THREE WAY
INDEPENDENT SCHOOL DISTRICT

247 CR 207, Stephenville, TX 76401 | 254.965.6496

Teddy Ott,
Superintendent

AGENDA TWISD Regular School Board Meeting

February 10, 2026 Board Room 5:30 PM

I. **Board Appreciation**

II. **Roll Call - Verify Quorum**

Tracie Hankins, Senaida Huerta, Duanea Armes, Lloyd Lietz, Cody Howle

III. **Citizen Comments**

IV. **Staff Reports**

1. Financial Update
2. Principal's Report
3. Superintendent

V. **Consent Agenda**

1. Consider approval or other action for minutes for the January 13, 2026 regular meeting.

2. Consider approval or other action regarding accounts payable report for payments made for the month of January 2026.

VI. **Action Items**

1. Discussion, consideration, and possible action regarding Audit Report from Snow Garrett Williams for the 24/25 SY.

2. Discussion, consideration, and possible action to approve changes in TWISD Financial Institution.

3. Discussion, consideration, and possible action to approve updates to TASB Regulations Resource Manual: Update 72 and Local Policy FDA.

4. Discussion, consideration, and possible action to approve the SY25/26 calendar.

5. Discussion, consideration, and possible action to approve District Improvement Plan.

6. Discussion, consideration, and possible action to approve Resolution calling a General Election for Board members on May 2, 2026 and approval of all necessary documentation for said election.

7. Discussion, consideration, and possible action to cancel the May 2, 2026, School Board Election.

VII. **Closed Session**

1. In accordance with Texas Open Meetings Law, Texas Government Code Section 551, Annotated in accordance with:

   Section 551.074 - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Positions and Contracts

2. Discussion, consideration, and possible action regarding Superintendent Evaluation.

VIII. **Adjourn**

With no further business before the Board, this meeting is adjourned at _____ pm.

Closed Session Notice

Three Way Independent School District may convene into Closed Session on any matter related to any of the above agenda items for a purpose, such a closed session is allowed under Chapter 551, Texas Government Code. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meetings. Should any final action, final decision, or final vote be required in the opinion of the School Board with regard to any matter considered in such closed meeting then the final action, final decision, or final vote shall be either: (a) In the open meeting covered by the Notice upon the reconvening of the public meeting; or (b) At a subsequent public meeting of the School Board upon notice thereof; as the Board shall determine.

ADA Notice

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in the meeting should contact Stephanie Ritchie at (254)965-6496 x 200 at least 48 hours prior to the meeting to request such assistance.

Certification

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted in accordance with the regulations of the Texas Open Meetings Act on the front door of the Three Way Administration Building and the front door of the Three Way High School, a place convenient and readily accessible to the general public, as well as to school's website at www.twisd.us and said notice was posted at or before , and remained posted for at least two hours after said meeting was convened.

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Dr. Teddy Ott, Superintendent

Board Report Summary
2025-2026

JANUARY

REVENUE	Est. Revenue	Rev. Realized To Date	Revenue Balance	% Realized	NOTES
Taxes	776,590.00	-245,091.79	531,498.21	31.56%	
Other Rev. Local	31,500.00	-58,460.99	-26,960.99	185.59%	
Total REVENUE - Local and Intermediate	**808,090.00**	**-303,552.78**	**504,537.22**	**37.56%**	
Total State Program Revenues	**2,704,699.99**	**-1,014,958.00**	**1,689,741.99**	**37.53%**	
TOTAL Revenue - LOCAL-STATE-FEDERAL	**3,512,789.99**	**-1,318,510.78**	**2,194,279.21**	**37.53%**	

Fund 199	Budget	Expenditure YTD	Balance	% Realized	
Function 11 INSTRUCTION					
6100 - Payroll Costs	-1,838,561.79	722,552.04	-1,116,009.75	39.30%	
6200 - Professional and Contracted Svs	-34,025.81	22,385.81	-11,640.00	65.79%	
6300 - Supplies and Materials	-39,710.00	16,601.21	-23,108.79	41.81%	
6400 - Other Operating Costs	-3,000.00	9,606.08	6,606.08	320.20%	*Costs related to donation payback - $2,000 2024-25 Alaska Foundation*
6600 - Capital Outlay Land Building & Equipment	0.00	0.00	0.00	0.00%	
Total Function 11 INSTRUCTION	**-1,915,297.60**	**771,145.14**	**-1,144,152.46**	**40.26%**	
Function 12 INSTRUCTIONAL RESOURCES/MEDIA					
6100 - Payroll Costs	-5,776.54	2,258.92	-3,517.62	39.11%	
6200 - Professional & Contracted SVS	-1,687.00	1,687.00	0.00	100.00%	
6300 - Supplies and Materials	0.00	0.00	0.00	0.00%	
Total Function 12 INSTRUCTIONAL RESOURCES/MEDIA	**-7,463.54**	**3,945.92**	**-3,517.62**	**52.87%**	
Function 13 CURRICULUM & STAFF DEV					
6200 - Professional and Contracted Svs	0.00	0.00	0.00	0.00%	
6300 - Supplies & Materials	-24,000.00	24,932.13	932.13	103.88%	*Under budgeted*
6400 - Travel & Subsistence	-10,000.00	820.64	-9,179.36	8.21%	
Total Function 13 CURRICULUM & STAFF DEV	**-34,000.00**	**25,752.77**	**-8,247.23**	**75.74%**	
Function 23 SCHOOL LEADERSHIP					
6100 - Payroll Costs	-89,919.27	35,814.52	-54,104.75	39.83%	
6400 - Travel & Subsistence	-3,000.00	1,035.00	-1,965.00	34.50%	
Total Function 23 SCHOOL LEADERSHIP	**-92,919.27**	**36,849.52**	**-56,069.75**	**39.66%**	
Function 31 GUIDANCE AND COUNSELING SVS					
6100 - Payroll Costs	-127,203.93	56,461.63	-70,742.30	44.39%	
6300 - Supplies and Materials	-800.00	460.37	-339.63	57.55%	
6400 - Other Operating Costs	-2,000.00	279.12	-1,720.88	13.96%	
Total Function 31 GUIDANCE AND COUNSELING	**-130,003.93**	**57,201.12**	**-72,802.81**	**44.00%**	

