

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, August 29, 2022 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. Finance Report
 - B. Ms. Alushka Driska- Principal's Report
 - C. Dr. Remy Godfrey- Superintendent Report
- VI. Consent Agenda Items
- VII. Discussion and possible action regarding BISD July 18, 2022 Regular Meeting Minutes.
- VIII. Action Items
 - A. Discussion and possible approval to adopt the Proposed 2022-2023 Buckholts ISD Budget and Compensation Plan.
 - B. Discussion and possible approval of Proposed Tax Rate and Ordinance to set Tax Rate.
 - C. Discussion and possible action regarding BISD Budget Amendment.
 - D. Discussion and possible action regarding Temple College 2022-2023 MOU.

- E. Discussion and possible action regarding the Milam County Texas A&M Agrilife Extension.
- F. Discussion and possible action regarding the Central Texas Services (CCS) MOU.
- G. Discussion and possible action regarding BISD 2022-2023 Student Code of Conduct Handbook.
- H. Discussion and possible action regarding BISD 2022-2023 Employee Handbook.
- IX. 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.
- X. Action from Executive Session
- XI. 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

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
019543	07-18-2022	KALAHARI RESORTS	159673	June 13 & 14	199-36-6499.01-001-291000	PAID BY JASON KILGORE CC	-398.00	N
019581	07-27-2022	Buckholts State Bank	001427	2022	199-71-6512.00-999-299000	Principal pmt on loan	20,664.91	N
			001427	2022	199-71-6522.00-999-299000	Interest pmt on loan	6,298.11	N
Totals for Check 019581							26,963.02	
019596	07-18-2022	Jason Kilgore	159704	Kalahari Resort	199-36-6499.01-001-291000	Reimbursement	398.00	N
019597	07-18-2022	TASBO	159705	07132022	199-41-6411.00-750-299000	TASBO Training	740.00	N
019598	07-18-2022	THE COLLEGE BOARD	159700	ES00119149	199-31-6339.00-001-225000	SAT school day exams	144.00	N
019599	07-18-2022	VATAT	159701	70938	199-11-6411.38-001-222000	Ag Teacher Conference	300.00	N
019600	07-25-2022	ALARM CENTER, INC.	159190	July 2022	199-51-6259.92-001-299002	Alarm Monitoring	93.75	N
			159190	July 2022	199-51-6259.92-001-299003	Alarm Monitoring	93.75	N
Totals for Check 019600							187.50	
019601	07-25-2022	AMAZON CAPITAL	159679	19MWFCTLXD93	199-11-6399.00-001-237000	Dyslexia Supplies	260.22	N
019602	07-25-2022	ARLAN'S MARKET #23	159378	05312022	865-00-2191.63-000-200000	FFA Meeting Refreshments	54.95	N
019603	07-25-2022	ATMOS Energy	159572	18600 July 2022	199-51-6259.94-001-299000	Gas Utilities	58.70	N
			159572	18833 July 2022	199-51-6259.94-001-299000	Gas Utilities	136.00	N
Totals for Check 019603							194.70	
019604	07-25-2022	Baylor Scott & White Healt	001420	02232022 McKiss	199-34-6219.00-001-299000	Driver Physicals - McKissick	40.00	N
			001420	02242022 Godfre	199-34-6219.00-001-299000	Driver Physicals - Godfrey	40.00	N
			001420	02282022 Khaled	199-34-6219.00-001-299000	Driver Physicals - Khaled	40.00	N
Totals for Check 019604							120.00	
019605	07-25-2022	CenturyLink	159634	July 2022	199-51-6259.92-001-299000	Fax Machine Numbers	279.18	N
019606	07-25-2022	CLEOD9 BUSINESS TEC	159195	29477	199-51-6259.92-001-299000	Cleod9 Phone System	791.03	N
019607	07-25-2022	CONSTELLATION NEWE	159211	June 2021	199-51-6259.93-001-299000	Electric Utility Bill	1,081.46	N
019608	07-25-2022	CTWP Leasing	159225	31895416	199-11-6269.00-001-211000	Copier Rentals	1,146.17	N
			159225	31895416	199-41-6269.00-701-299000	Copier Rentals	375.50	N
Totals for Check 019608							1,521.67	
019609	07-25-2022	ESC Region 12	159520	098620	199-41-6239.00-750-299000	Business Support Services	2,500.00	N
			159542	098686	199-53-6239.00-001-211000	PEIMS TSDS Contract	1,662.50	N
Totals for Check 019609							4,162.50	
019610	07-25-2022	ESC Region 4	159680	F97325	199-11-6399.00-001-237000	Reading By Design Supplies	183.60	N
019611	07-25-2022	Region VI Education Servi	159426	057880	199-51-6239.00-001-299002	Internet Services	311.51	N
019612	07-25-2022	GLASS THE FLORIST IN	001421	05312022	199-11-6399.16-001-299000	HS Graduation	42.00	N
019613	07-25-2022	BARBARA DOMINGUEZ	159661	2109	199-51-6249.00-001-299002	Janitorial Services	3,816.67	N
019614	07-25-2022	MasterCard	001422	5122022	199-41-6399.00-750-299001	Postage	7.38	N
			159655	Room 307	865-00-2191.44-001-2000CC	Senior Trip Lodging	269.70	N
			159655	Room 310	865-00-2191.44-001-2000CC	Senior Trip Lodging	269.70	N
			159655	Room 410	865-00-2191.44-001-2000CC	Senior Trip Lodging	269.70	N
			159655	Room 414	865-00-2191.44-001-2000CC	Senior Trip Lodging	269.70	N
			001422	Senior Trip	865-00-2191.45-001-2000CC	Senior Trip - Schlitterbahn	597.52	N
			001422	Senior Trip	865-00-2191.45-001-2000CC	Senior Trip - Chick-fil-A	67.27	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			001422	Senior Trip	865-00-2191.45-001-2000CC	Senior Trip - Whataburger	71.22	N
			001422	Senior Trip	865-00-2191.45-001-2000CC	Senior Trip - Main Event	193.92	N
			001422	Senior Trip	865-00-2191.45-001-2000CC	Senior Trip - Bahama Bucks	51.42	N
			001422	Senior Trip	865-00-2191.45-001-2000CC	Senior Trip - Chili's	147.20	N
			001422	Senior Trip	865-00-2191.45-001-2000CC	Senior Trip -CatalanosPizzeria	120.01	N
			159659	05252022	865-00-2191.65-000-200000	Student Council Trip Meal	69.31	N
Totals for Check 019614							2,404.05	
019615	07-25-2022	Milam County Tax Assess	001424	9113932	199-34-6499.00-001-299000	Vehicle Registration	7.50	N
			001424	1140419	199-34-6499.00-001-299000	Vehicle Registration	7.50	N
			001424	1345909	199-34-6499.00-001-299000	Vehicle Registration	7.50	N
Totals for Check 019615							22.50	
019616	07-25-2022	MSB CONSULTING GRO	159613	174389	199-41-6299.00-750-299018	SHARS medicaid Administration	.21	N
			159613	174477	199-41-6299.00-750-299018	SHARS medicaid Administration	43.79	N
			159613	175310	199-41-6299.00-750-299018	SHARS medicaid Administration	5.01	N
			159613	175770	199-41-6299.00-750-299018	SHARS medicaid Administration	52.15	N
Totals for Check 019616							101.16	
019617	07-25-2022	O'HANLON, DEMERATH	001423	22897	199-41-6211.00-701-299000	Legal Services	2,140.50	N
019618	07-25-2022	Oak Farms Dairy - Housto	159690	111212392	240-35-6341.SC-001-299000	Milk Purchases	28.64	N
			159690	111212541	240-35-6341.SC-001-299000	Milk Purchases	28.64	N
				111212541	240-35-6341.SC-001-299000	Return	-20.05	N
				111212393	240-35-6341.SC-001-299000	Return	-7.26	N
Totals for Check 019618							29.97	
019619	07-25-2022	SYSTEM DESIGNS	159223	22-0264	240-35-6399.00-001-299003	Lunch Money Processing	60.00	N
990708	07-08-2022	TOWN OF BUCKHOLTS/	001441	JULY 2022	199-51-6259.91-001-299000	Water & Sewage	1,483.31	N
990715	07-15-2022	TRS ACTIVE CARE	001418	July 2022	863-00-2153.00-029-200000	TRS Active Care	5,482.66	N
			001418	July 2022	863-00-2153.00-032-200000	TRS Active Care	2,002.00	N
			001418	July 2022	863-00-2153.00-051-200000	TRS Active Care	429.00	N
Totals for Check 990715							7,913.66	
990719	07-19-2022	CLAIMS ADMINISTRATIV	001442	July 2022	199-41-6143.00-701-299000	CAS Claims Insurance	2.00	N
990722	07-22-2022	INTERNAL REVENUE SE	001419	July 2022	863-00-2151.00-000-200000	Federal Withholdings	5,123.54	N
			001419	July 2022	863-00-2152.01-000-200000	Employee FICA & Medicare	1,386.04	N
			001419	July 2022	863-00-2152.02-000-200000	Employer FICA & Medicare	1,386.04	N
Totals for Check 990722							7,895.62	
990728	07-28-2022	TEACHER RETIREMENT	001444	July 2022	863-00-2155.00-000-200000	TRS	8,293.18	N
			001444	July 2022	863-00-2155.01-000-200000	TRS	1,193.13	N
			001444	July 2022	863-00-2155.02-000-200000	TRS	1,215.64	N
			001444	July 2022	863-00-2155.03-000-200000	TRS	192.44	N
			001444	July 2022	863-00-2155.04-000-200000	TRS	719.06	N
			001444	July 2022	863-00-2155.08-000-200000	TRS	1,349.06	N
Totals for Check 990728							12,962.51	
Total Checks							76,169.29	

End of Report

For the Month of August

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
019582	08-01-2022	KEN TATUM	001429	KT00805	199-13-6411.00-001-231000	Teacher Luncheon	935.00	N
019583	08-01-2022	Lowe's Business Account/	159678	45998	199-51-6249.97-001-299000	Building Maintenance	171.51	N
019584	08-01-2022	MasterCard	001430	2022 San Antoni	199-41-6411.00-701-299000	Grand Hyatt Board Members	99.60	N
			001430	July 2022	199-41-6499.00-750-299000	Mastercard Interest	14.59	N
			001430	491359	199-51-6317.00-001-299000	Tractor Supply ground supplies	61.47	N
Totals for Check 019584							175.66	
019585	08-01-2022	NATIONAL BENEFITS SE	159224	864055	199-41-6299.00-750-299009	Monthly Cobra Admin Fees	9.30	N
019586	08-01-2022	PSAT/NMSQT	001431	392212639A	199-11-6399.00-001-238000	College Readiness	84.00	N
			001431	322213758A	199-11-6399.00-001-238000	College Readiness	54.00	N
Totals for Check 019586							138.00	
019587	08-01-2022	TXTAG	001432	2098 due 7/24	199-36-6411.01-001-291000	TX TAG - Coach travel	23.58	N
019588	08-03-2022	ERICK M. ADAMS	159714	July & Aug 2022	199-51-6249.97-001-299000	Building Maintenance	2,950.00	N
019589	08-03-2022	Mary Green	001433	Aug 2022	199-41-6419.00-702-299000	Travel Reimb	74.70	N
			001433	Aug 2022	199-41-6419.00-702-299000	WRONG NAME	-74.70	N
Totals for Check 019589							.00	
019590	08-03-2022	Cindy Hernandez	001434	Aug 2022	240-35-6411.00-001-299000	Travel Reimb	165.00	N
019591	08-03-2022	Margaret Green	001435	08 2022	199-41-6419.00-702-299000	Travel Reimb	74.70	N
			001435	08 2022	199-41-6419.00-702-299000	WRONG CHECK NUMBER	-74.70	N
Totals for Check 019591							.00	
019592	08-03-2022	Margaret Green	001436	082022	199-41-6419.00-702-299000	Travel Reimb	74.70	N
019620	08-12-2022	Buckholts State Bank	001437	08152022	599-71-6521.00-001-299000	Bond Interest Payment	4,917.50	N
019621	08-12-2022	CAMERON HERALD &	159718	AD 17391	199-41-6491.00-750-299000	Required Postings	154.20	N
			159718	AD 17389&17390	199-41-6491.00-750-299000	Required Postings	180.00	N
Totals for Check 019621							334.20	
019622	08-12-2022	JESS DANIEL LACOURE	159719	W 17100	199-34-6249.00-001-299000	Bus Repairs	222.00	N
			159719	W 17099	199-34-6249.00-001-299000	Bus Repairs	458.68	N
Totals for Check 019622							680.68	
019623	08-12-2022	CTWP Leasing	159225	32099456	199-11-6269.00-001-211000	Copier Rentals	1,350.77	N
			159225	32099456	199-41-6269.00-701-299000	Copier Rentals	413.05	N
Totals for Check 019623							1,763.82	
019624	08-12-2022	ESC Region 12	001438	098819	199-11-6239.00-001-211000	Bridge the Math Gap	150.00	N
019625	08-12-2022	Game One	159711	228079	199-36-6399.01-001-291000	Field Paint	771.76	N
			159711	228079	199-36-6399.01-001-291001	Field Paint	178.24	N
Totals for Check 019625							950.00	
019626	08-12-2022	n2y LLC	159710	1052005	199-11-6399.32-001-223000	Special Ed Curriculum	3,278.03	N
019627	08-12-2022	REMY GODFREY	159717	5937	199-41-6495.00-701-299000	Temple Rotary Club - Dues	275.00	N
019628	08-12-2022	BUCKHOLTS ISD	001439	July Tax collec	199-00-1110.00-000-200000	Milam Co Tax Coll I&S	254.84	N
019629	08-12-2022	CLEOD9 BUSINESS TEC	001443	29108	199-51-6259.92-001-299000	Cleod9 Phone System	772.43	N

