working remotely, the district must make a good faith effort to continue responding to Public Information Act (PIA) requests for information.
- Provisions on temporary suspension of the PIA due to a catastrophe apply only when a district is *significantly* impacted and limit extensions of a suspension to only once per catastrophe.

GKA(LLEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

HB 1927 revises the Penal Code's list of places where the possession of weapons is prohibited.

Changes in federal law prompted revisions regarding the use of unmanned aircraft systems.

Explanatory Notes
TASB Localized Policy Manual Update 118

Buckholts ISD

GKD(LLEGAL) COMMUNITY RELATIONS: NONSCHOOL USE OF SCHOOL FACILITIES

HB 525 protects religious organizations from closure by a governmental entity during a disaster.

HB 1239 amends the Texas Religious Freedom Restoration Act to prohibit a government agency or public official from ordering the closure of a place of worship and clarifies that the Act cannot be suspended by the governor during a disaster.

GKE(LLEGAL) COMMUNITY RELATIONS: BUSINESS, CIVIC, AND YOUTH GROUPS

Districts may not regulate learning pods in accordance with SB 1955.

GNB(LLEGAL) RELATIONS WITH EDUCATIONAL ENTITIES: REGIONAL EDUCATION SERVICE CENTERS

Changes to the provisions on core services provided by education service centers reflect that the gifted and talented allotment was reinstated by HB 1525.

GNC(LLEGAL) RELATIONS WITH EDUCATIONAL ENTITIES: COLLEGES AND UNIVERSITIES

Provisions requiring certain districts to develop a plan to increase enrollment in higher education were deleted by SB 1677.

GRB(LLEGAL) RELATIONS WITH GOVERNMENTAL ENTITIES: INTERLOCAL COOPERATION CONTRACTS

Provisions on entering into intergovernmental support agreements with a branch of the armed forces have been added as a result of SB 780.

(LOCAL) Policy Action List

BUCKHOLTS ISD(166907) - Update / LDU 118

As described in the cover letter to the update, TASB attorneys recommend that posting board consideration of and action on policies be specific enough to advise staff and members of the public of the changes.

The (LOCAL) policy changes—each addition, deletion, or replacement—should be listed in alphabetical order by policy code, title, and subtitle. The following document is our compilation of that list, which may be copied and pasted into your meeting notice, staff communications of board action, and board meeting minutes.

(LOCAL) Policy Action List

BUCKHOLTS ISD(166907) - Update / LDU 118

CFD(LOCAL): ACCOUNTING - ACTIVITY FUNDS MANAGEMENT

CQB(LOCAL): TECHNOLOGY RESOURCES - CYBERSECURITY

DFE(LOCAL): TERMINATION OF EMPLOYMENT - RESIGNATION

DP(LOCAL): PERSONNEL POSITIONS

EHAA(LOCAL): BASIC INSTRUCTIONAL PROGRAM - REQUIRED INSTRUCTION (ALL LEVELS)

EHBC(LOCAL): SPECIAL PROGRAMS - COMPENSATORY/ACCELERATED SERVICES

EIE(LOCAL): ACADEMIC ACHIEVEMENT - RETENTION AND PROMOTION

FDE(LOCAL): ADMISSIONS - SCHOOL SAFETY TRANSFERS

FEA(LOCAL): ATTENDANCE - COMPULSORY ATTENDANCE

FEC(LOCAL): ATTENDANCE - ATTENDANCE FOR CREDIT

FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT

FL(LOCAL): STUDENT RECORDS

Technology Acceptable Use Agreement

Acceptable Use Agreement for Internet and Other Electronic Resources

The Buckholts Independent School District recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, Buckholts Independent School District encourages the responsible use of computers, computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Buckholts Independent School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, Buckholts Independent School District adopts this policy governing the voluntary use of electronic resources and the Internet in order to guide individuals and groups obtaining access to these resources on Buckholts Independent School District owned equipment or through Buckholts Independent School District Affiliated organizations.

Buckholts Independent School District Rights and Responsibilities:

It is the policy of the Buckholts Independent School District to maintain an environment that promotes ethical and responsible conduct in all online network activities to meet the Children's Internet Protection Act (CIPA) guidelines for all users, staff, and students. It shall be a violation of this policy for any employee, student, or another individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Buckholts Independent School District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Buckholts Independent School District retains the following rights and recognizes the following obligations:

- To log network use and monitor file server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file server space allotments.
- To remove a user account on the network.
- To monitor the use of online or offline computer activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Buckholts Independent School District owned equipment and, specifically, to exclude those who do not abide by Buckholts Independent School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials.
- Buckholts Independent School District reserves the right to restrict online destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

- Staff members who supervise students, control electronic equipment, or otherwise have to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Buckholts Independent School District.
- Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitors prohibited ring instruction, and assistance may be achieved.

User

The use of the electronic media provided by the Buckholts Independent School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Buckholts Independent School District.
- Proper codes of conduct in electronic communication must be used. In newsgroups, Giving out personal information is inappropriate. When using email, extreme caution must always be taken in revealing any information of a personal nature.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via the network should be assumed to be observable by Buckholts Independent School District.
- Mass emails to campuses or the district using the group mailing lists will be forwarded through campus distribution channels. Approval for announcements or other mass emails is required for students and staff.
- Network file storage space will be monitored and maintained, and files will be deleted from personal directories to avoid excessive use of file server harddisk space.
- Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
- From time to time, the Buckholts Independent School Dist system administrator specifically authorized uses of the network are consistent with the acceptable use practice.

Unacceptable Use

- Giving out personal information about another person, including home address and phone number is strictly prohibited.
- Any use of the network for commercial or for profit purposes is prohibited.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or the computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- The unauthorized installation of any software, including shareware and freeware, for use on Buckholts Independent School District computers, is prohibited.
- Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
- The Buckholts Independent School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Buckholts Independent School District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and noncommercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Buckholts Independent School District.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of the network for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms or other languages that may be offensive to another user is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

****Disclaimer****

The Buckholts Independent School District cannot be held accountable for the information that is retrieved via the network. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and may monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.