Function 33 HEALTH SERVICES					
6100 Health Services	-67,911.16	26,552.34	-41,358.82	39.10%	
6300 - Supplies and Materials	-800.00	374.50	-425.50	46.81%	
6400 - Other Operating Costs	-800.00	0.00	-800.00	0.00%	
Total Function 33 HEALTH SERVICES	**-69,511.16**	**26,926.84**	**-42,584.32**	**38.74%**	
Function 34 STUDENT TRANSPORTATION					
6100 - Payroll Costs	-25,520.84	10,765.45	-14,755.39	42.18%	
6200 - Professional & Constracted SVS	-3,000.00	11,022.25	8,022.25	367.41%	*Costs related to Bus #2 repairs*
6300 - Supplies and Materials	-2,000.00	6,012.89	4,012.89	300.64%	*Not enough budgeted*
6400 - Other Operating Costs	-6,173.00	5,506.64	-666.36	89.21%	
	-36,693.84	**33,307.23**	**-3,386.61**	**90.77%**	
Function 36 CO-CURRICULAR ACTIVITIES					
6100 - Payroll Costs	-138,130.87	56,863.66	-81,267.21	41.17%	
6200 - Professional & Constracted SVS	-18,000.00	7,055.00	-10,945.00	39.19%	
6300 - Supplies and Materials	-42,000.00	33,209.17	-8,790.83	79.07%	
6400 - Other Operating Costs	-9,000.00	11,125.70	2,125.70	123.62%	*Costs related to UIL fees, student insurance*
Total Function 36 CO-CURRICULAR ACTIVITIES	**-207,130.87**	**108,253.53**	**-98,877.34**	**52.26%**	
Function 41 General Administration					
6100 - Payroll Costs	-163,144.88	63,120.66	-100,024.22	38.69%	
6200 - Professional & Constracted SVS	-59,462.38	51,253.36	-8,209.02	86.19%	
6300 - Supplies and Materials	-2,000.00	802.40	-1,197.60	40.12%	
6400 - Other Operating Costs	-4,173.00	6,328.39	2,155.39	151.65%	*Not enough budgeted*
Total Function 41 GENERAL ADMINISTRATION	**-228,780.26**	**121,504.81**	**-107,275.45**	**53.11%**	
Function 51 Plant Maintenance & Operations					
6100 - Payroll Costs	-143,314.09	69,244.81	-74,069.28	48.32%	
6200 - Professional & Constracted SVS	-120,000.00	79,858.65	-40,141.35	66.55%	
6300 - Supplies and Materials	-40,000.00	18,949.44	-21,050.56	47.37%	
6400 - Other Operating Costs	-27,376.00	27,126.00	-250.00	99.09%	
6600 - Capital Outlay	0.00	0.00	0.00	0.00%	
Total Function 51 PLANT MAINTENANCE & OPERATION	**-330,690.09**	**195,178.90**	**-135,511.19**	**59.02%**	
Function 52 Security & Monitoring					
6100 - Payroll Costs	-66,995.89	12,003.71	-54,992.18	17.92%	
6200 - Professional & Constracted SVS	-55000.00	20,349.92	-34,650.08	37.00%	
6300 - Supplies and Materials	-4000.00	4,049.95	49.95	101.25%	*Costs related to ammo purchases for Guardian trainings*
6400 - Other Operating Costs	-250.00	1513.52	1263.52	605.41%	*Costs related to expenditures related to Marshall Program Implementat*
Total Function 52 DATA PROCESSING	**-126,245.89**	**37,917.10**	**-88,328.79**	**30.03%**	
Function 53 Data Processing					
6100 - Payroll Costs	-103,544.54	19,056.81	-84,487.73	18.40%	
6200 - Professional & Constracted SVS	-3,000.00	42,968.61	39,968.61	1432.29%	*No budget for IT Contracted Services*
6300 - Supplies and Materials	-3,000.00	6,850.44	3,850.44	228.35%	*Raptor Renewal for Visitor Mgmt System*
6400 - Other Operating Costs	-1,759.00	1,759.00	0.00	100.00%	
Total Function 53 DATA PROCESSING	**-111,303.54**	**70,634.86**	**-40,668.68**	**63.46%**	

Function 71 Debt Service				
6500 - Long Term Debt/Interest	-120,000.00	54,108.73	-65,891.27	45.09%
Total Function 71 DEBT SERVICE	**-120,000.00**	**54,108.73**	**-65,891.27**	**45.09%**
Function 81 Facilities Acq & Construction				
6600 - Bldg Purchase, Construction	0.00	-	0.00	0.00%
Total Function 81 FACILITIES ACQ & CONST	**0.00**	**-**	**0.00**	**0.00%**
Function 93 Payments-Shared				
6200 - Professional & Constracted SVS	-82,750.00	0.00	-82,750.00	0.00%
Total Function 93 PAYMENST-SHARED	**-82,750.00**	**0.00**	**-82,750.00**	**0.00%**
Function 99 Tax Appraisal & Collection				
6200 - Professional & Constracted SVS	-20,000.00	9,997.58	-10,002.42	49.99%
Total Function 99 TAX APPRAISAL & COLLECTION	**-20,000.00**	**9,997.58**	**-10,002.42**	**49.99%**
Total Function 00 OTHER USES	**0.00**	**0.00**	**0.00**	**0.00%**
TOTAL EXPENDITURES	**-3,512,789.99**	**1,552,724.05**	**-1,960,065.94**	**44.20%**

CASH FLOW vs EXPENDITURES

	Sep-25	Oct-25	Nov-25	Dec-25	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Totals	Est. Revenue	
CASH INFLOWS															
GENERAL FUND 199															
Foundation School Fund	-$447,116.00	-$362,351.00	-$194,385.00	-$7,993.00	-$3,113.00								**-$1,014,958.00**	-$2,461,326.00	41.24%
Available School Fund	$0.00	$0.00	$0.00	$0.00	$0.00								**$0.00**	-$72,564.00	0.00%
TRS On-Behalf	$0.00	$0.00	$0.00	$0.00	$0.00								**$0.00**	-$170,809.99	0.00%
M&O Taxes	-$913.89	-$1,137.90	-$26,920.98	-$168,448.71	-$47,670.31								**-$245,091.79**	-$776,590.00	31.56%
Other Local Revenue	-$96,277.04	-$930,005.26	-$229,062.94	-$373,168.61	-$411,995.01								**-$2,040,508.86**	-$31,500.00	6477.81%
Interest	-$342.91	-$619.62	-$402.17	-$404.99	-$537.93								**-$2,307.62**	$0.00	-$2,307.62
SPECIAL REVENUE 211,255,270,282,289,410,429															
State/Federal Money	-$53,059.03	-$83,137.40	-$234,847.01	-$42,147.56	-$61,367.80								**-$474,558.80**	-$1,709,538.59	27.76%
FOOD SERVICE 240															
Lunchroom	-$9,719.23	-$14,495.80	-$16,554.96	-$19,377.11	$0.00								**-$60,147.10**	-$168,510.57	35.69%
Total Revenues	**-$607,428.10**	**-$1,391,746.98**	**-$702,173.06**	**-$611,539.98**	**-$524,684.05**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**-$3,837,572.17**	-$5,390,839.15	71.19%
														Budget	
EXPENDITURES															
Expenditures 199	$317,402.48	$470,892.44	$255,689.83	$269,046.81	$239,692.49								**$1,552,724.05**	$2,484,870.18	62.49%
Expenditures 211,255,270,282,289,410,427	$59,972.95	$71,834.32	$221,757.05	$41,101.42	$50,261.48								**$444,927.22**	$225,207.19	197.56%
Expenditures 240	$16,848.20	$17,926.43	$16,089.94	$13,582.89	$13,009.42								**$77,456.88**	$155,327.47	49.87%
Total Expenditures	**$394,223.63**	**$560,653.19**	**$493,536.82**	**$323,731.12**	**$302,963.39**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$2,075,108.15**	$2,865,404.84	72.42%
Total Cash	**-$213,204.47**	**-$831,093.79**	**-$208,636.24**	**-$287,808.86**	**-$221,720.66**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**			
Fund Balance															
General Fund - First Financial	-$200,342.91	-$200,619.62	-$200,402.17	-$200,404.99	-$204,334.00										
TexPool Transfers (Payroll/Bills)	-$500,000.00	-$525,000.00	$0.00	$0.00	-$200,000.00										
TexPool Investment Pool	-$707,883.28	-$1,035,877.59	-$1,039,273.46	-$1,039,382.43	-$845,389.65										
TexPool Transfers (Payroll/Bills)	$500,000.00	$525,000.00	$0.00	$0.00	$200,000.00										
Total Fund Balance	**-$908,226.19**	**-$1,236,497.21**	**-$1,239,675.63**	**-$1,239,787.42**	**-$1,049,723.65**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**0.00**	**$0.00**	**$0.00**			