For the Month of August

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
019630	08-12-2022	REMY GODFREY	159715	Sams 08052022	199-13-6399.00-001-299001	Staff Refreshments	113.16	N
019631	08-16-2022	AMAZON CAPITAL		16VLTRJRKNP	199-11-6399.37-001-222000	RETURN	-38.97	N
			001450	1FPV47G7PHP3	199-41-6499.00-750-299000	Amazon Membership Fee	129.00	N
				08162022	199-41-6499.00-750-299000	MISC CREDIT	-40.00	N
Totals for Check 019631							50.03	
019632	08-16-2022	ATMOS Energy	159572	8600 Aug 2022	199-51-6259.94-001-299000	Gas Utilities	58.73	N
			159572	8833 Aug 2022	199-51-6259.94-001-299000	Gas Utilities	129.78	N
Totals for Check 019632							188.51	
019633	08-16-2022	CENTRAL TEXAS FOOD	001446	AO62751-1	240-35-6299.00-001-299000	NSLP Storage Fees May	6.00	N
			001446	AO64248-1	240-35-6299.00-001-299000	NSLP Storage Fees June	11.70	N
			001446	AO54480-1	240-35-6299.00-001-299000	Food Bank Delivery 11/9/21	101.64	N
			001446	AO56000-1	240-35-6299.00-001-299000	Food Bank Delivery 1/4/22	203.98	N
			001446	AO58285-1	240-35-6299.00-001-299000	Food Bank Delivery 2/8/22	169.10	N
			001446	AO59634-1	240-35-6299.00-001-299000	Food Bank Delivery 3/8/22	101.64	N
			001446	AO62696-1	240-35-6299.00-001-299000	Food Bank Delivery 5/10/22	53.46	N
			001446	AO66742-1	240-35-6299.00-001-299000	Food Bank Delivery 8/9/22	90.44	N
Totals for Check 019633							737.96	
019634	08-16-2022	CenturyLink	001445	9045 Aug 2022	199-51-6259.92-001-299000	Fax Machine	5.38	N
019635	08-16-2022	CONSTELLATION NEWE	159211	July 2022	199-51-6259.93-001-299000	Electric Utility Bill	6,854.23	N
019636	08-16-2022	DON RINGLER CHEVRO	159720	378924	199-34-6249.00-001-299000	Vehicle Repairs	216.69	N
			159720	379201	199-34-6249.00-001-299000	Vehicle Repairs	513.17	N
Totals for Check 019636							729.86	
019637	08-16-2022	EPIC SPORTS, INC.	159707	6368715	199-36-6399.00-001-291000	Athletics	1,387.83	N
019638	08-16-2022	ESC Region 12	001449	099115	199-51-6239.00-001-299000	Erate Mar 2022-Dec 2023	429.00	N
			001449	099085	199-53-6239.00-001-211000	TSDS/Peims Support Svcs	1,662.50	N
Totals for Check 019638							2,091.50	
019639	08-16-2022	BARBARA DOMINGUEZ	159661	2149	199-51-6249.00-001-299002	Janitorial Services	3,816.67	N
019640	08-16-2022	LABATT FOOD SERVICE	159162	08029224	240-35-6341.00-001-299000	Food Purchases	964.57	N
			159162	08095187	240-35-6341.00-001-299000	Food Purchases	1,203.62	N
Totals for Check 019640							2,168.19	
019641	08-16-2022	O'Reilly Auto Parts	001448	0482-148486	199-34-6249.00-001-299000	Battery charge	154.95	N
019642	08-16-2022	Texas Fleet Fuel	159635	NP62716773	199-34-6311.00-001-299000	Fuel	226.60	N
019643	08-16-2022	CHARLES YARBROUGH	001447	07212022	199-51-6249.00-001-299000	Gym Floors repairs	1,500.00	N
019644	08-26-2022	ALARM CENTER, INC.	159190	Aug 2022	199-51-6259.92-001-299002	Alarm Monitoring	93.75	N
			159190	Aug 2022	199-51-6259.92-001-299003	Alarm Monitoring	93.75	N
Totals for Check 019644							187.50	
019645	08-26-2022	AMAZON CAPITAL	159708	11YJRJMH7XR7	199-11-6399.00-001-211000	Art supplies	150.00	N
			159708	11YJRJMH7XR7	199-11-6399.33-001-211000	Art supplies	205.20	N
Totals for Check 019645							355.20	
019646	08-26-2022	Auto-Chlor Inc.	001454	8161794	240-35-6342.00-001-299000	Cleaning Chemicals for cafeter	259.95	N

For the Month of August

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019647	08-26-2022	CAMERON TIRE STORE	159722	00304073	199-34-6399.01-001-299000	Vehicle Maintenance	541.90	N
			159722	00304241	199-34-6399.01-001-299000	Vehicle Maintenance	10.40	N
			159722	00304202	199-34-6399.01-001-299000	Vehicle Maintenance	1,625.70	N
			159722	00304250	199-34-6399.01-001-299000	Vehicle Maintenance	1,625.70	N
			159722	00304298	199-34-6399.01-001-299000	Vehicle Maintenance	1,083.80	N
						Totals for Check 019647	4,887.50	
019648	08-26-2022	JESS DANIEL LACOURE	159723	W 17121	199-34-6249.00-001-299000	Vehicle Maintenance	624.98	N
019649	08-26-2022	CLEOD9 BUSINESS TEC	001461	29868	199-51-6259.92-001-299000	Cleod9 Phone System	790.11	N
019650	08-26-2022	Compliance Consortium C	001456	22040314	199-34-6218.00-001-299000	Drug Test-Edison Govea	107.00	N
019651	08-26-2022	ESC Region 12	001465	099263	199-34-6239.00-001-299000	Bus Driver Certification	300.00	N
			159520	099365	199-41-6239.00-750-299000	Business Support Services	2,500.00	N
			001455	099385	199-53-6239.00-001-211000	PEIMS TSDS Contract	1,662.50	N
						Totals for Check 019651	4,462.50	
019652	08-26-2022	Kendall Stone	001453	July 25-28	199-36-6411.00-001-222000	Travel Meals per diem	195.00	N
019653	08-26-2022	LABATT FOOD SERVICE	001463	08234299	240-35-6341.00-001-299000	Food purchase	1,176.90	N
			001463	08164020	240-35-6341.00-001-299000	Food purchase	721.09	N
			159607	08164020	240-35-6342.00-001-299000	Non Food Supplies	117.52	N
			159607	08234299	240-35-6342.00-001-299000	Non Food Supplies	97.99	N
						Totals for Check 019653	2,113.50	
019654	08-26-2022	Lowe's Business Account/	159706	09274	199-36-6399.01-001-291000	Field Maintenance	173.23	N
			001458	93304	199-51-6315.00-001-299000	Building Mnt Supplies	132.92	N
			001458	09198	199-51-6315.00-001-299000	Building Mnt Supplies	247.78	N
				94380641	199-51-6315.00-001-299000	Return	-51.28	N
						Totals for Check 019654	502.65	
019655	08-26-2022	MasterCard	159691	07152022	199-11-6399.37-001-222000	CTE Supplies - cameras	642.98	N
			001457	Jason Kilgore	199-36-6411.01-001-291000	Garage Parking San Antonio	75.00	N
			159702	07192022	199-36-6499.01-001-291000	THSCA Conf-Menger Hotel	504.63	N
			159703	Mary Fowler	199-41-6495.00-701-299000	TASBO Membership	135.00	N
			001457	Late Fee July	199-41-6499.00-750-299000	Mastercard Late fee	25.00	N
			001457	Interest Aug	199-41-6499.00-750-299000	Mastercard Interest	12.41	N
						Totals for Check 019655	1,395.02	
019656	08-26-2022	Oak Farms Dairy - Housto	001459	111215185	240-35-6341.SC-001-299000	Milk	121.41	N
			001459	19378124	240-35-6341.SC-001-299000	Milk	151.57	N
			001459	19377672	240-35-6341.SC-001-299000	Milk	89.79	N
			001459	19369830	240-35-6341.SC-001-299000	Milk	242.08	N
			001459	111215223	240-35-6341.SC-001-299000	Milk	121.41	N
			001459	111215040	240-35-6341.SC-001-299000	Milk	169.16	N
						Totals for Check 019656	895.42	
019657	08-26-2022	PARSON'S COMMERCIA	001460	08252022	199-51-6249.97-001-299000	Roof Mnt Contract	2,420.00	N
019658	08-26-2022	TASB Risk Management F	001462	67881	863-00-2158.02-000-200000	Workers Comp Coverage	7,380.00	N

For the Month of August

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
019659	08-26-2022	TEMPLE DAILY TELEGR	159721	16678492	199-41-6498.00-701-299000	Required Postings	581.50	N
019660	08-26-2022	THE BUG MASTER	159121	330519	199-51-6299.00-001-299000	Pest Control Service	450.00	N
			159121	337495	199-51-6299.00-001-299000	Pest Control Service	450.00	N
Totals for Check 019660							900.00	
990808	08-08-2022	TOWN OF BUCKHOLTS/	001452	Aug 2022	199-51-6259.91-001-299000	Water & Sewage	1,897.95	N
990815	08-15-2022	TRS ACTIVE CARE	001440	Aug 2022	863-00-2153.00-029-200000	TRS Active Care	5,482.66	N
			001440	Aug 2022	863-00-2153.00-032-200000	TRS Active Care	1,168.00	N
			001440	Aug 2022	863-00-2153.00-051-200000	TRS Active Care	429.00	N
Totals for Check 990815							7,079.66	
990825	08-25-2022	INTERNAL REVENUE SE	001451	Aug 2022	863-00-2151.00-000-200000	Federal Withholdings	5,948.94	N
			001451	Aug 2022	863-00-2152.01-000-200000	Employee FICA & Medicare	1,622.99	N
			001451	Aug 2022	863-00-2152.02-000-200000	Employer FICA & Medicare	1,622.99	N
Totals for Check 990825							9,194.92	
Total Checks							84,274.48	

End of Report

Obj / Func	Description	Annual Budget	YTD Actual	YTD Encumbrance	Variance	Percent To Total
REVENUES:						
5700	REVENUE-LOCAL & INTERMED	510,326.00	-563,195.59	.00	-52,869.59	22.53%
5800	STATE PROGRAM REVENUES	1,903,026.00	-1,807,004.01	.00	96,021.99	72.27%
5900	FEDERAL PROGRAM REVENUES	105,000.00	-130,063.22	.00	-25,063.22	5.20%
5000	Total Revenues	2,518,352.00	-2,500,262.82	.00	18,089.18	100.00%
EXPENDITURES:						
11	INSTRUCTION	-1,253,119.00	963,075.27	11,284.20	-278,759.53	47.35%
12	INST RESOURCES & MEDIA SER	-1,550.00	1,060.35	.00	-489.65	.05%
13	CURRICULUM & INST. STAFF	-5,100.00	3,634.56	75.21	-1,390.23	.18%
21	INSTRUCTIONAL DEVELOPMENT	-500.00	90.00	.00	-410.00	.00%
23	SCHOOL ADMINISTRATION	-77,169.00	48,378.66	348.36	-28,441.98	2.38%
31	GUIDANCE AND COUNSELING SVS	-575.00	1,071.50	19.76	516.26	.05%
33	HEALTH SERVICES	-1,400.00	1,091.90	.00	-308.10	.05%
34	STUDENT (PUPIL) TRANSPORTATION	-31,400.00	32,752.34	2,746.02	4,098.36	1.61%
35	FOOD SERVICES	-114,974.00	98,958.33	6,690.56	-9,325.11	4.87%
36	CO-CURRICULAR ACTIVITIES	-96,701.00	65,314.01	6,891.07	-24,495.92	3.21%
41	GENERAL ADMINISTRATION	-382,372.00	339,651.05	3,677.71	-39,043.24	16.70%
51	PLANT MAINTENANCE & OPERATION	-279,886.00	223,050.93	25,934.35	-30,900.72	10.97%
52	SECURITY & MONITORING	-32,138.00	4,277.57	.00	-27,860.43	.21%
53	DATA PROCESSING SERVICES	-106,370.00	118,818.88	1,000.00	13,448.88	5.84%
61	Community Services	.00	.00	.00	.00	.00%
71	DEBT SERVICE	-123,098.00	108,241.77	.00	-14,856.23	5.32%
81	FLOW-THRU OUT(FOR PEIMS)	.00	12,269.00	.00	12,269.00	.60%
93	PYTS TO FISCAL AGENTS	.00	.00	.00	.00	.00%
99	INTERGOVERNMENTAL CHARGES	-12,000.00	12,337.38	277.87	615.25	.61%
6000	Total Expenditures	-2,518,352.00	2,034,073.50	58,945.11	-425,333.39	100.00%
OPERATING TRANSFERS:						
7914	LOAN PROCEEDS-GOVRT FD TYPES	.00	.00	.00	.00	
7915	OPERATING TRANSFERS IN	25,000.00	.00	.00	25,000.00	
7000	Total Other Resources/Non-Operating Rev	25,000.00	.00	.00	25,000.00	
8911	OPERATING TRANSFERS OUT	-25,000.00	.00	.00	-25,000.00	
8000	Total Other Uses/Non-Operating Exp	-25,000.00	.00	.00	-25,000.00	
Total Operating Transfers		.00	.00			
3000 Fund Balance - August (Unaudited)		.00	.00			
3000 Year to Date Fund Balance (Unaudited)		.00	-466,189.32			