For the Month of January

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
010778	01-06-2026	DUNCAN DISPOSAL	016738	0794-017298043	199-51-6259.00-072-699000	DISPOSAL	1,307.11	N
010779	01-06-2026	KIRBO'S OFFICE SYSTE	016746	550846	199-71-6512.00-072-699000	COPIER LEASE	210.45	N
010780	01-06-2026	HILAND DAIRY FOODS L	016741	6836489	240-35-6341.00-072-699000	MILK	386.20	N
			016741	6836194	240-35-6341.00-072-699000	MILK	111.82	N
						Totals for Check 010780	**498.02**	
010781	01-06-2026	THE DOWELL COMPANY	016748	2601-738083	199-51-6319.00-072-699000	HERBICIDE/FERTILIZER/	129.97	N
010782	01-06-2026	RUSH TRUCK CENTER	016753	52910040	199-34-6249.00-072-699000	BUS REPAIRS	290.00	N
010783	01-06-2026	MAYFIELD PAPER COMP	016745	4383896	199-51-6319.00-072-699000	JANITORIAL SUPPLIES	63.06	N
010784	01-06-2026	LABATT FOOD SERVICE	016744	12179049	240-35-6341.00-072-699000	FOOD	605.57	N
010785	01-06-2026	RIGGS MACHINE & WEL	016751	255230	199-11-6399.00-101-622000	WELDING SUPPLIES	94.80	N
010786	01-06-2026	DALE COLLUM	016743		199-51-6249.00-072-699000	RAW WELL & DIST SAMPLES	500.00	N
010787	01-06-2026	THE WATER SHOP	016757	30577	199-51-6269.00-072-699000	WATER COOLER RENTAL	100.00	N
			016757	30577	199-51-6319.00-072-699000	WATER & CUPS	484.50	N
						Totals for Check 010787	**584.50**	
010788	01-06-2026	AMAZON CAPITAL	016754	1CCJ-KGHV-	199-11-6399.00-101-622000	CHICKEN SCOOPER/WINTERIZIN	187.22	N
			016755	1LT3-T74D-	199-11-6399.00-101-622000	CHICKENS WINTERIZING	15.47	N
			016754	1PG9-YWLP-	199-11-6399.02-101-611000	MENCHACA PAINT SUPPLIES FAL	30.98	N
			016754	13Y9-VLRJ-	199-51-6319.00-072-699000	LEVELEVE A FRAME LADDER	189.99	N
						Totals for Check 010788	**423.66**	
010789	01-06-2026	VISUAL TECHNIQUES	016752	46436	199-51-6249.00-072-699000	LABOR TO TROUBLESHOOT CTE	995.00	N
010790	01-06-2026	WRIGHT'S ICE SERVICE	016758	7251	199-51-6269.00-072-699000	ICE MACHINE RENTAL	308.00	N
010791	01-06-2026	NEXTLINK	016756		199-51-6259.00-072-699000	PHONE & FAX	1,640.96	N
010792	01-06-2026	NORTH TEXAS TOLLWA	016739		199-13-6411.00-101-611000	TRAINING TRAVEL TOLLS	13.62	N
010793	01-06-2026	AUTO PARTS CO.	016761	ID-801803	199-34-6319.00-072-699000	BUS SUPPLIES	98.42	N
010794	01-06-2026	ERATH COUNTY	016760	012026	199-52-6249.00-072-699000	SRO JANUARY	5,950.00	N
010795	01-06-2026	GANDY INK	016740	919733	199-36-6399.00-101-691000	GIRLS BBALL SHIRTS	312.30	N
010796	01-06-2026	GOLD STAR FOODS INC	016747	3224161	240-35-6344.00-072-699000	COMMODITY DELIVERY	18.24	N
010797	01-06-2026	TEXAS EDUCATION AGE	016759	F250040	199-11-6222.00-101-611000	TSVSN FALL 2025-2026	700.00	N
010798	01-06-2026	WILLIE JAMES WILLIAMS	016749		199-36-6299.00-072-691000	BBALL REF TW VS HUCKABAY	245.00	N
010799	01-06-2026	HR2 SERVICES LLC	016742	2696FINAL	199-51-6249.00-072-699000	LAWN CARE PAYOFF	3,677.00	N
010800	01-06-2026	JAMES STUBBLEFIELD	016750		199-36-6299.00-072-691000	BBALL REF TW VS HUCKABAY	245.00	N
010801	01-06-2026	SAGUARO TECHNOLOGI	016762	2430	199-53-6249.00-072-699000	IT SUPPORT	1,500.00	N
010802	01-06-2026	STRATEGIC EQUIPMENT	016763	0979842	240-35-6269.00-072-699000	MILK COOLER RENTALS	267.00	N
010803	01-15-2026	HILAND DAIRY FOODS L	016765	6836797	240-35-6341.00-072-699000	MILK	341.02	N
010804	01-15-2026	THE DOWELL COMPANY	016776	2601-740457	199-51-6319.00-072-699000	SPREADER	294.99	N
			016776	2601-740482	199-51-6319.00-072-699000	FERTILIZER	235.96	N
						Totals for Check 010804	**530.95**	

For the Month of January

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
010805	01-15-2026	RUSH TRUCK CENTER	016775	52898593	199-34-6249.00-072-699000	BUS #3 INSPECTION	40.00	N
			016775	52895846	199-34-6249.00-072-699000	BUS #2 INSPECTION	40.00	N
						Totals for Check 010805	**80.00**	
010806	01-15-2026	MAYFIELD PAPER COMP	016768	4391568	199-51-6319.00-072-699000	JANITORIAL SUPPLIES	120.82	N
010807	01-15-2026	LABATT FOOD SERVICE	016766	01077192	240-35-6341.00-072-699000	FOOD	772.50	N
			016784	01148371	240-35-6341.00-072-699000	FOOD	666.98	N
						Totals for Check 010807	**1,439.48**	
010808	01-15-2026	AMAZON CAPITAL	016783	17V1-RLQT-	199-11-6399.00-101-622000	COPY PAPER ALL DEPTS	100.00	N
			016783	17V1-RLQT-	199-11-6399.01-072-611000	COPY PAPER ALL DEPTS	100.00	N
			016783	17V1-RLQT-	199-11-6399.02-101-611000	COPY PAPER ALL DEPTS	100.00	N
			016783	17V1-RLQT-	199-41-6399.00-701-699000	COPY PAPER ALL DEPTS	37.52	N
						Totals for Check 010808	**337.52**	
010809	01-15-2026	PACK & MAIL PLUS	016767	408921	199-41-6399.00-701-699000	CERTIFIED MAIL STUDENT LETTE	8.22	N
010810	01-15-2026	BLUFF DALE ISD	016774	10626	199-11-6499.00-072-611000	ELEMENTARY UIL MEALS	196.00	N
			016774	106	199-36-6399.00-101-691000	GYM RENTAL	1,100.00	N
						Totals for Check 010810	**1,296.00**	
010811	01-15-2026	GEORGE BYERLY	016781		199-36-6299.00-072-691000	TW VS GORMAN JH BBALL	140.00	N
010812	01-15-2026	LEASOR CRASS PC	016769	29102	199-41-6211.00-701-699000	RESEARCH/EMAILS BOARD & SU	434.00	N
010813	01-15-2026	THE HAY & FEED RANC	016772	27130	199-11-6399.00-101-622000	CHICKEN FEED	55.80	N
010814	01-15-2026	TARLETON STATE UNIV	016770	T002619	199-51-6249.00-072-699000	LAB SAMPLE ANALYSIS	100.00	N
010815	01-15-2026	FLINN SCIENTIFIC INC	016773	3227866	199-11-6399.02-101-611000	MARCOM SCIENCE SUPPLIES	71.89	N
			016773	3228333	199-11-6399.02-101-611000	MARCOM SCIENCE SUPPLIES	22.99	N
						Totals for Check 010815	**94.88**	
010816	01-15-2026	RAPTOR TECHNOLOGIE	016771	INV195289	199-53-6399.00-072-699000	RAPTOR EMERGENCY MGMT SUI	5,672.00	N
			016771	INV189033	199-53-6399.00-072-699000	RAPTOR PAPER LABELS	151.68	N
						Totals for Check 010816	**5,823.68**	
010817	01-15-2026	JAMIE THOMPSON	016782		199-36-6299.00-072-691000	TW VS GORMAN JH BBALL	140.00	N
010818	01-15-2026	MARIO NOLL	016779		199-36-6299.00-072-691000	TW VS LINGLEVILLE BBALL	245.00	N
010819	01-15-2026	MARKS LANHAM	016777		199-36-6299.00-072-691000	TW VS LINGLEVILLE BBALL	245.00	N
010820	01-15-2026	CHRISTOPHER DAMON	016780		199-36-6299.00-072-691000	TW VS GORMAN BBALL	245.00	N
010821	01-15-2026	TODD N BRUNER	016778		199-36-6299.00-072-691000	TW VS GORMAN BBALL	245.00	N
010822	01-15-2026	KIRBO'S OFFICE SYSTE	016785	552646	199-71-6512.00-072-699000	COPIER LEASE PMT	1,166.00	N
010823	01-15-2026	NATIONAL BENEFIT SER	DEDCH		199-00-2159.00-003-600000	JAN DED TAX SHEL. ANNUITY	350.00	N
010824	01-15-2026	HIGGINBOTHAM PUBLIC	DEDCH		199-00-2153.00-005-600000	JAN DED HEALTH INSURANCE	372.57	N
			DEDCH		199-00-2153.00-009-600000	JAN DED HEALTH INSURANCE	281.97	N
			DEDCH		199-00-2153.00-010-600000	JAN DED LIFE INSURANCE	370.63	N
			DEDCH		199-00-2153.00-011-600000	JAN DED LIFE INSURANCE	5.40	N
			DEDCH		199-00-2153.00-013-600000	JAN DED LIFE INSURANCE	20.99	N
			DEDCH		199-00-2153.00-015-600000	JAN DED LIFE INSURANCE	54.40	N
			DEDCH		199-00-2153.00-016-600000	JAN DED LIFE INSURANCE	92.20	N