End of Report

Board Report
 Comparison of Revenue to Budget
 Buckholts ISD
 As of July

Fund 199 / 2 GENERAL FUND

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE-LOCAL & INTERMED					
5710 - LOCAL REAL-PROPERTY TAXES	425,786.00	-4,916.29	-403,442.67	22,343.33	94.75%
5740 - REVENUE FROM LOCAL SOURCES	40,818.00	-62.69	-128,150.81	-87,332.81	313.96%
5750 - ENTERPRISING ACTIVITIES	5,000.00	.00	-4,013.05	986.95	80.26%
Total REVENUE-LOCAL & INTERMED	471,604.00	-4,978.98	-535,606.53	-64,002.53	113.57%
5800 - STATE PROGRAM REVENUES					
5810 - PER CAPITA-FOUNDATION REV	1,773,352.00	-222,749.00	-1,666,589.00	106,763.00	93.98%
5820 - STATE PRG REVENUES FR TEA	.00	.00	.00	.00	.00%
5830 - REVENUE FR STATE GOVT AGENCY	67,387.00	.00	-77,876.71	-10,489.71	115.57%
Total STATE PROGRAM REVENUES	1,840,739.00	-222,749.00	-1,744,465.71	96,273.29	94.77%
5900 - FEDERAL PROGRAM REVENUES					
5920 - FEDERALLY DISTRIBUTED REVENUES	.00	.00	.00	.00	.00%
5930 - VOC ED NON FOUNDATION	20,000.00	-1,492.01	-22,440.34	-2,440.34	112.20%
Total FEDERAL PROGRAM REVENUES	20,000.00	-1,492.01	-22,440.34	-2,440.34	112.20%
7000 - OTHER RESOURCES					
7900 - OTHER RESOURCES					
7910 - OTHER RESOURCES	.00	.00	.00	.00	.00%
Total OTHER RESOURCES	.00	.00	.00	.00	.00%
Total Revenue Local-State-Federal	2,332,343.00	-229,219.99	-2,302,512.58	29,830.42	98.72%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-1,133,822.00	.00	861,947.46	59,096.47	-271,874.54	76.02%
6200 - PROFESSIONAL & CONTRACTED SER	-49,721.00	217.26	70,534.65	1,146.17	21,030.91	141.86%
6300 - SUPPLIES AND MATERIALS	-52,926.00	10,019.59	25,718.62	485.82	-17,187.79	48.59%
6400 - OTHER OPERATING COSTS	-6,650.00	1,047.35	4,874.54	300.00	-728.11	73.30%
6600 - CPTL OUTLY LAND BLDG & EQUIP	-10,000.00	.00	.00	.00	-10,000.00	-0.00%
Total Function11 INSTRUCTION	-1,253,119.00	11,284.20	963,075.27	61,028.46	-278,759.53	76.85%
12 - INST RESOURCES & MEDIA SER						
6200 - PROFESSIONAL & CONTRACTED SER	-1,100.00	.00	1,060.35	.00	-39.65	96.40%
6300 - SUPPLIES AND MATERIALS	-450.00	.00	.00	.00	-450.00	-0.00%
Total Function12 INST RESOURCES & MEDIA	-1,550.00	.00	1,060.35	.00	-489.65	68.41%
13 - CURRICULUM & INST. STAFF						
6100 - PAYROLL COSTS	.00	.00	.00	.00	.00	.00%
6300 - SUPPLIES AND MATERIALS	-500.00	45.21	314.56	.00	-140.23	62.91%
6400 - OTHER OPERATING COSTS	-4,600.00	30.00	3,320.00	.00	-1,250.00	72.17%
Total Function13 CURRICULUM & INST. STAFF	-5,100.00	75.21	3,634.56	.00	-1,390.23	71.27%
21 - INSTRUCTIONAL DEVELOPMENT						
6100 - PAYROLL COSTS	.00	.00	.00	.00	.00	.00%
6300 - SUPPLIES AND MATERIALS	-100.00	.00	.00	.00	-100.00	-0.00%
6400 - OTHER OPERATING COSTS	-400.00	.00	90.00	.00	-310.00	22.50%
Total Function21 INSTRUCTIONAL	-500.00	.00	90.00	.00	-410.00	18.00%
23 - SCHOOL ADMINISTRATION						
6100 - PAYROLL COSTS	-65,889.00	.00	43,470.96	3,823.68	-22,418.04	65.98%
6200 - PROFESSIONAL & CONTRACTED SER	-4,900.00	90.00	3,618.93	.00	-1,191.07	73.86%
6300 - SUPPLIES AND MATERIALS	-3,880.00	108.36	588.77	.00	-3,182.87	15.17%
6400 - OTHER OPERATING COSTS	-2,500.00	150.00	700.00	.00	-1,650.00	28.00%
Total Function23 SCHOOL ADMINISTRATION	-77,169.00	348.36	48,378.66	3,823.68	-28,441.98	62.69%
31 - GUIDANCE AND COUNSELING SVS						
6100 - PAYROLL COSTS	.00	.00	.00	.00	.00	.00%
6200 - PROFESSIONAL & CONTRACTED SER	.00	.00	750.00	.00	750.00	.00%
6300 - SUPPLIES AND MATERIALS	-475.00	19.76	321.50	144.00	-133.74	67.68%
6400 - OTHER OPERATING COSTS	-100.00	.00	.00	.00	-100.00	-0.00%
Total Function31 GUIDANCE AND	-575.00	19.76	1,071.50	144.00	516.26	186.35%
33 - HEALTH SERVICES						
6200 - PROFESSIONAL & CONTRACTED SER	-400.00	.00	850.00	.00	450.00	212.50%
6300 - SUPPLIES AND MATERIALS	-500.00	.00	241.90	.00	-258.10	48.38%
6400 - OTHER OPERATING COSTS	-500.00	.00	.00	.00	-500.00	-0.00%
Total Function33 HEALTH SERVICES	-1,400.00	.00	1,091.90	.00	-308.10	77.99%
34 - STUDENT (PUPIL) TRANSPORTATION						
6100 - PAYROLL COSTS	-2,400.00	.00	18,901.38	61.93	16,501.38	787.56%
6200 - PROFESSIONAL & CONTRACTED SER	-8,200.00	554.77	3,679.51	120.00	-3,965.72	44.87%
6300 - SUPPLIES AND MATERIALS	-17,200.00	2,106.63	6,818.83	.00	-8,274.54	39.64%
6400 - OTHER OPERATING COSTS	-3,600.00	84.62	3,352.62	22.50	-162.76	93.13%
Total Function34 STUDENT (PUPIL)	-31,400.00	2,746.02	32,752.34	204.43	4,098.36	104.31%
36 - CO-CURRICULAR ACTIVITIES						
6100 - PAYROLL COSTS	-30,587.00	.00	25,237.26	819.53	-5,349.74	82.51%
6200 - PROFESSIONAL & CONTRACTED SER	-18,625.00	398.00	10,064.21	.00	-8,162.79	54.04%
6300 - SUPPLIES AND MATERIALS	-13,350.00	3,071.60	9,258.99	.00	-1,019.41	69.36%
6400 - OTHER OPERATING COSTS	-34,139.00	3,421.47	20,753.55	.00	-9,963.98	60.79%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
36 - CO-CURRICULAR ACTIVITIES						
Total Function36 CO-CURRICULAR ACTIVITIES	-96,701.00	6,891.07	65,314.01	819.53	-24,495.92	67.54%
41 - GENERAL ADMINISTRATION						
6100 - PAYROLL COSTS	-244,577.00	.00	218,037.31	13,108.43	-26,539.69	89.15%
6200 - PROFESSIONAL & CONTRACTED SER	-104,355.00	2,705.32	97,084.01	5,117.16	-4,565.67	93.03%
6300 - SUPPLIES AND MATERIALS	-6,640.00	262.81	2,794.95	7.38	-3,582.24	42.09%
6400 - OTHER OPERATING COSTS	-26,800.00	709.58	21,734.78	740.00	-4,355.64	81.10%
Total Function41 GENERAL ADMINISTRATION	-382,372.00	3,677.71	339,651.05	18,972.97	-39,043.24	88.83%
51 - PLANT MAINTENANCE & OPERATION						
6100 - PAYROLL COSTS	-57,968.00	.00	52,111.65	955.72	-5,856.35	89.90%
6200 - PROFESSIONAL & CONTRACTED SER	-190,918.00	24,086.33	147,524.91	8,145.36	-19,306.76	77.27%
6300 - SUPPLIES AND MATERIALS	-19,000.00	1,848.02	8,014.37	.00	-9,137.61	42.18%
6400 - OTHER OPERATING COSTS	-12,000.00	.00	15,400.00	.00	3,400.00	128.33%
Total Function51 PLANT MAINTENANCE &	-279,886.00	25,934.35	223,050.93	9,101.08	-30,900.72	79.69%
52 - SECURITY & MONITORING						
6100 - PAYROLL COSTS	-2,239.00	.00	2,251.57	170.70	12.57	100.56%
6200 - PROFESSIONAL & CONTRACTED SER	-14,000.00	.00	.00	.00	-14,000.00	-.00%
6300 - SUPPLIES AND MATERIALS	-15,899.00	.00	2,026.00	.00	-13,873.00	12.74%
6600 - CPTL OUTLY LAND BLDG & EQUIP	.00	.00	.00	.00	.00	.00%
Total Function52 SECURITY & MONITORING	-32,138.00	.00	4,277.57	170.70	-27,860.43	13.31%
53 - DATA PROCESSING SERVICES						
6100 - PAYROLL COSTS	-75,260.00	.00	60,455.67	3,765.16	-14,804.33	80.33%
6200 - PROFESSIONAL & CONTRACTED SER	-24,110.00	1,000.00	50,725.43	1,662.50	27,615.43	210.39%
6300 - SUPPLIES AND MATERIALS	-5,000.00	.00	2,244.83	.00	-2,755.17	44.90%
6400 - OTHER OPERATING COSTS	-2,000.00	.00	5,392.95	.00	3,392.95	269.65%
Total Function53 DATA PROCESSING	-106,370.00	1,000.00	118,818.88	5,427.66	13,448.88	111.70%
61 - Community Services						
6100 - PAYROLL COSTS	.00	.00	.00	.00	.00	.00%
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
Total Function61 Community Services	.00	.00	.00	.00	.00	.00%
71 - DEBT SERVICE						
6500 - DEBT SERVICE	-27,063.00	.00	26,963.02	26,963.02	-99.98	99.63%
Total Function71 DEBT SERVICE	-27,063.00	.00	26,963.02	26,963.02	-99.98	99.63%
81 - FLOW-THRU OUT(FOR PEIMS)						
6600 - CPTL OUTLY LAND BLDG & EQUIP	.00	.00	12,269.00	.00	12,269.00	.00%
Total Function81 FLOW-THRU OUT(FOR	.00	.00	12,269.00	.00	12,269.00	.00%
93 - PYTS TO FISCAL AGENTS						
6400 - OTHER OPERATING COSTS	.00	.00	.00	.00	.00	.00%
Total Function93 PYTS TO FISCAL AGENTS	.00	.00	.00	.00	.00	.00%
99 - INTERGOVERNMENTAL CHARGES						
6200 - PROFESSIONAL & CONTRACTED SER	-12,000.00	277.87	12,337.38	.00	615.25	102.81%
Total Function99 INTERGOVERNMENTAL	-12,000.00	277.87	12,337.38	.00	615.25	102.81%
8000 - OTHER USES						
00 - OTHER RESOURCES/USES						
8900 - OTHER USES	-25,000.00	.00	.00	.00	-25,000.00	-.00%
Total Function00 OTHER RESOURCES/USES	-25,000.00	.00	.00	.00	-25,000.00	-.00%
Total Expenditures	-2,332,343.00	52,254.55	1,853,836.42	126,655.53	-426,252.03	79.48%

Comparison of Revenue to Budget

Buckholts ISD

As of July

Fund 240 / 2 LUNCH PROGRAM

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE-LOCAL & INTERMED					
5740 - REVENUE FROM LOCAL SOURCES	1,474.00	.00	.00	1,474.00	.00%
5750 - ENTERPRISING ACTIVITIES	3,000.00	.00	-2,639.50	360.50	87.98%
Total REVENUE-LOCAL & INTERMED	4,474.00	.00	-2,639.50	1,834.50	59.00%
5800 - STATE PROGRAM REVENUES					
5820 - STATE PRG REVENUES FR TEA	500.00	.00	-1,908.60	-1,408.60	381.72%
5830 - REVENUE FR STATE GOVT AGENCY	.00	.00	-883.70	-883.70	.00%
Total STATE PROGRAM REVENUES	500.00	.00	-2,792.30	-2,292.30	558.46%
5900 - FEDERAL PROGRAM REVENUES					
5920 - FEDERALLY DISTRIBUTED REVENUES	85,000.00	.00	-107,622.88	-22,622.88	126.62%
Total FEDERAL PROGRAM REVENUES	85,000.00	.00	-107,622.88	-22,622.88	126.62%
7000 - OTHER RESOURCES					
7900 - OTHER RESOURCES					
7910 - OTHER RESOURCES	25,000.00	.00	.00	25,000.00	.00%
Total OTHER RESOURCES	25,000.00	.00	.00	25,000.00	.00%
Total Revenue Local-State-Federal	114,974.00	.00	-113,054.68	1,919.32	98.33%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
35 - FOOD SERVICES						
6100 - PAYROLL COSTS	-58,025.00	.00	58,574.87	4,740.42	549.87	100.95%
6200 - PROFESSIONAL & CONTRACTED SER	-400.00	.00	3,007.68	.00	2,607.68	751.92%
6300 - SUPPLIES AND MATERIALS	-55,749.00	6,690.56	36,670.38	89.97	-12,388.06	65.78%
6400 - OTHER OPERATING COSTS	-800.00	.00	705.40	.00	-94.60	88.17%
Total Function35 FOOD SERVICES	-114,974.00	6,690.56	98,958.33	4,830.39	-9,325.11	86.07%
Total Expenditures	-114,974.00	6,690.56	98,958.33	4,830.39	-9,325.11	86.07%

Comparison of Revenue to Budget

Buckholts ISD

As of July

Fund 266 / 2 ESSER Grant

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5800 - STATE PROGRAM REVENUES					
5830 - REVENUE FR STATE GOVT AGENCY	.00	.00	.00	.00	.00%
Total STATE PROGRAM REVENUES	.00	.00	.00	.00	.00%
5900 - FEDERAL PROGRAM REVENUES					
5920 - FEDERALLY DISTRIBUTED REVENUES	.00	.00	.00	.00	.00%
Total FEDERAL PROGRAM REVENUES	.00	.00	.00	.00	.00%
Total Revenue Local-State-Federal	.00	.00	.00	.00	.00%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6200 - PROFESSIONAL & CONTRACTED SER	.00	.00	.00	.00	.00	.00%
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
Total Function11 INSTRUCTION	.00	.00	.00	.00	.00	.00%
13 - CURRICULUM & INST. STAFF						
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
Total Function13 CURRICULUM & INST. STAFF	.00	.00	.00	.00	.00	.00%
51 - PLANT MAINTENANCE & OPERATION						
6100 - PAYROLL COSTS	-19,204.00	.00	.00	.00	-19,204.00	-0.00%
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
Total Function51 PLANT MAINTENANCE &	-19,204.00	.00	.00	.00	-19,204.00	-0.00%
Total Expenditures	-19,204.00	.00	.00	.00	-19,204.00	-0.00%

Board Report
Comparison of Revenue to Budget
Buckholts ISD
As of July

Fund 281 / 2 ESSER II

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - RECEIPTS					
5900 - FEDERAL PROGRAM REVENUES					
5920 - FEDERALLY DISTRIBUTED REVENUES	254,241.00	-71,908.11	-88,877.70	165,363.30	34.96%
Total FEDERAL PROGRAM REVENUES	254,241.00	-71,908.11	-88,877.70	165,363.30	34.96%
Total Revenue Local-State-Federal	254,241.00	-71,908.11	-88,877.70	165,363.30	34.96%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-150,000.00	.00	68,382.31	5,993.00	-81,617.69	45.59%
6200 - PROFESSIONAL & CONTRACTED SER	-15,100.00	62.50	11,790.70	.00	-3,246.80	78.08%
6300 - SUPPLIES AND MATERIALS	-29,141.00	.00	14,697.69	.00	-14,443.31	50.44%
6600 - CPTL OUTLY LAND BLDG & EQUIP	-60,000.00	.00	.00	.00	-60,000.00	-.00%
Total Function11 INSTRUCTION	-254,241.00	62.50	94,870.70	5,993.00	-159,307.80	37.32%
Total Expenditures	-254,241.00	62.50	94,870.70	5,993.00	-159,307.80	37.32%

Board Report
 Comparison of Revenue to Budget
 Buckholts ISD
 As of July

Fund 282 / 2 ESSER III

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5800 - STATE PROGRAM REVENUES					
5830 - REVENUE FR STATE GOVT AGENCY	.00	.00	.00	.00	.00%
Total STATE PROGRAM REVENUES	.00	.00	.00	.00	.00%
5900 - FEDERAL PROGRAM REVENUES					
5920 - FEDERALLY DISTRIBUTED REVENUES	380,659.00	-32,209.69	-112,307.74	268,351.26	29.50%
Total FEDERAL PROGRAM REVENUES	380,659.00	-32,209.69	-112,307.74	268,351.26	29.50%
Total Revenue Local-State-Federal	380,659.00	-32,209.69	-112,307.74	268,351.26	29.50%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-344,000.00	.00	.00	.00	-344,000.00	-.00%
6300 - SUPPLIES AND MATERIALS	-7,276.00	.00	6,921.00	.00	-355.00	95.12%
6400 - OTHER OPERATING COSTS	-29,383.00	.00	.00	.00	-29,383.00	-.00%
Total Function11 INSTRUCTION	-380,659.00	.00	6,921.00	.00	-373,738.00	1.82%
23 - SCHOOL ADMINISTRATION						
6100 - PAYROLL COSTS	-94,648.00	.00	81,501.87	7,274.79	-13,146.13	86.11%
Total Function23 SCHOOL ADMINISTRATION	-94,648.00	.00	81,501.87	7,274.79	-13,146.13	86.11%
53 - DATA PROCESSING SERVICES						
6100 - PAYROLL COSTS	-24,307.00	.00	13,889.66	.00	-10,417.34	57.14%
Total Function53 DATA PROCESSING	-24,307.00	.00	13,889.66	.00	-10,417.34	57.14%
93 - PYTS TO FISCAL AGENTS						
6400 - OTHER OPERATING COSTS	.00	.00	17,270.00	.00	17,270.00	.00%
Total Function93 PYTS TO FISCAL AGENTS	.00	.00	17,270.00	.00	17,270.00	.00%
Total Expenditures	-499,614.00	.00	119,582.53	7,274.79	-380,031.47	23.93%

Board Report
 Comparison of Revenue to Budget
 Buckholts ISD
 As of July

Fund 599 / 2 DEBT SERVICE

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE-LOCAL & INTERMED					
5710 - LOCAL REAL-PROPERTY TAXES	34,238.00	-330.27	-24,897.37	9,340.63	72.72%
5740 - REVENUE FROM LOCAL SOURCES	10.00	-2.75	-52.19	-42.19	521.90%
Total REVENUE-LOCAL & INTERMED	34,248.00	-333.02	-24,949.56	9,298.44	72.85%
5800 - STATE PROGRAM REVENUES					
5820 - STATE PRG REVENUES FR TEA	61,787.00	.00	-59,746.00	2,041.00	96.70%
Total STATE PROGRAM REVENUES	61,787.00	.00	-59,746.00	2,041.00	96.70%
Total Revenue Local-State-Federal	96,035.00	-333.02	-84,695.56	11,339.44	88.19%

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

Fund 599 / 2 DEBT SERVICE

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
71 - DEBT SERVICE						
6500 - DEBT SERVICE	-96,035.00	.00	81,278.75	.00	-14,756.25	84.63%
Total Function71 DEBT SERVICE	-96,035.00	.00	81,278.75	.00	-14,756.25	84.63%
Total Expenditures	-96,035.00	.00	81,278.75	.00	-14,756.25	84.63%

Buckholts ISD

2022 Accountability Rating



Ratings are based upon TEA's accountability rating system that grades school districts based upon student academic performance.