For the Month of January

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			DEDCH		199-00-2153.00-017-600000	JAN DED LIFE INSURANCE	292.74	N
			DEDCH		199-00-2153.00-018-600000	JAN DED LIFE INSURANCE	54.44	N
			DEDCH		199-00-2153.00-019-600000	JAN DED LIFE INSURANCE	.70	N
			DEDCH		199-00-2153.00-021-600000	JAN DED LIFE INSURANCE	17.90	N
			DEDCH		199-00-2153.00-022-600000	JAN DED HEALTH INSURANCE	512.13	N
			DEDCH		199-00-2153.00-024-600000	JAN DED LIFE INSURANCE	17.90	N
			DEDCH		199-00-2153.00-025-600000	JAN DED LIFE INSURANCE	9.00	N
			DEDCH		199-00-2153.00-026-600000	JAN DED LIFE INSURANCE	160.79	N
			DEDCH		199-00-2153.00-027-600000	JAN DED LIFE INSURANCE	7.00	N
			DEDCH		199-00-2153.00-031-600000	JAN DED HEALTH INSURANCE	112.38	N
			DEDCH		199-00-2159.00-012-600000	JAN DED MISCELLANEOUS DEDU	700.00	N
			DEDCH		199-00-2159.00-029-600000	JAN DED MISCELLANEOUS DEDU	15.90	N
			DEDCH		199-00-2159.00-030-600000	JAN DED MISCELLANEOUS DEDU	72.00	N
			DEDCH		199-00-2159.00-036-600000	JAN DED MISCELLANEOUS DEDU	98.00	N
			DEDCH		199-00-2159.00-037-600000	JAN DED MISCELLANEOUS DEDU	124.51	N
			DEDCH		199-00-2159.00-041-600000	JAN DED MISCELLANEOUS DEDU	115.40	N
						Totals for Check 010824	**3,508.95**	
010825	01-15-2026	LEGAL SHIELD	DEDCH		199-00-2159.00-034-600000	JAN DED MISCELLANEOUS DEDU	120.65	N
010826	01-15-2026	EECU	DEDCH		199-00-2159.00-035-600000	JAN DED HSA	500.00	N
010827	01-15-2026	AFLAC	DEDCH		199-00-2159.00-040-600000	JAN DED MISCELLANEOUS DEDU	210.92	N
010828	01-19-2026	TAYLOR DELKA	016786		199-36-6411.00-101-691000	UIL SPIRIT PARKING FEE	20.00	N
			016786		199-36-6412.00-072-691000	UIL SPIRIT WATER	33.00	N
						Totals for Check 010828	**53.00**	
010829	01-19-2026	IREDELL ISD	016787		199-11-6499.00-072-611000	JH UIL MEAL DEALS	126.00	N
010830	01-19-2026	AMAZON CAPITAL	016789	14YF-YRCH-	199-11-6399.02-101-611000	MARCOM SCIENCE SUPPLIES	136.96	N
010831	01-19-2026	RANGER COLLEGE	016788	RCFALL2026	199-11-6223.01-101-611000	FALL 2025 DUAL CREDIT	2,310.00	N
010832	01-19-2026	TEXAS EDUCATION AGE	016790	F250070	199-11-6222.00-101-611000	FALL 2025-2026	350.00	N
010833	01-20-2026	AMPLIFY EDUCATION IN	016791	INV-424551R	429-11-6399.06-072-699000	ELAR G7	459.20	N
010834	01-20-2026	AMAZON CAPITAL	016792	17JC-T7NM-	199-41-6399.00-701-699000	COPY PAPER	84.38	N
010835	01-20-2026	TASB	016793	686238	199-41-6219.00-702-699000	POLICY UPDATE	50.00	N
010836	01-20-2026	SANTO PROPANE COMP	016795	0533724	199-51-6259.00-072-699000	PROPANE	961.35	N
010837	01-20-2026	UNITED COOPERATIVE	016794		199-51-6259.00-072-699000	ELECTRIC BILL	4,088.70	N
010838	01-21-2026	AMAZON CAPITAL	016796	1YG7-WVQ7-	199-51-6319.00-072-699000	FLAGS FOR HS	39.98	N
010839	01-21-2026	TIMMONS EXTERMINATI	016797	53624	199-51-6249.00-072-699000	PEST CONTROL SERVICE	250.00	N
260105	01-06-2026	ERATH CO. TAX ASSESS	016815		199-34-6319.00-072-699000	BUS REGISTRATION	69.00	N
260115	01-16-2026	TEXAS ROADHOUSE	016816		199-36-6412.00-072-691000	UIL CHEER MEALS	244.64	N
260116	01-16-2026	RAISING CANES	016818		199-36-6412.00-072-691000	UIL SPIRIT DINNER	179.01	N

For the Month of January

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
260121	01-22-2026	UEP VIEWER	016819		199-36-6399.02-101-691000	CHEER COMP PICTURES	199.00	N
511011	01-21-2026	FIRST FINANCIAL BANK	016826		199-00-1101.00-000-600000	INTRAFI DEBIT	705.53	N
511012	01-12-2026	FIRST FINANCIAL BANK	016824		199-00-1101.00-000-600000	INTRAFI DEBIT	45,876.40	N
511013	01-23-2026	FIRST FINANCIAL BANK	016827		199-00-1101.00-000-600000	INTRAFI DEBIT	2,892.12	N
511018	01-08-2026	FIRST FINANCIAL BANK	016823		199-00-1101.00-000-600000	INTRAFI DEBIT	47,610.81	N
511102	01-02-2026	FIRST FINANCIAL BANK	016820		199-00-1101.00-000-600000	INTRAFI DEBIT	404.99	N
511105	01-05-2026	FIRST FINANCIAL BANK	016821		199-00-1101.00-000-600000	INTRAFI DEBIT	132,483.25	N
511106	01-06-2026	FIRST FINANCIAL BANK	016822		199-00-1101.00-000-600000	INTRAFI DEBIT	10,000.00	N
511120	01-20-2026	FIRST FINANCIAL BANK	016825		199-00-1101.00-000-600000	INTRAFI DEBIT	580.00	N
600628	01-06-2026	ERATH CO. TAX ASSESS	016814		199-34-6319.00-072-699000	BUS REGISTRATION	69.00	N
			016814		199-34-6319.00-072-699000	WRONG CONTRA ACCT	-69.00	N
						Totals for Check 600628	**.00**	
601628	01-16-2026	CFW COMMERCE	016817		199-36-6411.00-101-691000	UIL SPIRIT COMP PARKING FEE	20.00	N
999999	01-20-2026	CLAIMS ADMINISTRATIV	016813		199-11-6143.00-072-611000	WORK COMP POOL	109.00	N
						Total Checks	**288,739.89**	

End of Report

Board Policy Proposal — FDA (LOCAL)

(Ready for Board adoption)

FDA (LOCAL) — ADMISSIONS: INTERDISTRICT TRANSFERS

Authority

The Superintendent is authorized to accept or reject any interdistrict transfer request, provided decisions are made without regard to race, religion, color, sex, disability, national origin, or ancestral language.

Transfer as a Privilege

Interdistrict transfer to the District is a **privilege, not a right**. Approval of a transfer request does not create a property interest or guarantee continued enrollment.

Application

Nonresident students must submit a transfer application annually. Approval for one school year does not ensure approval for subsequent years.

Consideration Factors

In approving or continuing transfers, the Superintendent or designee shall consider:

- Availability of space and instructional staff
- Attendance history
- Disciplinary history
- Academic performance
- Impact on resident students

Conditions of Transfer

Transfer students shall comply with all District policies, campus rules, and the Student Code of Conduct. Transfer students must maintain a **minimum attendance rate of 98% per semester** and avoid excessive tardies and disciplinary infractions.

Revocation

In accordance with the District's Innovation Plan, the Superintendent may revoke a transfer **at any time during the school year** for behavior, attendance, excessive tardies, academic concerns, or conduct disruptive to the educational process.

Prior to revocation, the Superintendent shall receive a recommendation from the campus principal. Upon revocation, the District shall notify the parent/guardian and the student's home district.

Regulations Resource Manual

Update 72

What is the *Regulations Resource Manual*?

The *Regulations Resource Manual* (*RRM*) is an online collection of sample administrative regulations (also called "procedures") and exhibits (which include forms). TASB Policy Service provides the *RRM* to help superintendents develop regulations and implement board policies.

> "The duties of the superintendent include…developing or causing to be developed appropriate **administrative regulations** to implement policies established by the board of trustees…."
>
> *Texas Education Code 11.201(d)(8)*

How do I use the *RRM*?

Review the changes associated with Update 72 in the Explanatory Notes, available in this Update Packet. Download a copy of these administrative documents from the Policy Online® Governance and Management Library[1] (TASB login required) and adapt them to reflect your district's practices.

Contact us

Contact TASB Policy Service at 800-580-7529 if you have questions.

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This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matters. This information is neither an exhaustive treatment on the subject nor is it intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

The *TASB Regulations Resource Manual* and its updates are copyrighted by TASB but may be reproduced by subscribers to TASB Policy Service for use in development of local administrative regulations. Further use or copying is prohibited without the written consent of TASB Policy Service.

[1] Policy Online Governance and Management Library, *Regulations Resource Manual*: https://pol.tasb.org/Member/Collections/Details?id=21

Instruction Sheet

TASB Regulations Resource Manual Update 72

Regulations Resource Manual

Code	Type	Action To Be Taken	Note
B	(LEGAL)	Replace table of contents	Revised table of contents
BBBB	(EXHIBIT)	DELETE exhibit	See explanatory note
BBD	(EXHIBIT)	DELETE exhibit	See explanatory note
BEC	(EXHIBIT)	DELETE exhibit	See explanatory note
BG	(EXHIBIT)	DELETE exhibit	See explanatory note
C	(LEGAL)	Replace table of contents	Revised table of contents
CSA	(REGULATION)	ADD regulation	See explanatory note
DFBB	(EXHIBIT)	DELETE exhibit	See explanatory note
DFF	(REGULATION)	DELETE regulation	See explanatory note
DFFA	(REGULATION)	DELETE regulation	See explanatory note
DFFB	(EXHIBIT)	DELETE exhibit	See explanatory note
DFFC	(REGULATION)	DELETE regulation	See explanatory note
DIA	(EXHIBIT)	DELETE exhibit	See explanatory note
DK	(EXHIBIT)	DELETE exhibit	See explanatory note
DME	(REGULATION)	DELETE regulation	See explanatory note
EB	(REGULATION)	DELETE regulation	See explanatory note
EEP	(REGULATION)	DELETE regulation	See explanatory note
EKB	(REGULATION)	DELETE regulation	See explanatory note
EL	(EXHIBIT)	DELETE exhibit	See explanatory note
ELA	(REGULATION)	DELETE regulation	See explanatory note
F	(LEGAL)	Replace table of contents	Revised table of contents
FB	(EXHIBIT)	DELETE exhibit	See explanatory note
FFAC	(REGULATION)	Replace regulation	Revised regulation
FFAC	(EXHIBIT)	Replace exhibit	Revised exhibit
FM	(EXHIBIT)	Replace exhibit	Revised exhibit
FNCE	(REGULATION)	DELETE regulation	See explanatory note
FOB	(EXHIBIT)	Replace exhibit	Revised exhibit

Explanatory Notes

TASB Regulations Resource Manual Update 72

Regulations Resource Manual

B(LEGAL) LOCAL GOVERNANCE

The section B table of contents has been revised to add the new code BT, Prohibition on Diversity, Equity, and Inclusion Activities.

BBBB(EXHIBIT) ELECTIONS: POST-ELECTION PROCEDURES

This exhibit was deleted since resources about board member ethics, including speech during elections and legislative advocacy, are available in the TASB School Law eSource library.

BBD(EXHIBIT) BOARD MEMBERS: TRAINING AND ORIENTATION

This exhibit was deleted since resources regarding guidance on reporting hours of continuing education credit earned by board members are available on the TASB School Law eSource library.

BEC(EXHIBIT) BOARD MEETINGS: CLOSED MEETINGS

This exhibit was deleted since resources about closed meetings are available on the TASB School Law eSource library.

BG(EXHIBIT) BOARD SELF-EVALUATION

This exhibit was deleted since resources about effective board practices and board self-assessments are available on the TASB School Law eSource library.

C(LEGAL) BUSINESS AND SUPPORT SERVICES

The section C table of contents has been updated to reflect revised subtopics for CJA, now named Background Checks and Required Reporting, and CLE, now named Required Displays. A new code CQD, on Artificial Intelligence, has also been added.

CSA(REGULATION) FACILITY STANDARDS: SAFETY AND SECURITY

In compliance with SB 8, this regulation was added to address the designation and use of private spaces.

DFBB(EXHIBIT) TERM CONTRACTS: NONRENEWAL

This exhibit was deleted since information about nonrenewal of term contracts is available in the district's local policy manual at DFBB.

DFF(REGULATION) TERMINATION OF EMPLOYMENT: REDUCTION IN FORCE

This regulation was deleted since resources about termination of a contract due to financial exigency are available on the TASB School Law eSource library and the HR Services HR Library.

DFFA(REGULATION) REDUCTION IN FORCE: FINANCIAL EXIGENCY

This regulation was deleted since resources regarding termination of a contract due to financial exigency are available in the TASB School Law eSource library and the HR Services HR Library.

DFFB(EXHIBIT) REDUCTION IN FORCE: PROGRAM CHANGE

This exhibit was deleted since information about nonrenewal of a term contract due to a program change is available in the district's local policy manual at this code.

Regulations Resource Manual

DFFC(REGULATION) REDUCTION IN FORCE: CONTINUING CONTRACTS

This regulation was deleted since resources about termination of a continuing contract due to financial exigency are available on the TASB School Law eSource and the HR Services HR Library.

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

This exhibit was deleted since contact information for the Title IX and ADA/Section 504 designated coordinators for employees is available in the district's local policy manual at this code.

DK(EXHIBIT) ASSIGNMENT AND SCHEDULES

This exhibit was deleted since resources about assignment and reassignment of employees are available in the TASB School Law eSource library and the HR Services HR Library.

DME(REGULATION) PROFESSIONAL DEVELOPMENT: RESEARCH AND PUBLICATION

Since district administration addresses publication of articles, this regulation was deleted.

EB(REGULATION) SCHOOL YEAR

Since the board adopts the school calendar, this regulation was deleted.

EEP(REGULATION) INSTRUCTIONAL ARRANGEMENTS: LESSON PLANS

Due to SB 12, this regulation was deleted since information addressing instructional plans and course syllabi is available in the district's local policy manual at this code.

EKB(REGULATION) TESTING PROGRAMS: STATE ASSESSMENT

This regulation was deleted since guidance about the security of state assessments is published by TEA in its annual test administration manuals.

EL(EXHIBIT) CAMPUS OR PROGRAM CHARTERS

This exhibit was deleted since resources about campus or program charters are available on the TEA website.

ELA(REGULATION) CAMPUS OR PROGRAM CHARTERS: PARTNERSHIP CHARTERS

This exhibit was deleted since guidance about partnerships with a charter school or other eligible entity to operate a district campus is available on the TEA website.

F(LEGAL) STUDENTS

The section F table of contents has been revised to update the subtopic name for policy code FOB from Out-of-School Suspension to Suspension since that code now houses provisions on in-school and out-of-school suspension. In addition, the subtopic for policy code FNCE has been updated from Personal Telecommunications/Electronic Devices to Personal Communication Devices/Electronic Devices.

FB(EXHIBIT) EQUAL EDUCATIONAL OPPORTUNITY

This exhibit was deleted since contact information for the Title IX and ADA/Section 504 designated coordinators for students is available in the district's local policy manual at this code.