In addition, Buckholts ISD also earned academic distinctions in the following areas:

Grade 6 Mathematics Performance (Masters Grade Level)

Algebra I by Grade 8 - Participation

Algebra I by Grade 8 - Performance (Meets Grade Level)

Grade 8 Science Performance (Masters Grade Level)

Advanced/Dual-Credit Completion: Science (9–12)

Secondary Principal: Dr. Randy Lund

Elementary Principal: Alushka Driska

Superintendent: Dr. Remy Godfrey

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, July 18, 2022 at 6:00 PM

I. Call to Order

The meeting was called to order at 6:00 PM with *Adan Losoya, Ricky McCall, Kerri Hernandez, Jessie Benavidez, Chris Marrs and Margaret Green in attendance. Les Lorenz absent.*

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

VI. Consent Agenda Items

A. Discussion and possible action regarding minutes from BISD Regular Board Meeting on June 22, 2022.

B. Discussion and possible action regarding minutes from BISD Special Board Meeting on June 29, 2022.

Motion made by C. Marrs and seconded by J. Benavidez to approve the consent agenda as presented. Motion passed 6-0.

VII. Action Items

A. Discussion and possible action regarding TASB Board Policy Update 119.

Motion made by A. Losoya and seconded by J. Benavidez to approve the TASB Board Policy Update 119 as presented. Motion passed 6-0.

B. Discussion and possible action regarding moving the August Regular Board Meeting to August 29, 2022.

Motion made by C. Marrs and seconded by J. Benavidez to approve moving the August regular meeting to August 29, 2022. Motion passed 6-0.

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.

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

Budget Summary Report for BUCKHOLTS ISD

2021 - 2022 Actual Budget				2022 - 2023 "Proposed" Budget			
		Aggregate Expenditures	Per Pupil Expenditures			Aggregate Expenditures	Per Pupil Expenditures
Instruction				Instruction			
11	Instruction	\$1,253,119	\$9,883	11	Instruction	\$1,276,375	\$10,067
12	Instructional Resources, Media Services	\$1,550	\$12	12	Instructional Resources, Media Services	\$1,100	\$9
13	Curriculum Development & Staff Development	\$5,100	\$40	13	Curriculum Development & Staff Development	\$3,400	\$27
95	Payment to Juvenile Justice AEP	\$0	\$0	95	Payment to Juvenile Justice AEP	\$0	\$0
	Total:	\$1,259,769	\$9,936		Total:	\$1,280,875	\$10,102
Instructional Support				Instructional Support			
21	Instructional Leadership	\$500	\$4	21	Instructional Leadership	\$100	\$1
23	School Leadership	\$77,169	\$609	23	School Leadership	\$57,072	\$450
31	Guidance & Counseling, Evaluation	\$575	\$5	31	Guidance & Counseling, Evaluation	\$950	\$7
32	Social Work Services	\$0	\$0	32	Social Work Services	\$0	\$0
33	Health Services	\$1,400	\$11	33	Health Services	\$1,150	\$9
36	Co-curricular/ Extra-curricular Activities	\$96,701	\$763	36	Co-curricular/ Extra-curricular Activities	\$85,822	\$677
	Total	\$176,345	\$1,391		Total	\$145,094	\$1,144
							\$0
Central Administration				Central Administration			\$0
41	General Administration	\$380,972	\$3,005	41	General Administration	\$345,988	\$2,729
41	Expenditures to publish all statutorily required public notices in the newspaper by the school district or their representatives.	\$1,000	\$8	41	Expenditures to publish all statutorily required public notices in the newspaper by the school district or their representatives.	\$1,000	\$8
41	Expenditures for "directly or indirectly influencing or attempty to influence the outcome of legislation or administrative action as those terms are defined in Section 305.002, Government Code."	\$400	\$3	41	Expenditures for "directly or indirectly influencing or attempty to influence the outcome of legislation or administrative action as those terms are defined in Section 305.002, Government Code."	\$400	\$3
	Total:	\$382,372	\$3,016		Total:	\$347,388	\$2,740
District Operations				District Operations			
51	Plant Maintenance & Operations	\$279,886	\$2,207	51	Plant Maintenance & Operations	\$278,412	\$2,196
52	Security and Monitoring	\$32,138	\$253	52	Security and Monitoring	\$18,259	\$144
53	Data Processing	\$106,370	\$839	53	Data Processing	\$81,112	\$640
34	Student Transportation	\$31,400	\$248	34	Student Transportation	\$60,130	\$474
35	Food Services	\$114,974	\$907	35	Food Services	\$135,046	\$1,065
	Total:	\$564,768	\$4,454		Total:	\$572,959	\$4,519
Debt Service				Debt Service			
71	Debt Service	\$123,098	\$971	71	Debt Service	\$126,047	\$994
Other				Other			
61	Community Service	\$0	\$0	61	Community Service	\$0	\$0
81	Facilities Acquisition and Construction	\$0	\$0	81	Facilities Acquisition and Construction	\$0	\$0
91	Contracted Instructional Services Between Public schools	\$0	\$0	91	Contracted Instructional Services Between Public schools	\$0	\$0
92	Incremental Cost Associated with Chapter 41 School Districts	\$0	\$0	92	Incremental Cost Associated with Chapter 41 School Districts	\$0	\$0
93	Payments to Fiscal Agents for Shared Service Arrangements	\$0	\$0	93	Payments to Fiscal Agents for Shared Service Arrangements	\$0	\$0
97	Payments to Tax Increment Funds	\$0	\$0	97	Payments to Tax Increment Funds	\$0	\$0
99	Inter-government charges not Defined in Other codes	\$12,000	\$95	99	Inter-government charges not Defined in Other codes	\$15,000	\$118
	Total:	\$12,000	\$95		Total:	\$15,000	\$118

NOTICE OF PUBLIC MEETING TO DISCUSS BUDGET AND PROPOSED TAX RATE

The _____ *(name of school district)* will hold a public meeting at _____ *(time, date, year)* in _____ *(name of room, building, physical location)* _____ *(city, state)*.

The purpose of this meeting is to discuss the school district's budget that will determine the tax rate that will be adopted. Public participation in the discussion is invited.

The tax rate that is ultimately adopted at this meeting or at a separate meeting at a later date may not exceed the proposed rate shown below unless the district publishes a revised notice containing the same information and comparisons set out below and holds another public meeting to discuss the revised notice.

Maintenance Tax \$ _____ / \$100 (Proposed rate for maintenance and operations)

School Debt Service Tax
Approved by Local Voters \$ _____ / \$100 (proposed rate to pay bonded indebtedness)

Comparison of Proposed Budget with Last Year's Budget

The applicable percentage increase or decrease (or difference) in the amount budgeted in the preceding fiscal year and the amount budgeted for the fiscal year that begins during the current tax year is indicated for each of the following expenditure categories:

Maintenance and operations	_____ % increase	or	_____ % (decrease)
Debt service	_____ % increase	or	_____ % (decrease)
Total expenditures	_____ % increase	or	_____ % (decrease)

Total Appraised Value and Total Taxable Value (as calculated under Tax Code Section 26.04)

	Preceding Tax Year	Current Tax Year
Total appraised value* of all property	\$ _____	\$ _____
Total appraised value* of new property**	\$ _____	\$ _____
Total taxable value*** of all property	\$ _____	\$ _____
Total taxable value*** of new property**	\$ _____	\$ _____

* "Appraised value" is the amount shown on the appraisal roll and defined by Tax Code Section 1.04(8).

** "New property" is defined by Tax Code Section 26.012(17).

*** "Taxable value" is defined by Tax Code Section 1.04(10).

Bonded Indebtedness

Total amount of outstanding and unpaid bonded indebtedness* \$ _____

* Outstanding principal.

Comparison of Proposed Rates with Last Year's Rates

	<u>Maintenance & Operations</u>	<u>Interest & Sinking Fund*</u>	<u>Total</u>	<u>Local Revenue Per Student</u>	<u>State Revenue Per Student</u>
Last Year's Rate	\$	\$ *	\$	\$	\$
Rate to Maintain Same Level of Maintenance & Operations Revenue & Pay Debt Service	\$	\$ *	\$	\$	\$
Proposed Rate	\$	\$ *	\$	\$	\$

* The Interest & Sinking Fund tax revenue is used to pay for bonded indebtedness on construction, equipment, or both. The bonds, and the tax rate necessary to pay those bonds, were approved by the voters of this district.

Comparison of Proposed Levy with Last Year's Levy on Average Residence

	<u>Last Year</u>	<u>This Year</u>
Average Market Value of Residences	\$	\$
Average Taxable Value of Residences	\$	\$
Last Year's Rate Versus Proposed Rate per \$100 Value	\$	\$
Taxes Due on Average Residence	\$	\$
Increase (Decrease) in Taxes		\$

Under state law, the dollar amount of school taxes imposed on the residence homestead of a person 65 years of age or older or of the surviving spouse of such a person, if the surviving spouse was 55 years of age or older when the person died, may not be increased above the amount paid in the first year after the person turned 65, regardless of changes in tax rate or property value.

Notice of Voter-Approval Rate: The highest tax rate the district can adopt before requiring voter approval at an election is _____ (school voter-approval rate) _____. This election will be automatically held if the district adopts a rate in excess of the voter-approval rate of _____ (school voter-approval rate) _____.

Fund Balances

The following estimated balances will remain at the end of the current fiscal year and are not encumbered with or by a corresponding debt obligation, less estimated funds necessary for operating the district before receipt of the first state aid payment:

Maintenance and Operations Fund Balance(s)	\$
Interest & Sinking Fund Balance(s)	\$

A school district may not increase the district's maintenance and operations tax rate to create a surplus in maintenance and operations tax revenue for the purpose of paying the district's debt service.

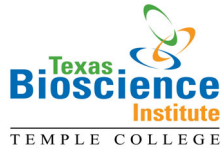
**BUCKHOLTS ISD
BUDGET AMENDMENT REQUEST**

Date: 8/31/2022

GENERAL FUND

	Name of Account	Amended Budget	ESTIMATED		YTD Anticipated	DIFFERENCE	Amendment	Revised Budget	
			YTD 8/30	A/P (Encumbered)					
199-11	Instruction	\$1,253,119	\$1,039,168	\$30,000	\$1,069,168	\$183,951	-\$88,000	\$1,165,119	
199-12	Instructional Resources	\$1,550	\$1,060		\$1,060	\$490	\$500	\$2,050	
199-13	Curriculum Development	\$5,100	\$4,683		\$4,683	\$417	\$500	\$5,600	
199-21	Instructional Leadership	\$500	\$90		\$90	\$410	\$500	\$1,000	
199-23	School Leadership	\$77,169	\$50,253		\$50,253	\$26,916	\$0	\$77,169	
199-31	Guidance/Counseling	\$575	\$1,071		\$1,071	(\$496)	\$1,000	\$1,575	
199-33	Health Services	\$1,400	\$1,091		\$1,091	\$309	\$500	\$1,900	
199-34	Pupil Transportation	\$31,400	\$41,057	\$5,000	\$46,057	(\$14,657)	\$20,000	\$51,400	drivers/gas prices
199-36	Extracurricular	\$96,701	\$68,502		\$68,502	\$28,199	\$0	\$96,701	
199-41	General Administration	\$382,372	\$357,531		\$357,531	\$24,841	\$0	\$382,372	
199-51	Plant Maint & Operation	\$279,886	\$248,002	\$15,000	\$263,002	\$16,884	\$0	\$279,886	
199-52	Security Services	\$32,138	\$4,483		\$4,483	\$27,655	\$0	\$32,138	
199-53	Data Processing	\$106,370	\$126,682		\$126,682	(\$20,312)	\$25,000	\$131,370	ESC services coded
199-71	Interest-GASB 87	\$27,063	\$43,616		\$43,616	(\$16,553)	\$20,000	\$47,063	NEW GASB
199-81	Capital	\$0	\$12,269		\$12,269	(\$12,269)	\$15,000	\$15,000	Fence
199-99	Appraisal	\$12,000	\$12,338		\$12,338	(\$338)	\$5,000	\$17,000	
199-00-8911	Transfer to Food Service	\$25,000			\$25,000	\$0	\$0	\$25,000	
TOTAL EXPENDITURES		\$2,332,343	\$2,011,896	\$50,000	\$2,086,896	\$245,447	\$0	\$2,332,343	NO NET CHANGE
TOTAL REVENUES		\$2,332,343	\$2,332,343		\$2,332,343	\$0	\$0		Will spend less than budgeted
FOOD SERVICE REVENUE		\$89,974	\$124,573		\$124,573	\$34,599	\$20,000		increase revenue
240-35	FOOD SERVICE	\$114,974	\$122,318	\$10,000	\$132,318	(\$17,344)	\$20,000	\$155,000	increase expense
TRANSFER IN		\$25,000			\$25,000	\$0	\$0		
599	Debt Service	\$96,035	\$86,196	no adjustment required					





**MEMORANDUM OF UNDERSTANDING
 Temple College Dual Credit Program(s)
 2022-2023 (FY22)**

COLLEGE DISTRICT:	INDEPENDENT SCHOOL DISTRICT (ISD):
Temple College (TC)	Buckholts Independent School District

The institutions named above seek to expand access to higher education and workforce training in their local communities through college credit, certificate, or non-certificate courses agreed upon by the institutions.

Both parties agree to adhere to the policies and procedures of each organization, to work expediently to resolve any situations in which the institutional policies or procedures may conflict and to review the relationship represented in the MOU each year.

TYPE OF AGREEMENT

- Restricted high school courses for eligible high school students only, offered on high school campus via face-to-face or electronic delivery.
- High school students, with ISD or parental permission, may take TC courses at a TC campus or Center(s) via face-to-face or electronic delivery.