Explanatory Notes

TASB Regulations Resource Manual Update 72

Regulations Resource Manual

FFAC(REGULATION) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

This regulation was updated to address revisions to 25 Administrative Code 40.44 regarding unassigned respiratory distress medication. References to “epinephrine auto-injector” have been updated to “epinephrine delivery system” in accordance with SB 1619.

FFAC(EXHIBIT) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

Due to revisions to 25 Administrative Code 40.44, exhibits about unassigned medication for respiratory distress have been updated. Exhibit I was added to address the new requirement for written notification to parents after administration of unassigned respiratory distress medication.

In accordance with SB 1619, references to “epinephrine auto-injector” have been updated to “epinephrine delivery system.”

A sample parent consent form at Exhibit Q has been added for school-based health and counseling services.

FM(EXHIBIT) STUDENT ACTIVITIES

In accordance with SB12, a form was added at Exhibit B regarding parental consent for a student to participate in a district- or campus-authorized or sponsored club.

FNCE(REGULATION) STUDENT CONDUCT: PERSONAL COMMUNICATION DEVICES/ELECTRONIC DEVICES

This regulation was deleted since guidance about student use of personal communication devices on school property is available on the TEA website.

FOB(EXHIBIT) STUDENT DISCIPLINE: SUSPENSION

The subtopic name has been adjusted from Out-of-School Suspension to Suspension.

Please Note: *This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.*

SECTION B: LOCAL GOVERNANCE

BA	BOARD LEGAL STATUS
BAA	Powers and Duties
BB	BOARD MEMBERS
BBA	Eligibility/Qualifications
BBB	Elections
BBBA	Conducting Elections
BBBB	Post-election Procedures
BBBC	Campaign Finance
BBBD	Campaign Ethics
BBC	Vacancies and Removal from Office
BBD	Training and Orientation
BBE	Authority
BBF	Ethics
BBFA	Conflict of Interest Disclosures
BBFB	Prohibited Practices
BBG	Compensation and Expenses
BBH	Conventions, Conferences, and Workshops
BBI	Technology Resources and Electronic Communications
BC	BOARD MEMBERSHIPS
BD	BOARD INTERNAL ORGANIZATION
BDA	Officers and Officials
BDAA	Duties and Requirements of Board Officers
BDAE	Duties and Requirements of Depository
BDB	Board Committees
BDD	Attorney
BDE	Consultants
BDF	Advisory Committees
BE	BOARD MEETINGS
BEC	Closed Meetings
BED	Public Participation
BEE	News Coverage
BEF	Staff Participation
BF	BOARD POLICIES
BG	BOARD SELF-EVALUATION
BI	ADMINISTRATIVE GOALS AND OBJECTIVES

Please Note: *This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.*

SECTION B: LOCAL GOVERNANCE

BJ SUPERINTENDENT
BJA Qualifications and Duties
BJB Recruitment and Appointment
BJC Contract
BJCA Travel
BJCB Professional Development
BJCC Consulting
BJCD Evaluation
BJCE Suspension/Termination During Contract
BJCF Nonrenewal
BJCG Resignation

BK ADMINISTRATIVE ORGANIZATION
BKA Organization Charts
BKB Line and Staff Relations

BM ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

BP ADMINISTRATIVE REGULATIONS

BQ PLANNING AND DECISION-MAKING PROCESS
BQA District-Level
BQB Campus-Level

BR REPORTS

BT PROHIBITION ON DIVERSITY, EQUITY, AND INCLUSION ACTIVITIES

Please Note: *This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.*

SECTION C: BUSINESS AND SUPPORT SERVICES

CA FISCAL MANAGEMENT GOALS AND OBJECTIVES
CAA Financial Ethics

CB STATE AND FEDERAL REVENUE SOURCES
CBA State
CBB Federal

CC LOCAL REVENUE SOURCES
CCA Bond Issues
CCB Time Warrants
CCC Certificates of Indebtedness
CCD Recreational Facilities Bonds
CCE Athletic Stadium Authority
CCF Loans and Notes
CCG Ad Valorem Taxes
CCGA Exemptions and Payments
CCGB Economic Development
CCH Appraisal District

CD OTHER REVENUES
CDA Investments
CDB Sale, Lease, or Exchange of School-Owned Property
CDBA Revenue Bonds from Proceeds
CDC Gifts and Solicitations
CDD Rentals and Service Charges
CDE Shop Sales
CDF Royalties
CDG Gate Receipts, Concessions
CDH Public and Private Facilities

CE ANNUAL OPERATING BUDGET
CEA Financial Exigency

CF ACCOUNTING
CFA Financial Reports and Statements
CFB Inventories
CFC Audits
CFD Activity Funds Management
CFE Payroll Procedures
CFEA Salary Deductions and Reductions
CFF Checking Accounts
CFG Cash in School Buildings

CG BONDED EMPLOYEES AND OFFICERS

Please Note: *This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.*

SECTION C: BUSINESS AND SUPPORT SERVICES

CH PURCHASING AND ACQUISITION
- CHB Petty Cash Account
- CHD Purchasing Procedures
- CHE Vendor Disclosures and Contracts
- CHF Payment Procedures
- CHG Real Property and Improvements
- CHH Financing Personal Property Purchases

CI SCHOOL PROPERTIES DISPOSAL

CJ CONTRACTED SERVICES
- CJA Background Checks and Required Reporting

CK SAFETY PROGRAM/RISK MANAGEMENT
- CKA Safety and Security Audits and Monitoring
- CKB Accident Prevention and Reports
- CKC Emergency Plans
- CKD Emergency Medical Equipment and Procedures
- CKE Security Personnel
  - CKEA Commissioned Peace Officers
  - CKEB School Marshals
  - CKEC School Resource Officers
  - CKED Other Security Arrangements

CL BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT
- CLA Security
- CLB Maintenance
- CLC Traffic and Parking Controls
- CLD Records and Reports
- CLE Required Displays

CM EQUIPMENT AND SUPPLIES MANAGEMENT
- CMA Receiving and Warehousing
- CMB Authorized Uses of Equipment and Supplies
- CMD Instructional Materials Care and Accounting

CN TRANSPORTATION MANAGEMENT
- CNA Student Transportation
- CNB District Vehicles
  - CNBA Bus Maintenance
- CNC Transportation Safety

CO FOOD AND NUTRITION MANAGEMENT
- COA Procurement
- COB Free and Reduced-Price Meals
- COC Vending Machines

Please Note: *This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.*

SECTION C: BUSINESS AND SUPPORT SERVICES

CP	OFFICE MANAGEMENT
CPA	Office Communications
CPAA	Printing and Duplicating
CPAB	Mail and Delivery
CPAC	Telephone
CPC	Records Management
CQ	TECHNOLOGY RESOURCES
CQA	District, Campus, and Classroom Websites
CQB	Cybersecurity
CQC	Equipment
CQD	Artificial Intelligence
CR	INSURANCE AND ANNUITIES MANAGEMENT
CRA	Property Insurance
CRB	Liability Insurance
CRD	Health and Life Insurance
CRE	Workers' Compensation
CRF	Unemployment Insurance
CRG	Deferred Compensation and Annuities
CS	FACILITY STANDARDS
CSA	Safety and Security
CSB	Gas and Pipelines
CSC	Asbestos Management
CT	FACILITIES PLANNING
CV	FACILITIES CONSTRUCTION
CVA	Competitive Bidding
CVB	Competitive Sealed Proposals
CVC	Construction Manager-Agent
CVD	Construction Manager-at-Risk
CVE	Design-Build
CVF	Job Order Contracts
CW	NAMING FACILITIES
CX	CONTRACTS FOR FACILITIES
CY	INTELLECTUAL PROPERTY

Note to administrator: This sample regulation may be customized by the District to ensure compliance with the law and how the District will designate private spaces.

Purpose

The purpose of this regulation is to ensure compliance with law and policy regarding the use of private spaces in District facilities. This regulation provides guidance on the designation and use of multiple-occupancy private spaces based on sex, as defined in the Texas Women's Privacy Act, Government Code Chapter 3002. The Board of Trustees has directed the Superintendent to ensure that appropriate staff designate private spaces in accordance with the law. [See CSA(LEGAL) and (LOCAL)]

Application

This regulation applies to all employees, students, contractors, and visitors and governs the use of private spaces in all buildings owned, operated, or controlled by the District. The District will take every reasonable step to ensure an individual whose sex is opposite to the sex designated for a private space does not enter the private space, unless the use meets an exception or accommodation as set forth below.

Designation of Private Spaces

Private spaces where an individual may be in a state of undress will be designated either single-occupancy or multiple-occupancy as defined by law. [See CSA(LEGAL)]

Designation of private spaces will be determined by the Superintendent or designee for all non-campus District facilities. Designation of private spaces at campus facilities will be by the campus principal or designee.

Single-Occupancy Private Spaces

Single-occupancy private spaces owned, operated, or controlled by the District may be designated as either male, female, or unisex. The District may also designate a family restroom or a single-occupancy changing room. Single-occupancy private spaces will have a locking door unless the space is designated for use only by children under 9 or individuals needing assistance through an accommodation as described below.

Multiple-Occupancy Private Spaces

The District will designate each multiple-occupancy private space in a building the District owns, operates, or controls for use only by individuals of one sex. The District may change the designation of a multiple-occupancy private space from the exclusive use of one sex to the exclusive use of the other sex.

The District will designate private spaces and change the designation of multiple- or single-occupancy private spaces with appropriate notice and signage.

Athletic, Band, and Performance Facilities

A multiple-occupancy private space may be temporarily designated as a non-private space. Temporary redesignation of a space may be warranted for coaching, instruction, rehearsal, training, medical care, media coverage, parent visits, or other purposes approved by the Superintendent.

Appropriate campus or District officials will notify affected staff, participating students, and participating students' parents of a general schedule of approximate times immediately before, during, and after practices, rehearsals, events, and competitions that specific spaces will be designated non-private.

In order to ensure the privacy of student participants and others is respected, consistent protocols will be followed as a space is changing from a designated private space to a non-private space. A clear announcement will be made to ensure that no one is in a state of undress and occupants are placed on notice that the space is in a non-private status. Temporary signage must be posted at or near the entrance of the space during these times.

Prohibitions

The use of a multiple-occupancy private space by an individual whose sex is opposite to the sex-designation of the private space is prohibited, unless the use meets an exception or accommodation as set forth below.

Exceptions

The following are exceptions to the designation of multiple-occupancy private spaces for the use of a single sex:

- Providing custodial services;
- Performing maintenance;
- Inspecting facilities;
- Providing medical or other emergency assistance, which includes medical assistance provided by athletic trainers, team physicians, or other medical personnel;
- Assisting an individual who needs assistance using the facility;
- Performing law enforcement duties;
- Rendering assistance to prevent a serious threat to order or safety; and
- Allowing a child age nine or younger to use the space when accompanied by an individual caring for the child.

Accommodations

The District will offer accommodations necessary to assist an individual with a disability, a young child, or an elderly individual who requires assistance to use the facility.

With or without an accommodation, a child nine years of age or younger may enter a multi-occupancy private space designated for the opposite sex of the child when accompanied by an individual caring for the child.

Reporting Violations

Potential violations of this regulation occurring at a school or school activity should be reported immediately to the District employee overseeing the relevant school activity or the campus principal. Potential violations of this regulation occurring at a non-campus facility should be reported immediately to the Superintendent or designee.

Within 24 hours, a report of a known or suspected violation of this regulation will be put in writing and provided to the campus principal, if any, and the Superintendent.

Violations of this policy and regulation may result in corrective or disciplinary action in accordance with District policy and rules.

Please Note: *This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.*

SECTION F: STUDENTS

FA PARENT RIGHTS AND RESPONSIBILITIES

FB EQUAL EDUCATIONAL OPPORTUNITY
FBA Service Animals

FC SCHOOL ATTENDANCE AREAS

FD ADMISSIONS
FDA Interdistrict Transfers
FDAA Public Education Grants
FDB Intradistrict Transfers and Classroom Assignments
FDC Homeless Students
FDD Military Dependents
FDE School Safety Transfers

FE ATTENDANCE
FEA Compulsory Attendance
FEB Attendance Accounting
FEC Attendance for Credit
FED Attendance Enforcement
FEE Open/Closed Campus
FEF Released Time

FF STUDENT WELFARE
FFA Wellness and Health Services
FFAA Physical Examinations
FFAB Immunizations
FFAC Medical Treatment
FFAD Communicable Diseases
FFAE School-Based Health Centers
FFAF Care Plans
FFB Crisis Intervention
FFBA Trauma-Informed Care
FFC Student Support Services
FFD Student Insurance
FFE Counseling and Mental Health
FFEA Counseling
FFEB Mental Health
FFF Student Safety
FFFA Supervision of Students
FFFB Safety Patrols
FFFD Bicycle/Automobile Use
FFFF School Buses
FFG Child Abuse and Neglect

Please Note: *This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.*

SECTION F: STUDENTS

FFH Freedom from Discrimination, Harassment, and Retaliation
FFI Freedom from Bullying

FG STUDENT AWARDS AND SCHOLARSHIPS

FH STUDENT VOLUNTEERS

FI IDENTIFICATION OF STUDENTS

FJ STUDENT FUNDRAISING

FL STUDENT RECORDS
FLA Confidentiality of Student Health Information

FM STUDENT ACTIVITIES
FMA School-Sponsored Publications
FMB Student Government
FMD Social Events
FME Performances
FMF Contests and Competition
FMG Travel
FMH Commencement

FN STUDENT RIGHTS AND RESPONSIBILITIES
FNA Student Expression
FNAA Distribution of Nonschool Literature
FNAB Use of School Facilities for Nonschool Purposes
FNB Involvement in Decision Making
FNC Student Conduct
FNCA Dress Code
FNCB Care of School Property
FNCC Prohibited Organizations and Hazing
FNCD Tobacco Use and Possession
FNCE Personal Communication Devices /Electronic Devices
FNCF Alcohol and Drug Use
FNCG Weapons
FNCH Assaults
FNCI Disruptions
FND Married Students
FNE Pregnant Students
FNF Investigations and Searches
FNG Student and Parent Complaints/Grievances

Please Note: *This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.*

SECTION F: STUDENTS

FO	STUDENT DISCIPLINE
FOA	Removal by Teacher or Bus Driver
FOB	Suspension
FOC	Placement in a Disciplinary Alternative Education Setting
FOCA	Disciplinary Alternative Education Program Operations
FOD	Expulsion
FODA	Juvenile Justice Alternative Education Program
FOE	Emergency and Alternative Placement
FOF	Students with Disabilities
FP	STUDENT FEES, FINES, AND CHARGES

Note: For more resources to develop, implement, and evaluate school health programs, visit the Texas Health and Human Services (DSHS) website at Texas Guide to School Health Services.[1] Additional information about Medication Administration in the School Setting[2] is available on the Texas School Nurses Organization website.[3]

Injury or Illness at School

A student who is injured or becomes ill at school or at a school activity will be evaluated and the student's parent will be notified for further instructions.

Employees will comply with traumatic injury response protocols, including contacting emergency medical services, when required by law [see CKD].

Employees may also contact emergency medical services for emergency care when deemed necessary.

If a parent cannot be reached, decisions concerning medical treatment will be made by school staff in accordance with parental consent provided on the Authorization to Consent to Medical Treatment of a Student. [See FFAC(EXHIBIT) — A]

A student may consent to medical treatment without parental consent in accordance with Family Code 32.003.

Administering Medication

Administration of medication to students will be strictly governed by FFAC(LEGAL), FFAC(LOCAL), FFAF(LEGAL), FFAF(LOCAL), any related procedures, and the following:

1. School administrators may only assign to willing and trained District employees the task of administering medication by any mode, including injectable medication, oral medication, inhalants, topical medication, or rectally administered medication. Only authorized District employees may administer medication to students.

2. District employees authorized to administer medication will be provided orientation, instruction, and supervised practice appropriate to the task. The school nurse will explain to the principal or designated building administrator, employees authorized to administer medication, and, as applicable, the student's teachers any adverse side effects of the medication and any recommended action to be taken.

3. Medication for a specific student will be provided and brought to school by the parent of the student. Students will not carry medication or administer it to themselves unless authorized by their physician and permitted by state law to self-carry and

self-administer. The physician must provide the District campus written documentation for the student to self-carry and self-administer. [See FFAC(LEGAL) and FFAF]

4. The principal or designee will appoint one employee, such as the school nurse, to supervise the storing and administering of medications and to maintain records of the administration of medication. Any District employee administering medication to a student must record each dose given on a medication administration record. Records will also include the parent's written request.