GENERAL PROVISIONS/ TEMPLE COLLEGE- TEXAS BIOSCIENCE INSTITUTE DUAL CREDIT PROGRAM DEFINITIONS

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.83. **19 Tex. Admin. Code § 9.1**

- Dual Credit – A process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. While dual credit courses are often taught on the secondary school campus to high school students only, § 4.84 of this title (relating to Institutional Agreements) and § 4.85 of this title (relating to Dual Credit Requirements), also apply when a high school student takes a course on the college campus and receives both high school and college credit. Dual credit is also referred to as concurrent course credit; the terms are equivalent. However, dual (or concurrent) enrollment refers to a circumstance in which a student is enrolled in more than one educational institution (including a high school and a college). This differs from how the term “concurrent enrollment” is used (see below).
- Dual Enrollment – (previously referred to as dual or concurrent enrollment) -- Refers to a system under which a student is enrolled in more than one educational institution (including a high school and a public institution of higher education). When a student in a dual enrollment system enrolls in courses that student earns appropriate course credit from each distinct educational institution that offered the course. **Dual enrollment is not equivalent to dual credit.**

- Articulated College Credit – Credit earned through a high school-level course that fulfills specific requirements of an identified college-level course and provides a pathway for high school students to earn credit toward a technical certificate or technical degree at a partnering institution of higher education. A course that is part of an Articulation Agreement between an ISD and TC. Credit is awarded after high school graduation, and after the student enrolls at TC and successfully completes six (6) hours of college credit further meeting all requirements of the Articulation Agreement.
- International Baccalaureate Diploma Program – The curriculum and examinations leading to an International Baccalaureate diploma awarded by the International Baccalaureate Organization.
- College Board Advanced Placement--College-Level courses and exams available to secondary students under the auspices of an approved College Board program.
- Early College Education Program – A program as defined in TEC 29.908.
- Early College Program--A program developed via an institutional agreement in partnership between a public institution of higher education and high schools or school districts in which a student enrolls in courses that are part of a defined sequence of courses leading to a Board-approved certificate, AA, AS, or AAS degree program as defined in *Title 19, Part 1, Chapter 9, Rule 9.1 - Definitions of Texas Administrative Code*.

STATEWIDE DUAL CREDIT GOALS

Reference: Texas Education Code; Section 28.009; (b-1) and (b-2)

As required by HB 1638 (85th Legislature, Regular Session) and codified in the Texas Education Code, Sec. 28.009, the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA) collaboratively developed statewide goals for dual credit programs, including early college high school programs, career and technical education dual credit programs and join high school and college credit programs provided under Section 130.008, to provide uniform standards for evaluating those programs. The goals must address, at a minimum:

- (1) A dual credit program’s achievement of enrollment in and acceleration through postsecondary education
- (2) Performance in college-level coursework; and
- (3) the development of an effective bridge between secondary and postsecondary education in the state.

(b-2) as amended by [Acts 2019, 86th Leg., ch. 264](#) (S.B. 1276), § 1>

(b-2) Any agreement, including a memorandum of understanding or articulation agreement, between a school district and public institution of higher education to provide a dual credit program described by Subsection (b-1) must:

- (1) include specific program goals aligned with the statewide goals developed under Subsection (b-1);
- (2) establish common advising strategies and terminology related to dual credit and college readiness;
- (3) provide for the alignment of endorsements described by [Section 28.025\(c-1\)](#) offered by the district, and dual credit courses offered under the agreement that apply towards those endorsements, with postsecondary pathways and credentials at the institution and industry certifications;

- (4) identify tools, including tools developed by the agency, the Texas Higher Education Coordinating Board, or the Texas Workforce Commission, to assist school counselors, students, and families in selecting endorsements offered by the district and dual credit courses offered under the agreement;
- (5) establish, or provide a procedure for establishing, the course credits that may be earned under the agreement, including by developing a course equivalency crosswalk or other method for equating high school courses with college courses and identifying the number of credits that may be earned for each course completed through the program;
- (6) describe the academic supports and, if applicable, guidance that will be provided to students participating in the program;
- (7) establish the district's and the institution's respective roles and responsibilities in providing the program and ensuring the quality and instructional rigor of the program;
- (8) state the sources of funding for courses offered under the program, including, at a minimum, the sources of funding for tuition, transportation, and any required fees or textbooks for students participating in the program; and
- (9) be posted each year on the district's and the institution's respective Internet websites.

These goals provide guidance to institutions of higher education (IHEs) and independent school districts (ISDs) on components that must be in place to ensure that quality dual credit programs are provided to Texas high school students.

Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.

TC and ISD alignment:

- TC will provide annual Dual Credit Information Sessions at the high school or college location for parents and students. Information Sessions will include information about the benefits and costs of dual credit and local enrollment and fee policies.
- ISD will advertise the event to parents and students interested in dual credit and provide a location for the event if it is to be held on the high school campus.
- TC and ISD will provide dual credit webpages that reflect the most current dual credit program information, including enrollment and fee policies.
- TC will hold an annual counselor's meeting that will provide the latest information regarding dual credit best practices, upcoming deadlines, legislative requirements, and TC policies affecting dual credit learners.
- TC and ISD will hold PAC meetings (alternating locations) that allow IHE and ISD staff to collaboratively address any ongoing dual credit issues and to further align marketing campaigns and dual credit goals.

Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

TC and ISD alignment:

- TC will provide annual Dual Credit Orientation Sessions at the high school or college location for

parents and students. Orientation Sessions will include information about TC student policies, best practices for successful adaptation to college curriculum, and e-learning orientation to assist student access to provided online portals and student support.

- ISD will advertise the event to parents and students interested in dual credit and provide a location for the event if it is to be held on the high school campus.

Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

TC and ISD alignment:

- TC will provide an online service for student advising access and support called CRM Advise.
- TC will provide (1) Dual Credit Pathways guides that align high school pathways (endorsements), including dual credit courses, with Temple College academic or career and technology certificates and degree programs, (2) program maps showing a clear pathway to completion, further education, and employment in fields of importance to the region, and (3) transfer pathways aligned to pathway courses and expected learning outcomes with transfer institutions, which optimize the applicability of community college credits to university majors.
- TC will provide advising services at all center locations on a walk-in basis.

Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

TC and ISD alignment:

- TC endeavors to ensure quality and rigor of all college credit courses by upholding SACSCOC accreditation standards in hiring of faculty.
- All college faculty are evaluated annually by the relevant department chair in accordance with the college's Annual Evaluation policy, located in Temple College's Administrative Regulations.
- All college courses are issued student evaluations for learner feedback.

STUDENT ELIGIBILITY

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. A high school student is eligible to enroll in academic dual credit courses if the student:
 - 1.1. demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.57* of this title (relating to College Ready and Adult Basic Education (ABE) Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.56* of this title (relating to Assessment Instrument); or
 - 1.2. demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.54* of this title (relating to Exemptions, Exceptions, and Waivers).
 - 1.3. A high school student is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:
 - 1.3.1. Courses that require demonstration of TSI college readiness in reading and/or writing:
 - 1.3.1.1. if the student achieves a minimum score of 4000 on the English II STAAR EOC; or
 - 1.3.1.2. if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and

- the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):
- 1.3.2. a combined score of 107 with a minimum of 50 on the reading test on a PSAT/NMSQT exam administered prior to October 15, 2015; or
 - 1.3.3. a score of 460 on the evidence-based reading and writing (EBRW) test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - 1.3.4. if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
 - 1.3.5. Courses that require demonstration of TSI college readiness in mathematics:
 - 1.3.5.1. if the student achieves a minimum score of 4000 on the Algebra I STAAR EOC and passing grade in the Algebra II course; or
 - 1.3.5.2. if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):
 - 1.3.5.3. a combined score of 107 with a minimum of 50 on the mathematics test on a PSAT/NMSQT exam administered prior to October 15, 2015; or
 - 1.3.5.4. a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - 1.3.5.5. if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.
2. A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility.
- 2.1. A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 2 certificate or applied associate degree program under the following conditions:
 - 2.1.1. Courses that require demonstration of TSI college readiness in reading and/or writing:
 - 2.1.2. if the student achieves a minimum score of 4000 on the English II STAAR EOC; or
 - 2.1.3. if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.): ...
 - 2.2. a combined score of 107 with a minimum of 50 on the reading test on a PSAT/NMSQT exam administered prior to October 15, 2015; or
 - 2.3. a score of 460 on the evidence-based reading and writing (EBRW) test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - 2.4. if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
 - 2.5. Courses that require demonstration of TSI college readiness in mathematics:
 - 2.5.1. if the student achieves a minimum score of 4000 on the Algebra I STAAR EOC and passing grade in the Algebra II course; or
 - 2.5.2. if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):
 - 2.5.3. a combined score of 107 with a minimum of 50 on the mathematics test on a PSAT/NMSQT exam administered prior to October 15, 2015; or
 - 2.5.4. a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - 2.5.5. if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.

- 2.6. A student who is exempt from STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education dual credit courses.
 - 2.7. Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy paragraphs (1) - (4) of this subsection.
 - 2.8. To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., a minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
 - 2.9. An institution may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.
 - 2.10. An institution is not required, under the provisions of this section, to offer dual credit courses for high school students.
3. All students enrolled in college courses are subject to all College policies and procedures.

TUITION AND FEES:

Dual Credit students are eligible to receive a tuition discount of \$54 per semester hour for In-District and \$95 per semester hour for Out-of-District.

2021-2022 Academic Year: In-district tuition at Temple College before discount is applied is \$120 per SCH. Out-of-district tuition at Temple College before discount is applied is \$194 per SCH. Non-Texas residents are billed in accordance with the College's billing schedule.

Tuition and fees may not be discounted for any student for the following types of courses: audited courses, non-credit courses, and developmental education courses. Dual credit students taking strictly online delivered courses will receive the dual credit tuition discount including the waiving of fees but must pay the out-of-district tuition rate if student residence is not established within the taxing district.

Note: Students may also be subject to paying any differential tuition or fee costs associated with or charged to special courses (example: Medical Terminology).

Tuition and fee charges that are to be paid at registration are due at that time. Registration is not complete until all payments have been made. Other charges are due upon request.

Payment of tuition and fees may be made by cash, check, money order, Visa, MasterCard, Discover Card, American Express, or installment plan.

The Dual Credit program tuition discount and or waiving of any related fees are subject to change by the TC Board of Trustees. All tuition, charges, and fees are subject to change by action of the Board of Trustees, as they deem advisable.

TBI CONSORTIUM FEE

A Texas Bioscience Institute (TBI) Consortium Group was established between the affiliated ISDs, Home School participants and Temple College.

The Consortium Fee is used to fund specific instructional and student support-related activities unique to The TBI Middle College. In addition, as part of the Consortium Group, Temple College also provides the ISD and Home School participants with outreach services geared specifically to the needs of each ISD and

Middle College student

The current Consortium Fee is set at \$150 per student for all affiliated Independent School Districts and Home-Schooled students for up to ten students. The fee is capped at \$1500 for those affiliated and sending more than ten students to the TBI Middle College Program.

Please note that the current TBI Consortium Fee will be evaluated on an annual basis as to its effectiveness and whether it is feasible for its continuation at the current rate.

Temple College will bill the Independent School District an appropriate consortium fee to be part of the Texas Bioscience Institute. (Invoicing for payment of the Consortium Fee is sent with the annual renewal of the MOU for each ISD).

FACULTY QUALIFICATIONS

Faculty Selection, Supervision, and Evaluation.

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. The college shall select instructors of dual credit courses. These instructors must be regularly employed faculty members of the college or must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of the college.
2. The college shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the college.
 - 2.1. All instructors must meet the minimum requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
 - 2.2. The College shall select, supervise, and evaluate instructors for courses that result in the award of college dual credit.
 - 2.3. Instructors must meet the same standards, review, evaluation, and approval procedures used by the College to select faculty responsible for teaching the same courses at a main campus or Center of TC.
 - 2.4. Instructors, even if employed by and paid by the ISD, must be supervised in instructional matters by the TC Department Chair and must meet all administrative and evaluation requirements.
 - 2.5. Official transcripts of instructors must be kept on file at Temple College.

LOCATION AND STUDENT COMPOSITION OF CLASSES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. Dual credit classes may be taught on the college campus, on the high school campus, or via distance online learning. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, public colleges shall comply with applicable rules and procedures for offering courses at a distance. In addition, dual credit courses taught electronically shall comply with the Board's adopted Principles of Good Practice for Courses Offered Electronically. Dual credit courses may be composed of dual credit students only or of dual and college credit students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions:
 - 1.1. If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer

such a course.

- 1.2. If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students
- 1.3. If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

SERVICES FOR STUDENTS WITH DISABILITIES

Temple College abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which states: "No otherwise qualified person shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic or other postsecondary education aid, benefits, or services." In order for students with disabilities to receive accommodation from TC, students must provide TC's Office of Student Accommodations with current (within three years of enrollment at TC) documentation of disability. Documentation consists of a statement or evaluation from a recognized medical professional. The Individualized Education Plan used for public school students may not substitute for the documentation specified above. High school personnel will make students aware that if a student has a documented disability that may influence their performance and for which they may require accommodations, the student must register (self-identify) with and provide documentation of their disability to the Office of Student Accommodations at Temple College. *Reference: Temple College Student Handbook.*

ELIGIBLE COURSES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. Courses offered for dual credit by public two-year associate degree-granting institutions must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Board or as college-level workforce education courses in the current edition of the Workforce Education Course Manual adopted by the Board.
2. Courses offered for dual credit by public universities must be in the approved undergraduate course inventory of the university.
3. Public colleges may not offer remedial and developmental courses for dual credit.
4. See "Attachment A" Crosswalk for courses offered through Temple College and the Texas Bioscience Institute Dual Credit Program(s).

ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. Regular academic policies applicable to courses taught at the college's main campus must also apply to dual credit courses. These policies could include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, etc.
2. Students in dual credit courses must be eligible to utilize the same or comparable support services that are afforded college students on the main campus. The college is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible. Detailed information is published in the College Dual Credit Enrollment and Support Services Manual.
3. A student enrolled in dual credit courses at an institution of higher education shall file a degree plan with the institution as prescribed by §4.344 of this chapter (relating to Degree Plans for a Student Enrolled in Dual Credit Courses).

TRANSCRIPTING OF CREDIT

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

For dual credit courses, high school, as well as college credit, should be transcribed immediately upon a student's successful completion of the performance required in the course.

FUNDING

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. The state funding for dual credit courses will be available to both public school districts and colleges based on the current funding rules of the State Board of Education (TEC 42.005 (g)) and the Board (TEC 61.059 (p) and (q)).
2. The college may only claim funding for students earning college credit in core curriculum, field of study curriculum, program of study curriculum, career and technical education, and foreign language dual credit courses.
3. This provision does not apply to students enrolled in approved early college education programs under TEC 29.908.
4. All public colleges, universities, and health-related institutions may waive all or part of tuition and fees for a Texas high school student enrolled in a course for which the student may receive dual course credit.

Funding Sources

Tuition: Tuition and Fees are the responsibility of the student. Students must make payment arrangements directly with Temple College.

Transportation: Transportation is the responsibility of the student.

Required Fees or Textbooks: Textbooks and any additional fees are the responsibility of the student. Temple College will provide textbook information through the Temple College Bookstore and course syllabi every semester.

RESPONSIBILITIES

The details below will facilitate effective delivery of instruction and services. More specific details can be found in the Temple College Dual Credit Enrollment and Support Services Manual.

Area	TC Responsibilities and other related information	ISD Responsibilities and other related information
Course Schedule	<p>Develop course schedule in collaboration with ISD representative.</p> <p>Mutually agree on a policy to follow regarding the college operation of classes in cases of weather-related closing of schools, parent nights (Back to School," etc.)</p> <p>Make appropriate arrangements for college classes to be conducted at the high school or college facility if the ISD holiday calendar differs from the TC holiday calendar.</p>	<p>Develop annual scheduling plan and semester course schedules in collaboration with TC representatives.</p> <p>Mutually agree on a policy to follow regarding the college operation of classes in cases of weather-related closings of schools, parent nights, ("Back to School," etc.)</p> <p>Make appropriate arrangements for college classes to be conducted at the high school or college facility if the ISD holiday calendar differs from the TC holiday calendar.</p>
Class Size	Each college class offered for dual credit at the TC Main Campus or Center must have an	Each college class offered for dual credit at a high school campus must have an enrollment of a

	enrollment of a minimum of fifteen (15) students. Exceptions to enrollment minimum and maximum allotments require College (VP of Academic Affairs) and/or departmental approval.	minimum of eighteen (18) students. Exceptions to enrollment minimum and maximum allotments require College (VP of Academic Affairs) and/or departmental approval.
Faculty	See Faculty Qualifications Section above	Any ISD teacher wanting to qualify as a dual credit instructor for TC must submit a dual credit instructor application with transcripts to the TC Human Resources office and meet all requirements specified. Temple College Department Chairs will vet each applicant through normal processes. (See Faculty Qualifications Section above)
Facility	<p>Offer college credit courses at designated ISD high school(s).</p> <p>Work with designated ISD contact to relay pertinent information and instructional equipment related requests.</p> <p>Comply with ISD facility guidelines.</p> <p>Coordinate with the high school to provide faculty with the procedure(s) for security or drills for the facility during class and at the end of class. <u>All facility rules, including any TC faculty or student restrictions, must be provided prior to the start of the semester.</u></p> <p>Designate the need for Special Room(s) Use (Computer Labs, etc.)</p> <p>Describe and Reserve: Computer labs for writing assignments, final exams, group activities</p> <p>When Temple College Courses are taken online.</p>	<p>Provide TC with the necessary classroom space equipped for college-level instruction, including:</p> <ul style="list-style-type: none"> • Adequate board space • Data projector/display equipment • Internet access that lifts ISD firewall restrictions upon request <p>Designate an official who will facilitate classroom instructional equipment/internet access requests from TC faculty.</p> <p>Provide TC the procedure for security or drills for the facility during class and at the end of class. <u>All facility rules, including any TC faculty or student restrictions, must be provided prior to the start of the semester.</u></p> <p>Designate Special Room(s) Use (Computer Labs, etc.)</p> <p>Describe and Reserve: Computer labs for writing assignments, final exams, group activities</p> <p>Notify TC if students are required to enroll in a computer lab/study hall to work on TC online courses.</p> <p>- Provide TC information (forms, policies) that describe the ISD's requirement to students.</p> <p>- Any changes to course delivery requirements by the high school should be discussed with Temple College. A change to a high school's location status requires pre-approval/notification from SACSCOC, the College's regional accrediting body. If mandatory computer lab/study hall would require the high school location to change its status with SACSCOC, documentation materials must be submitted to the accrediting body prior to January 1 for the following fall implementation. Temple College reserves the right to deny or withdraw enrollment in the affected college courses until such a change is approved by SACSCOC.</p>
Personnel	TC Director of Dual Credit Program and or the Vice President of Academic Affairs is to serve as primary contact(s) for ISD staff.	Provide a designated official high school contact(s) and counselor(s) with whom TC Director of Dual Credit Program and or the Vice President of Academic Affairs is to work.
Public Relations	Provides Dual Credit Program informational and promotional materials and TC staff support to high school/district contacts.	

Instructional Schedule & Calendar		All dual credit college courses will follow an approved TC instructional academic calendar. Students will be expected to attend regularly scheduled TC college courses even if the ISD is not in session.
Testing (i.e., Texas Success Initiative Assessment (TSIA), proctored testing)	Temple College offers proctored test services to students and the community at the Main Campus Testing Center and the EWHCEC-Hutto Testing Center. Most testing is administered on a first come, first served basis during the posted <u>Testing Center hours</u> .	Coordinate with the college to provide assessments or establish in-house testing agreements and assessment services. Provide adequate and acceptable space for proctored testing purposes.
Support Services	<p>Arrange assessment, advising, and registration services to students.</p> <p>Arrange for ISD-specific orientation information to TC faculty who teach at the high school campus.</p> <p>Provide confirmation of courses schedules and class rolls to designated ISD officials upon request as allowed by FERPA. (TC recognizes an educational need to know for superintendents, principals, counselors and or others as officially designated and documented by the ISD).</p> <p>Provide only an intermediate-semester grade (status at week 10 of the semester) and final grades as allowed by FERPA (see above). Note disclaimer below.</p> <p>Temple College Disclaimer for Intermediate-Semester Grade Reporting As a professional courtesy, Temple College submits numerical grades (status at week 10 of the semester) to our high school partners for fall and spring semester respectively for students taking college courses offered for dual credit.</p> <p>Intermediate-semester grades are provided to the high schools to serve as an academic check for intervention purposes to ensure students are staying on the pathway to success in meeting high school graduation requirements. It is recommended that use of the intermediate-semester grades for other purposes beyond consideration of academic intervention should be avoided. Temple College does not assign intermediate-semester grades to our traditional or concurrent enrolled college students.</p> <p>All course grading conventions are stipulated in the instructor’s course syllabus. Temple College considers the end-of-semester final course grade that will appear on the student’s official college transcript as the only valid grade issued</p>	<p>Designate procedures to provide duplication (copy) services to TC faculty at the high school site.</p> <p>Distribute promotional materials to high school students related to the TC traditional and dual credit program(s).</p> <p>Meet to plan, coordinate logistics, and on-site support for TC faculty and our courses taught at the high school location(s).</p> <p>Arrange for ISD-specific orientation information to TC faculty who teach at the high school campus.</p> <p>Provide calendar schedules for all high school related testing and or other related activities that group student absences can be expected.</p> <p>Coordinate with the college to ensure timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.</p>

	<p>for each course. The only official grade assigned at Temple College is the final course letter grade.</p> <p>Meet to plan logistics and on-site support for TC faculty and or courses taught at the high school location(s).</p> <p>Ensure timely and efficient access to such support services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.</p>	
Services For Students With Disabilities	Provide an accommodation for ISD students enrolled in TC classes taken on TC campus, Center, or other teaching location, based on student's self-reported documented disability.	
Student Records And Reporting	Provide mutually agreed-upon reports of student enrollment to designated ISD officials upon request as allowed by FERPA.	

Authorizing Signatures

Buckholts ISD President, Board of Trustees

Date

President, Temple College Board of Trustees or Designee

Date

MILAM COUNTY EXTENSION SERVICE

August 15, 2022

Remy Godfrey
Buckholts ISD
203 S. 10th
Buckholts, Tx 76518

Dear Dr. Godfrey;

On behalf of the 4-H members of Milam County, we hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. We request the enclosed RESOLUTION be presented for consideration at the next scheduled meeting of the Board of Trustees of the Buckholts ISD. We further request that questions regarding this RESOLUTION be directed to us in a timely manner so that we may prepare and present an appropriate response so as not to delay action on this request.

Finally, we request that a signed copy of this RESOLUTION, along with a copy of the minutes of the Board meeting, be forwarded to us for our files.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,



Micah Holcombe
Milam County Extension Agent
Family & Community Health



Floyd Ingram IV
Milam County Extension Agent
Ag & Natural Resources

Attachment: Resolution for Extracurricular Status of 4-H Organization

RESOLUTION

EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the

_____ Buckholts Independent School District _____

meeting in public with a quorum present and certified,
did adopt this resolution that recognizes the

_____ Milam County _____

County Texas 4-H Organization as approved for recognition and eligible
for extracurricular status consideration under 19 Texas Administrative Code,
Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject
to all rules and regulations set forth under the 19 Texas Administrative Code
as interpreted by this Board and designated officials of this school district.

Texas A&M AgriLife Extension
will request academic eligibility for all 4-H competitive activities,
regardless if a school absence is or is not required, and
for non-competitive purposes when an absence is required.

Approved this _____ day of _____, 2022.

Board of Trustee
Buckholts ISD

Superintendent
Buckholts ISD

MILAM COUNTY EXTENSION SERVICE

August 15, 2022

Remy Godfrey
Buckholts ISD
203 S. 10th Street
Buckholts, Tx 76518

Dear Dr. Godfrey;

On behalf of the Milam County Extension Staff, we hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Buckholts Independent School District

The State Board of Education passed an amendment to 19 TAC§129.21 (j). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered "in attendance" when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:

(1) The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:

(A) has a minimum of a bachelor's degree; and

(B) is eligible for participation in the Teacher Retirement System of Texas.

Milam County requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct staff member status for the period of time indicated on the agreement.

I hope Buckholts Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,



Micah Holcombe
Milam County Extension Agent
Family & Community Agent



Floyd Ingram IV
Milam County Extension Agent
Ag & Natural Resources

Attachment: Resolution for Extracurricular Status of 4-H Organization

**THE STATE OF TEXAS
COUNTY OF MILAM**

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Buckholts Independent School District, hereinafter referred to as "District." A quorum having been established; the Board proceeded to consider the appointment of the herein named individual(s) as an adjunct member of the Buckholts Independent School District.

Upon consideration and vote of _____ in favor, **Micah Holcombe and Floyd Ingram IV** are hereby named as adjunct faculty members of the Buckholts Independent School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the _____ day of _____, 2022 and remain in effect until the _____ day of _____, 2023.
2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

NAME	TITLE	DEGREE	INSTITUTION	DATE
Floyd Ingram IV	Milam County Extension Agent – Ag & Natural Resources	Bachelor of Science Agricultural Science & Development	Tarleton State University	2012
		Master of Science Agricultural and Consumer Resources	Tarleton State University	2015
Micah Holcombe	Milam County Extension Agent – Family Community Health	Bachelor of Science Family & Consumer Sciences	Texas Tech University	2004
		Master of Science Agricultural Education	Texas Tech University	2006

3. Adjunct faculty members will receive no compensation, salary, or remuneration from Buckholts Independent School District.
4. Adjunct faculty members are and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
5. Adjunct faculty members are and shall remain under the direct supervision of the District Extension Administrator of District 8, or Milam County Extension Director
6. Adjunct faculty members shall receive all group insurance benefits, workman’s compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M AgriLife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty members shall direct the activities and participation of students at the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members’ activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member(s) is not the employee of the School District, and School District does not nor shall not supervise, direct, or control the activities and/or participation of such **Milam County Extension Agents** who have been herein designated as an adjunct faculty member.

This appointment is made by the Buckholts Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (j)(1) of the Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named **Milam County Extension Agents, Micah Holcombe and Floyd Ingram IV** are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by Buckholts ISD or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this _____ day of _____, 2022.

Buckholts Independent School District

By: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU" or "Agreement") is entered into between Central Counties Services ("CCS") and Buckholts Independent School District ("Buckholts ISD"), jointly referred to as ("Parties"), for the purpose of outlining the process and procedures for the provision of school-based mental health care by CCS to Buckholts ISD students with mental illness or intellectual and developmental disabilities who are enrolled in or newly referred to Children's Mental Health Services.

WHEREAS, Central Counties Services provides mental health services to children and adolescents in Milam County, who are served by Buckholts ISD,

WHEREAS, the Parties desire to make available mental health services to District ISD Students with the least amount of disruption to the Students' educational programming,

WHEREAS, Buckholts ISD believes it is in the best interest of the School District to allow CCS to administer mental health services to the Students on District ISD property,

WHEREAS, it is deemed advisable and in the best interest of the Parties to enter into this Agreement for CCS to provide children's mental health services to the Students of Buckholts ISD on District Property for the purpose of carrying out these objectives,

NOW THEREFORE, for and in consideration of the foregoing and in further consideration of the mutual benefits, the Parties hereto agree as follows:

I. SERVICES TO BE PERFORMED BY CCS FOR EXISTING CLIENTS:

CCS will assign one Youth and Family Case Manager (CM) to provide services on Buckholts ISD campuses according to a schedule mutually agreed upon by District ISD and CCS. The CM will act as a liaison between Buckholts ISD and CCS behavioral health staff serving Buckholts ISD students. The CM will coordinate with Buckholts ISD designees when it is necessary to arrange for another CCS staff member to meet with a student on campus. The CM will ensure that all proper consents have been signed by the parents to permit this coordination and collaboration of services between CCS and Buckholts ISD.

The CM will provide the following services:

- **Case management** to (1) link the child to needed resources, such as medical care, housing and employment resources, counseling, and other supports, (2) assess the child's stressors and environment, (c) assess the child's behaviors in varied settings, (3) provide family education regarding the severe emotional disturbance and its symptoms and (4) assess the child and families stage of change.
- **Skills training** to help students and families (1) learn and master behavioral health techniques using evidence-based curricula, (2) develop safety and crisis prevention plans, (3) identify and develop personal strengths and goals, and (4) celebrate steps toward recovery and independence.
- **Recovery planning** to develop a step-by-step plan to achieve family-directed goals until independence from CCS is achieved.

- **Care coordination**, after obtaining consent from the child's parent or guardian to do so, to provide feedback from school personnel and in-school observation to the child's treatment team. CCS will educate parents on the value of signing a Release of Information (ROI) to include Buckholts ISD as a partner in the child's treatment, enabling the school to be made aware of recovery plans and critical events, such as psychiatric hospitalization, so that a reentry plan can be developed.
- **Coordination of Intake assessments** for students the CM has pre-screened eligible for CCS programs; these services may be arranged via tele-video to overcome transportation and scheduling barriers.
- **Participation in case conferencing** and ARD meetings as requested and when appropriate.

CCS confirms that any CCS employee serving as the CM under this Agreement has received training in person-centered care, crisis intervention, trauma-informed practices, and on how to use treatment that is nationally recognized and utilizes evidence-based curricula. This position receives clinical supervision from the Director of Child and Adolescent Mental Health.

Services provided by CCS under this Agreement are independent of the services provided by Buckholts ISD. The relationship of the parties is that of independent contractors. No relationship of employer/employee, principal/agent, or other association shall be created by this Agreement. The parties agree that they will not act or represent that they are acting as an agent of the other nor shall either party incur any obligations on behalf of the other party. CCS agrees that it will specifically include a statement in its correspondence with families subject to this program that its services and recommendations are independent of any services and recommendations provided by Buckholts ISD, and are not required for the receipt of a Free Appropriate Public Education ("FAPE") by Buckholts ISD.

CCS acknowledges and agrees that the sole purpose of this Agreement is to provide the terms and conditions of the District allowing CCS to provide mental health services to District ISD students on District property. CCS acknowledges and agrees that the District's agreement to provide CCS with access to District ISD students on District property serves as good and valuable consideration to bind the Parties to this Agreement.

CCS acknowledges and agrees that should a mutually agreeable schedule not be reached in regards to a specific treatment session time, District ISD retains the right to deny such treatment session on District ISD property, if such session would jeopardize the educational programming of a student. It shall be the exclusive right of District ISD to determine whether a student's educational programming is being jeopardized and deny treatment sessions.

This MOU does not document nor provide for the exchange of funds or personnel between the parties, nor does it make any commitment of funds or resources. CCS shall be responsible for all costs that it incurs and expenses related to the provision of services by this Agreement.

CCS will also provide the following:

- All materials, equipment and transportation needed to carry out the functions above.
- Regularly scheduled conference calls or meetings to evaluate the effectiveness of the partnership and to implement improvements to process or information flow.

- As-needed consultation with the Children's Mental Health Program Supervisor or Director of Crisis Services to prevent or intervene in mental health emergencies.
- Youth Mental Health First Aid (YMFHA) training for school staff if requested, at no cost to the school.
- Documentation of parental consent regarding the services to be provided by CCS under this MOU to a child enrolled in or newly referred to Children's Mental Health Services. The signed consent form must be renewed on an annual basis.
- CCS personnel who will have contact with school students at any District ISD campus are required to complete the fingerprinting and criminal background check requirements under Texas Education Code § 22.0834 at the expense of CCS and submit the report to the District Human Resources Department. CCS agrees to comply with District ISD Board Policy CJA and Texas Education Code § 22.085 and thereby prohibit any CCS employee from providing services at the school or supervising or having direct contact with a school student if the employee has a disqualifying conviction. The school reserves the right to either remove a CCS employee from school property or terminate this agreement if the school becomes aware that CCS has not obtained all required criminal history record information or if a CCS employee has a disqualifying conviction.
- CCS shall maintain and safeguard any health care records created, maintained, received, and used by CCS personnel and mental health care service providers that contain protected health information and electronic health information ("health records"), which includes personally identifiable health information, in a safe, secure place with restricted access. "Protected Health Information" or "Electronic Health Information" is information, including demographic information collected from an individual, that is created, received, transmitted, or maintained by CCS in any form or medium, and relates to the past, present, or future physical or mental health or condition of an individual, the provision of health care, or the past, present, or future payment for the provision of health care to the individual, and that identifies the individual, or with respect to which there is a reasonable basis to believe the information can be used to identify the individual. (45 C.F.R. §160.103). Release and/or disclosure of the health records must be made only in accordance with applicable state and federal laws. The health records maintained by CCS will be stored separately from any student education records maintained by Buckholts ISD, as defined by the Family Educational Rights and Privacy Act ("Education Records"). CCS will not store or maintain Education Records. Buckholts ISD will not be responsible for maintaining, safeguarding or storing CCS health records.

II. SERVICES TO BE PROVIDED BY DISTRICT INDEPENDENT SCHOOL DISTRICT (DISTRICT ISD):

- A confidential space on each assigned campus for the CM to meet with students and/or families.
- Contact information of designated school personnel the CM may coordinate with for scheduling space and availability of student.
- Orientation for the CM and Clinical Lead on Buckholts ISD policies the CM will need to follow when on school campuses.
- A written procedure for the CM to follow in order to successfully coordinate for other CCS staff to meet with students on campus, in accordance with the school's preferences.

- Regularly scheduled conference calls or face-to-face meetings to evaluate the effectiveness of the partnership and to implement improvements to process or information flow.

III. TERM OF AGREEMENT

This Agreement is to begin September, 2022 and shall terminate August 31, 2023. The Agreement may be renewed for up to five (5) additional one-year periods upon mutual written agreement of the parties. This Agreement may be terminated by either party at any time for any reason with 30 days written notice to the corresponding party.

IV. COMPLETE AGREEMENT

This Agreement supersedes any and all other agreements, either oral or in writing, between the Parties with respect to the subject matter of this Agreement, and contains all of the covenants and agreements between the Parties with respect to such subject matter. Each Party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, that are not set forth in this Agreement, and that no agreement, statement, or promise not contained in this Agreement shall be valid or binding.

Any change, addition or deletion to the terms of this Agreement shall be in writing and executed by both parties. An executed facsimile or electronic copy will be sufficient to evidence the parties' agreement to any change, addition, or deletion to this Agreement. CCS and Buckholts ISD will review this agreement annually before the anniversary of its effective date for the purpose of determining possible renewal of this Agreement and to consider incorporating changes required by statutes, Executive Orders, or the Federal Acquisition Regulations, such changes to be evidenced by a modification to this agreement or by a superseding agreement. If the parties fail to agree on any such change, the Agreement shall terminate

V. CONFIDENTIALITY OF RECORDS OF COVERED INDIVIDUALS SERVED BY THIS AGREEMENT

The Parties fully agree and acknowledge that all information regarding a student or family will be treated with confidentiality in accordance with the Family Educational Rights and Privacy Act, 34 C.F. R. part 99 (FERPA), HIPAA and all other state and federal confidentiality laws and regulations to ensure appropriate protection of students' rights.

CCS shall comply with all applicable laws, rules and regulations relating to the confidentiality of information regarding Covered Individuals and shall establish a method to secure the confidentiality of records and other information pertaining to Covered Individuals as required by the applicable provisions of Texas law, the privacy and security regulations promulgated pursuant to Health Insurance Portability Accountability Act of 1996 ("HIPAA^{lt}"), Health Information Technology for Economic and Clinical Health Act ("HITECH").

- (a) CCS agrees and acknowledges that in receiving, storing, processing, or otherwise dealing with client information, if any, accessed or generated during services under the terms of this Agreement, that CCS and its officers, employees, agents and subcontractors are bound by the provisions of laws, statues, and regulations protecting the confidentiality of this information.

(b) CCS agrees and acknowledges that in receiving, storing, processing or otherwise dealing with information, if any, pertaining to or about a person with respect to alcohol or drug abuse, CCS and its officers, employees and agents are bound by the provisions of 42 C.F.R. Part 2.

(c) CCS agrees to follow, undertake, or institute appropriate procedures of safeguarding client information, if any, with particular reference to client identifying information or protected health information. The term "client identifying information" and/or "protected health information" includes, but is not limited to, a client's medical record, graphs, OF charts; statements made by the client, either orally or in writing, while receiving services; photographs, videotapes, etc., and any acknowledgment that a person is or has received services at the facility, center, or other designated provider.

(d) CCS agrees to resist in judicial proceedings any efforts to obtain access to information pertaining to clients except as expressly stated in applicable laws, rules and regulations. CCS agrees to inform Buckholts ISD of any attempts to gain access to information pertaining to clients.

(e) CCS agrees to report to Buckholts ISD any use or disclosure of protected health information not provided for by this agreement of which it becomes aware. As well as to mitigate, to the extent practicable, any harmful effect that it is aware of that results from a use or disclosure of protected health information by it in violation of the requirements of this Agreement.

(f) CCS agrees to make available to the Secretary of State or its designee its internal practices, books, and records and policies and procedures used by CCS related to the use and disclosure of protected health information for the purpose of determining CCS's compliance with the Privacy Rule.

(g) CCS agrees to maintain documentation of and information related to its uses and disclosures of protected health information to permit Authority to provide an accounting of disclosures as prescribed by 45 CFR §164.528.

(h) CCS agrees that no services are being provided to District ISD, and therefore this Agreement does not create a "business associate" relationship as that term is defined by 45 CFR §160.103.

VI. INDEMNIFICATION AND INSURANCE

CCS shall indemnify and hold harmless the District and its trustees, administrators, teachers, nurses, employees, officers, agents, volunteers and assigns from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including but not limited to all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by, the acts of the CM or any CCS employee or agent, whether negligent or purposeful, in the execution or performance of (1) any services to students of the District, or (2) the terms of this Agreement. **NOTWITHSTANDING THE FOREGOING, NOTHING IN THIS SECTION OR IN THIS**

AGREEMENT SHALL REQUIRE CCS TO INDEMNIFY THE DISTRICT OR THEIR EMPLOYEES, OR AFOREMENTIONED AGENTS FOR ANY CLAIMS BY THIRD PARTIES FOR DAMAGES OR LOSSES ARISING OUT OF OR SOLELY CAUSED BY THE NEGLIGENCE OF THE DISTRICT OR ITS EMPLOYEES OR AGENTS.

Nothing in this Agreement will be deemed to waive, modify or amend any legal defense available at law or in equity to either of the Parties nor to create any legal rights or claim on behalf of any third party. Neither of the Parties waives, modifies or alters to any extent whatsoever the availability of any defense of immunity under the laws of the United States of America and/or the State of Texas.

Throughout the term of the Agreement CCS shall carry Commercial General Liability coverage of \$1,000,000 combined single limit policy aggregate; and \$500,000 combined single limit per occurrence. CCS shall carry Business Auto Liability coverage of \$1,000,000 combined single limit per occurrence. CCS shall provide Certificates of Insurance to District ISD upon execution of this MOU.

VI. NOTICE

All notices and correspondence given pursuant to this MOU must be in writing and sent to the following individuals and addresses:

Johnnie Wardell, Executive Director
Central County Services
304 South 22nd Street
Temple, TX 76502

Buckholts ISD
Attn: Superintendent of Schools
203 South 10th Street
Buckholts, Texas 76518

VII. GOVERNING LAW

The laws of the State of Texas will govern this MOU. Venue shall be in Milam County, Texas.

VIII. BINDING AUTHORITY

The individuals represented by the CCS and Buckholts ISD signatures below represent that they have full authority to enter into this MOU.

In signing this MOU, CCS and Buckholts ISD affirm their mutual interest to allow CCS to provide school based mental health care to Buckholts ISD students with mental illness or intellectual and developmental disabilities who are enrolled in or newly referred to Children's Mental Health Services.

Johnnie Wardell, Executive Director
Central Counties Services

Date:

Superintendent
Buckholts Independent School District

Date:

Buckholts ISD

2022-2023

Student Code of Conduct



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Buckholts ISD Student Code of Conduct

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Buckholts ISD Student Code of Conduct

2022–2023 School Year

If you have difficulty accessing the information in this document because of disability, please contact the district at Mr. Marcus Lee at mlee@buckholtsisd.net or 254.593.2744

Buckholts ISD Student Code of Conduct

Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact the district at Mr. Marcus Lee at mlee@buckholtsisd.net or 254.593.2744

Purpose

The Student Code of Conduct (“Code”), as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the *Buckholts ISD* board of trustees and developed with the advice of the district-level planning and decision-making committee. It provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the campus principal’s office. Additionally, the Code shall be available at the campus behavior coordinator’s office www.buckholtsisd.net. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the district’s board of trustees, it has the force of policy. In the event of a conflict between the Code and the Student Handbook, the Code shall prevail.

Please note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the district's authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day;
2. While the student is traveling on district transportation;
3. During lunch periods in which a student is allowed to leave campus;
4. At any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
7. When a student engages in cyberbullying, as defined by Education Code 37.0832;
8. When criminal mischief is committed on or off school property or at a school-related event;
9. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
10. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
11. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
12. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as campus behavior coordinator. Contact information may be found at www.buckholtsisd.net.

Threat Assessment and Safe and Supportive School Team

The campus behavior coordinator or other appropriate administrator will work closely with the campus threat assessment safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code.

Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Reporting Crimes

The principal and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

“Parent” Defined

Throughout the Code of Conduct and related discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

Participating in Graduation Activities

The district has the right to limit a student’s participation in graduation activities for violating the district’s Code.

Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered eligible, a student shall not have engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

13. The person poses a substantial risk of harm to any person; or
14. The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district’s grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 calendar days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner.
- Exercise self-discipline.
- Attend all classes regularly and on time.
- Bring appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page , **DAEP Placement** on page , **Placement and/or Expulsion for Certain Offenses** on page , and **Expulsion** on page , those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed on page .

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel.
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline or consequence assigned by a teacher or principal.

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page .)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page .)
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page .)
- Enter, without authorization, district facilities that are not open for operations.

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm silencer or suppressor;
- *A location-restricted knife;
- *A club;
- *A firearm;
- A stun gun;
- Knuckles;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer, unless it is for an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page . In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cell phone, or other electronic device in violation of district and campus rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page and **Expulsion** on page for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Engage in academic dishonesty, which includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Discipline Management Techniques

Discipline shall be designed to improve conduct and encourage students to be responsible members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.

- Sending the student to the office, another assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page .
- Placement in a DAEP, as specified in **DAEP** on page .
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page .
- Expulsion, as specified in **Expulsion** on page .
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.

- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The campus behavior coordinator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the campus behavior coordinator's office, or the central administration office or through Policy On Line at the following address: www.buckholtsisd.net.

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. See policies FFH(LEGAL) and (LOCAL).

Removal from the School Bus

A bus driver may refer a student to the principal's office or the campus behavior coordinator's office to maintain effective discipline on the bus. The principal or campus behavior coordinator must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the campus behavior coordinator may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office as a discipline management technique. The campus behavior coordinator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code to maintain effective discipline in the classroom.

Formal Removal

A teacher may initiate a formal removal from class if:

15. A student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the class or with other students' ability to learn; or
16. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the campus behavior coordinator or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

A student who has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's consent.

A student who has been formally removed by a teacher for any other conduct may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

Out-of-School Suspension

Misconduct

Students may be suspended for behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the campus behavior coordinator or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The campus behavior coordinator shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration:

17. Self-defense (see **glossary**),
18. Intent or lack of intent at the time the student engaged in the conduct,
19. The student's disciplinary history,
20. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
21. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
22. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

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

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

23. Self-defense (see **glossary**),
24. Intent or lack of intent at the time the student engaged in the conduct,
25. The student's disciplinary history,
26. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
27. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
28. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

OR

A student may be placed in a DAEP for the following conduct violations:

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Criminal mischief, not punishable as a felony.

OR

- Any criminal mischief, including a felony.

- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in Title 5 (see **glossary**) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The campus behavior coordinator **may** place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (School-related felony drug offenses are addressed in **Expulsion** on page .) (See **glossary** for "under the influence" "controlled substance," and "dangerous drug.")
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in **Expulsion** on page .)
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
 - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.

- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page .)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 29. The student receives deferred prosecution (see **glossary**),
 30. A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
 31. The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

Removals to a DAEP shall be made by the campus behavior coordinator.

Conference

When a student is removed from class for a DAEP offense, the campus behavior coordinator or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the campus behavior coordinator or appropriate administrator shall provide the student:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal; and
- An opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

32. Self-defense (see **glossary**),
33. Intent or lack of intent at the time the student engaged in the conduct,

34. The student's disciplinary history,
35. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
36. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
37. A student's status as homeless.

Placement Order

After the conference, if the student is placed in a DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in a DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The campus behavior coordinator shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the campus behavior coordinator or the board's designee must determine that:

38. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
39. The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, the central administration office, or through Policy On Line at the following address: www.buckholtsisd.net.

Appeals shall begin at Level One with the campus principal.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's individualized education program (IEP) or Section 504 plan.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the placement in the program shall continue through graduation, and the student shall not be allowed to participate in the graduation ceremony and related graduation activities.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the campus behavior coordinator or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

40. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication (see **glossary**), or deferred prosecution will be initiated; or
41. The court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is

completed, the campus behavior coordinator may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the campus behavior coordinator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

42. Threatens the safety of other students or teachers,
43. Will be detrimental to the educational process, or
44. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Students

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or campus behavior coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must:

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

45. The date on which the student's conduct occurred,
46. The location at which the conduct occurred,
47. Whether the conduct occurred while the student was enrolled in the district, or
48. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

49. Threatens the safety of other students or teachers,
50. Will be detrimental to the educational process, or
51. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

52. The student graduates from high school,
53. The charges are dismissed or reduced to a misdemeanor offense, or
54. The student completes the term of the placement or is assigned to another program.

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the campus behavior coordinator or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

55. Self-defense (see **glossary**),
56. Intent or lack of intent at the time the student engaged in the conduct,
57. The student's disciplinary history,
58. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
59. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
60. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page .)

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
- Breach of computer security. (See **glossary**.)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for "under the influence.")
- Selling, giving, or delivering another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Manslaughter.
- Criminally negligent homicide.
- Aggravated robbery.
- Continuous sexual abuse of a young child or disabled individual.
- Felony drug- or alcohol-related offense.
- Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the

student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

61. Deliberate violent behavior that poses a direct threat to the health or safety of others;
62. Extortion, meaning the gaining of money or other property by force or threat;
63. Conduct that constitutes coercion, as defined by Penal Code 1.07; or
64. Conduct that constitutes the offense of:
 - a. Public lewdness under Penal Code 21.07;
 - b. Indecent exposure under Penal Code 21.08;
 - c. Criminal mischief under Penal Code 28.03;
 - d. Hazing under Education Code 37.152; or
 - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Under Federal Law

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

Note: Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
 - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.) *Note:* A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
 - A location-restricted knife, as defined by state law. (See **glossary**.)

- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See **glossary**.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or disabled individual.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol, or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Process

If a student is believed to have committed an expellable offense, the campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

65. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,

66. An opportunity to testify and to present evidence and witnesses in the student's defense, and
67. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the superintendent authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or campus behavior coordinator shall take into consideration:

68. Self-defense (see **glossary**),
69. Intent or lack of intent at the time the student engaged in the conduct,
70. The student's disciplinary history,
71. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
72. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
73. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the superintendent shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

74. The student is a threat to the safety of other students or to district employees, or
75. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the campus behavior coordinator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district or an open-enrollment charter school upon enrollment in the district.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

76. The out-of-state district provides the district with a copy of the expulsion order, and
77. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

78. The student is a threat to the safety of other students or district employees, or
79. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

80. Causes serious bodily injury to another;
81. Uses or exhibits a deadly weapon; or
82. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - a. 65 years of age or older, or
 - b. A disabled person.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as a crime that involves:

83. Starting a fire or causing an explosion with intent to destroy or damage:
 - a. Any vegetation, fence, or structure on open-space land; or
 - b. Any building, habitation, or vehicle:
 - (1) Knowing that it is within the limits of an incorporated city or town,
 - (2) Knowing that it is insured against damage or destruction,
 - (3) Knowing that it is subject to a mortgage or other security interest,
 - (4) Knowing that it is located on property belonging to another,
 - (5) Knowing that it has located within it property belonging to another, or
 - (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
84. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
85. Intentionally starting a fire or causing an explosion and in so doing:
 - a. Recklessly damaging or destroying a building belonging to another, or
 - b. Recklessly causing another person to suffer bodily injury or death.

Assault is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes

school district property or information or commits a breach of any other computer, computer network, or computer system.

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

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

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

90. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
91. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
92. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Education Code 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

93. Cause action by an official or volunteer agency organized to deal with emergencies;
94. Place a person in fear of imminent serious bodily injury; or
95. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

96. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
97. The frame or receiver of any such weapon;
98. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable firearm; or
99. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

100. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
101. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
102. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
 - d. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another; and
 - e. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law.

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

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

Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated. **Hit list** is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Possession means to have an item on one's person or in one's personal property, including, but not limited to:

107. Clothing, purse, or backpack;
108. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;

- 109. Telecommunications or electronic devices; or
- 110. Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

- 111. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice: An explosive weapon;
 - a. A machine gun;
 - b. A short-barrel firearm;
- 112. Armor-piercing ammunition;
- 113. A chemical dispensing device;
- 114. A zip gun;
- 115. A tire deflation device; or
- 116. An improvised explosive device.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information, including the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

Self-defense is the use of force against another to the degree a person reasonably believes is immediately necessary to protect himself or herself.

Serious misbehavior means:

- 1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
- 2. Extortion, meaning the gaining of money or other property by force or threat;
- 3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
- 4. Conduct that constitutes the offense of:
 - a. Public lewdness under Penal Code 21.07;
 - b. Indecent exposure under Penal Code 21.08;
 - c. Criminal mischief under Penal Code 28.03;
 - d. Hazing under Education Code 37.152; or

- e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete schoolwork as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

5. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
6. Place any person in fear of imminent serious bodily injury;
7. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
8. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
9. Place the public or a substantial group of the public in fear of serious bodily injury; or
10. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- Assault under Section 22.01;

- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the in-fluence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is defined by Penal Code 46.01 as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

BUCKHOLTS ISD

2022–2023 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please email rgodfrey@buckholtsisd.net.



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Employee Handbook Receipt

Name _____

Campus/Department Buckholts ISD

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

Employees have the option of receiving the handbook in electronic format or hard copy.

www.buckholtsisd.net

Please indicate your choice by checking the appropriate box below:

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

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

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

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

Signature

Date

Please sign and date this receipt and forward it to Sherry Wood

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to your supervisor.

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

District Information

Description of the District

Buckholts ISD is a rural Pre-K through 12th grade district. The school serves as one of the main focuses of community activity and pride. Buckholts ISD graduates serve the community as productive citizens.

Mission Statement, Goals, and Objectives

Policy AE

Buckholts ISD Mission Statement

The Buckholts Independent School District partners with parents and community in seeking academic excellence for each student through a balanced curriculum aligned with quality instruction and assessment of achievement.

Board of Trustees

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

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall

responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected every odd number year and serve 4-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Ricky McCall, President
- Chris Marrs, Vice-President
- Kerri Hernandez, Secretary
- Jessie Benavidez, Member
- Margaret Green, Member
- Leslie Lorenz, Member
- Adan Losoya, Member

The board usually meets every 3rd Monday of each month at 6PM. In the event that a large attendance is anticipated, the board may meet in the school cafeteria. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the Post Office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Board Meeting Schedule

July 18, 2022	November 21, 2022	March 20, 2023
August 22, 2022	December 19, 2022	April 17, 2023
September 19, 2022	January 16, 2023	May 15, 2023
October 17, 2022	February 20, 2023	June 19, 2023

Administration

Dr. Remy Godfrey, Superintendent rgodfrey@buckholtsisd.net

Alushka Driska, Principal, Director of Elementary Education, adrishka@buckholtsisd.net

Marcus Lee, Technology Director, mlee@buckholtsisd.net

School Calendar

BUCKHOLTS ISD

2022-2023 School Calendar

August 2022							September 2022							October 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

November 2022							December 2022							January 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

February 2023							March 2023							April 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

May 2023							June 2023							July 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

- Flex Monday
- Early Release Day
- Beginning/ End of Grading Period
- Professional Development Day/ Student Holiday
- Student/ Staff Holiday
- Bad Weather/ Make Up Day

- | | |
|---|----------------------------------|
| September 5- Labor Day | 12/6-16 STAAR EOC Retest |
| October 10- Columbus Day | 2/20-3/31 TELPAS |
| November 11- Veterans Day | 3/27-4/28 STAAR Alt 2 |
| November 21-25- Thanksgiving Break | 4/4- 14 STAAR Testing |
| December 19-January 2- Christmas Break | 5/2-19 STAAR Testing |
| January 16- MLK Day | 6/20- 30 STAAR Retest |
| February 13- Student/Staff Holiday | 12/19 & 5/26- Early Release Days |
| February 20- Presidents Day/Bad Weather Make Up Day | 5/27- Graduation |
| March 13-17- Spring Break | |
| April 7- Good Friday | |

Calendar Templates by Vertex42.com

<https://www.vertex42.com/calendars/school-calendar.html>

Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

School Directory

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Superintendent, *Dr. Remy Godfrey* rgodfrey@buckholtsisd.net PO BOX 248 Buckholts, TX 76518, 254-593-3011. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Superintendent, Dr. Remy Godfrey rgodfrey@buckholtsisd.net PO BOX 248 Buckholts, TX 76518, 254-593-3011.

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

Job Vacancy Announcements

Policy DC

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

Employment after Retirement

Policy DC

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

Contract and Noncontract Employment

Policy DC series

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

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

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

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

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

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

Certification and Licenses

Policies DBA, DF

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

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

Recertification of Employment Authorization

Policy DC

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

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

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

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

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

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the business office.

Health Safety Training

Policies DBA, DMA

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

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

Reassignments and Transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request 45 days before the new school year starts. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the superintendent's office and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work

schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

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

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 17 for additional information.

Breaks for Expression of Breast Milk

Policies DEAB, DG

Buckholts ISD is designated as a Texas Mother-Friendly Worksite. The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

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

Outside Employment and Tutoring

Policy DBD

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

Performance Evaluation

Policy DN series

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

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

Employee Involvement

Policies BQA, BQB

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

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and

approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 17.)

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

Employees should contact the business office for more information about the district's pay schedules or their own pay.

Paychecks

All employees are paid monthly. If an employee is unable to utilize direct deposit, paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2022-2023 school year follows:

September 20, 2022	January 20, 2023	May 19, 2023
October 20, 2022	February 20, 2023	June 20, 2023
November 18, 2022	March 20, 2023	July 20, 2023
December 16, 2022	April 20, 2023	August 18, 2023

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of 15 days is necessary to activate this service. Contact the business office for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

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

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

Overtime Compensation

Policies DEAB, DEC

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 am Sunday and ends at 11:59 pm Saturday.

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

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

- Overtime is not allowed without prior approval and will be subject to disciplinary action.
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- Hourly employees must take an uninterrupted lunch break.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the business office must give prior approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage. Taxes will not be reimbursed.

Health, Dental, and Life Insurance

Policy CRD

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

- Employees who are active, contributing TRS members

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

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

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

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, supplemental life, illness, and disability. Premiums for these programs can be paid by payroll deduction. Employees should contact the business office for more information.

Cafeteria Plan Benefits (Section 125)

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

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

Workers' Compensation Insurance

Policy CRE

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

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

All work-related accidents or injuries should be reported immediately to the business office. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 19 for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

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

Teacher Retirement

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

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

Leaves and Absences

Policies DEC, DECA, DECB

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

Paid leave must be used in ½ day increments for salary employees and ¼ day increments for hourly employees. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local leave
- State sick leave accumulated before the 1995-1996 school year
- State leave

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

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

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

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

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

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

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

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

Personal Leave

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

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

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 3 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

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

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

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

Local Leave

The number of local days Buckholts ISD provides is 5 days to be used for personal leave or sick leave. Leave proration applies.

Vacation

Policy DED

All 12-month employees are allowed up to 10 days of vacation to be taken upon supervisor approval. Half-time employees are not eligible for vacation leave.

Sick Leave Bank (or Pool)

A sick leave pool may be established for voluntary donations by district staff to assist a fellow employee who suffers from a catastrophic illness or is absent due to the catastrophic illness or injury to a member of the employee's immediate family. To receive days from the pool, the employee for whom the request is being made must first have used all state and local leave and vacation days, if applicable. A request for the establishment of a sick leave pool shall be made in writing to the superintendent or designee. A doctor's medical certification shall be required. The superintendent or designee shall initiate the sick leave pool for the employee and notify district staff. The sick leave pool shall be created voluntary contributions by district staff for a specific individual and the donated days shall be designated to a specific pool. An employee shall be required to donate local leave days first. Donations shall be made in full-day increments. A maximum of 40 days total may be contributed to a specific leave pool. Individual employees may donate at maximum of 4 days. The sick leave pool shall cease to exist when the employee returns to work or has used 40 days and the pool is exhausted. Unused sick leave pool days shall revert to the donors and shall be divided proportionately among individuals according to the amount contributed. State days shall be returned first.

Reimbursed days shall be divided in increments of no less than half days. No general pool shall remain in existence. An individual employee for whom a pool is established may participate in the pool until he or she has used a total of 40 days maximum from the pool.

Family and Medical Leave Act (FMLA)—General Provisions

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

Leave Entitlements

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

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

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

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

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

Benefits and Protections

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

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

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

Eligibility Requirements

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

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

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

Requesting Leave

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

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

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

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

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA

leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

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

Enforcement

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

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

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period *January 1 through December 31*.

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

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

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

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the

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

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

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

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

District Contact. Employees that require FML or have questions should contact the business manager for details on eligibility, requirements, and limitations.

Temporary Disability Leave

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

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

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

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

Workers' Compensation Benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault Leave

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

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

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

district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

An employee shall be granted, upon request, up to three workdays of leave in the event of the death of a member of the employee's immediate family. These workdays shall be taken with no loss of pay or other paid leave. For purposes of this policy, the term "immediate family" shall include

Spouse, son or daughter, including biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis, parent, step-parent, parent-in-law, or individual who stands in loco parentis to the employee, siblings, step siblings, siblings-in-law, grandparent, grandchild, any person who may be residing in the employee's household at the time of illness or death

Jury Duty

Policies DEC, DG

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

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

Compliance with a Subpoena

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

Truancy Court Appearances

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

Religious Observance

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

Military Leave

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

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

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

Leave for Peace Officers

See HB 2073, effective 6/15/2021 and SB 1359, effective 9/1/2021

Employee Relations and Communications

Employee Recognition and Appreciation

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

District Communications

Throughout the school year, the principal and/or superintendent office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is found on the district's website under "Administration" and "Board of Education".

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 54 for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

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

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

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is DIA (LOCAL) and DIA (Regulation)

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the

ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 37 and *Bullying*, page 58 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is DHB (Legal), text of FFH (LOCAL) and FFH (Regulation)

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

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

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

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

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

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at www.buckholtsisd.net. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

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

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

Technology Resources

Policy CQ

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

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

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

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

Personal Use of Electronic Communications

Policy CQ, DH

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to

use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

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

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

Electronic Communications between Employees, Students, and Parents

Policy DH

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

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

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be

subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student’s parents or guardians as well as the employee’s supervisor as a recipient on each text message to the student so that the student, parent, and supervisor receive the same message;
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 10 p.m. and 6 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:

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

Public Information on Private Devices

Policy DH

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

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

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance

- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

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

Alcohol and Drug-Abuse Prevention

Policy DH

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

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions

- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

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

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

Charitable Contributions

Policy DG

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

Safety

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 50 for additional information.

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

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

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

Employees with questions or concerns relating to safety programs and issues can contact the supervisor.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school

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

Visitors in the Workplace

Policy GKC

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

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policies CLB, DI

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

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

General Procedures

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations:

KMIL Radio Station 105.1 FM Cameron	KCEN TV-Channel 6 Temple
KWTX TV Channel 10 Waco	KXXV TV Channel 25 Waco

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the supervisor on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the business manager for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the business office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Employees may update information in the employee portal of Ascender.

Personnel Records

Policy DBA, GBA

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

Employees may choose to have the following personal information withheld:

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

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

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The cafeteria manager and the principal's secretary is responsible for scheduling the use of facilities after school hours. Contact the principal's secretary to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE, DHB

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

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 54. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

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

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

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to*

Texas Education Agency on page _____. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

Dismissal of Noncontract Employees

Policies DCD, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 31.)

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

Discharge of Convicted Employees

Policy DF

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

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

Exit Interviews and Procedures

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

Reports to Texas Education Agency

Policies DF, DHB, DHC

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

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

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

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful

act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to [Dr. Remy Godfrey, Superintendent PO BOX 248 Buckholts, TX 76518 rgodfrey@buckholtsisd.net 254-593-3011.](mailto:rgodfrey@buckholtsisd.net)

Student Records

Policy FL

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights

- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student Principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

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

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition,

employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

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

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the Principal. The district’s policy includes definitions and procedures for reporting and investigating bullying of students can be found at www.buckholtsisd.net

Hazing

Policy FNCC

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

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