5. The principal will provide locked storage space where all medication may be maintained apart from office supplies, stored at the appropriate temperatures, and accessible only to authorized employees.

6. Each student's medication must have the original pharmacy label, including the student's name, the name of the medication, directions concerning dosage, and the schedule for administration.

7. Unless a shorter duration is specified, all parent requests or permissions for the District to administer medication will expire at the end of each school year and new requests or permissions must be reviewed prior to the beginning of each school year. Renewed, written permission for treatment will be required from both the physician and the parent for each new school year.

8. Hypodermic injections may be administered by a school nurse, if available, when the parental request also includes the prescribing physician's request. The physician's request must include detailed information concerning the administration of the medication, as well as follow-up procedures. The student's parent will be instructed to furnish sterile, disposable syringes and needles. Used syringes and needles will be disposed of in accordance with rules of disposal of sharp instruments.

9. When the course of treatment is complete, or at the end of the school year, the parent will be asked to pick up any medication within a specified amount of time. The District will dispose of any unclaimed medication.

10. The Superintendent or designee may approve additional procedures concerning the handling, storing, administering, transporting, and disposing of medication in accordance with law and policy.

11. If any person has incorrectly administered a medication to a student, this person must immediately contact emergency medical services, the campus principal, and the school nurse.

[Review FFAC(LOCAL) to see if the Board has adopted policy provisions regarding epinephrine delivery systems.]

Epinephrine Delivery System

In accordance with state law, and for the purposes of these procedures, the following definitions will apply:

Definitions

Anaphylaxis

"Anaphylaxis" is a sudden, severe, and potentially life-threatening allergic reaction that occurs when a person is exposed to an allergen.

Anaphylactic Reaction

An "anaphylactic reaction" is a serious allergic reaction that is rapid in onset and may cause death.

Epinephrine Delivery System

An "epinephrine delivery system" means a medical delivery device approved by the United States Food and Drug Administration that delivers a dose of epinephrine intended for use to treat anaphylaxis including:

1. An epinephrine auto-injector; and
2. An epinephrine nasal spray.

Epinephrine Auto-Injector

An "epinephrine auto-injector" is a disposable medical drug delivery device that contains a premeasured single dose of epinephrine that is intended to be used to treat anaphylaxis.

Unassigned Epinephrine Auto-Injector

An "unassigned epinephrine auto-injector" is an epinephrine auto-injector prescribed by an authorized health-care provider in the name of the school issued with a non-patient-specific standing delegation order for the administration of an epinephrine auto-injector, issued by a physician or person who has been delegated prescriptive authority under Occupations Code, Chapter 157.

Trained Individual

A "trained individual" or volunteer is a school employee or volunteer who has received required training and has signed the agreement to administer an unassigned epinephrine delivery system.

[Coordinate the statements below with Board policy, FFAC(LOCAL).]

Administration of Epinephrine

The District will follow the prescription medication administration regulations above for students who have a prescribed epinephrine delivery system on campus.

Certain students at risk of anaphylaxis reactions may possess and self-administer prescription anaphylaxis medication, including epinephrine auto-injectors and epinephrine nasal spray, while on school property or at a school-related event or activity. Prior to self-possession or administration, a parent or guardian and a prescribing physician or health-care provider must provide written authorization.

Authorized and trained individuals may administer an unassigned epinephrine delivery system _____ *(on campus, at off-campus school events, and while in transit to and from a school event)*. Authorized, trained individuals will administer epinephrine only when that individual reasonably believes that a person is experiencing an anaphylactic reaction.

[The statements above are based on District policy. If the District has different practices for different campuses in the District, revise accordingly.]

The District will ensure that at least one authorized and trained individual is present on each campus during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

After Emergency Administration to a Student

If an individual administers an unassigned epinephrine delivery system to a student, the school will promptly notify the student's parent, guardian, or emergency contact as soon as feasible during the emergency response to suspected anaphylaxis.

[Choose or modify ONE of the following.]

District Epinephrine Coordinator

The Superintendent will be the District epinephrine coordinator.

[OR]

The Superintendent has designated the following employee as the District epinephrine coordinator:

Name: _____

Position: _____

Address: _____

Phone number: _____

Email: _____

Responsibilities

The District epinephrine coordinator will:

[Before revising this list to reflect District practice, see FFAC(LEGAL) for required duties of the District epinephrine coordinator and the schools.]

1. Oversee the acquisition or purchase of unassigned epinephrine delivery systems.
2. Coordinate the disposal of drugs in accordance with the U.S. Department of Health and Human Services drug disposal resources[4] and in accordance with Texas Health and Human Services (DSHS) bloodborne pathogens guidelines.[5]
3. Coordinate with each campus to ensure that the unassigned epinephrine delivery systems are checked monthly for expiration and usage and the findings are documented.
4. Schedule and coordinate the annual training.
5. Maintain a list of individuals authorized and trained in the District to administer unassigned epinephrine delivery systems.
6. Maintain agreements to administer an unassigned epinephrine delivery system signed by each authorized and trained individual. [See FFAC(EXHIBIT) — E]
7. Ensure that each campus has at least one trained individual (e.g., school personnel) or volunteer present for hours required by law or policy. [See FFAC(EXHIBIT) — D]
8. Maintain documentation that each authorized individual received the required training.
9. Disseminate applicable District policies and procedures regarding epinephrine delivery systems.
10. Document the number of and expiration dates for unassigned epinephrine delivery systems available at each location where administration is authorized by Board policy.
11. Train campus staff on the inventory process used to check unassigned epinephrine delivery systems monthly for expiration and replacement.
12. Provide guidance to campuses to ensure that unassigned epinephrine delivery systems are securely stored and easily accessible to authorized and trained individuals.
13. Arrange for replacement of unassigned epinephrine delivery systems due to use or expiration.

14. Make reports required by law. [See Reporting, below]
15. Maintain all reports and records in accordance with the District's record retention schedule regarding the administration, maintenance, and disposal of unassigned epinephrine delivery systems.
16. Maintain contact information for any health-care providers who provide the standing orders for epinephrine and consult with the physicians as needed.
17. Verify that, for each incident, local emergency medical services were promptly notified by the school when an individual is suspected of experiencing anaphylaxis and when an epinephrine delivery system was administered.
18. Verify that, for each incident, documentation is maintained regarding required notification of a parent, guardian, or emergency contact during or after emergency administration of an unassigned epinephrine delivery system to a student.
19. Coordinate an annual review of the District's procedures.

The school principal will identify specific individuals, which includes _____ *(align with FFAC(LOCAL): employees, and/or volunteers, and/or Board members)*, to administer unassigned epinephrine delivery systems. Each individual must attend appropriate training. [See Training, below]

Notification

Before the start of each school year, the District will provide notice to parents of the District's policy to authorize and train individuals to administer an unassigned epinephrine delivery systems to a person who may be experiencing anaphylaxis. The District will provide notice within 15 calendar days of any change to these provisions or discontinuation of this service. [See FFAC(EXHIBIT) — B and C]

Training

The District will annually train authorized individuals from each campus as required by law. The initial training will include hands-on training with an epinephrine delivery system trainer. Documentation that authorized individuals have received the required annual training is maintained at _____ *(specify location)* by the District epinephrine coordinator. [See FFAC(EXHIBIT) — D]

[While a campus epinephrine coordinator is not required, TASB Policy Service recommends that the District designate a coordinator to ensure compliance with the District's program at the campus level. Choose or modify ONE of the following.]

Campus Epinephrine Coordinator

The principal will be the campus epinephrine coordinator.

[OR]

The _____ *(Superintendent or principal)* has designated the following employee as the campus epinephrine coordinator:

Name: _____

Position: _____

Address: _____

Phone number: _____

Email: _____

Responsibilities

The campus epinephrine coordinator will:

[Revise this list based on District practice.]

1. Maintain a list of individuals authorized and trained at the campus level to administer unassigned epinephrine delivery systems.
2. Attend the annual training.
3. Ensure that authorized individuals at the campus level have attended the necessary training.
4. Ensure that at least one authorized and trained individual is present on campus during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.
5. Check the inventory of unassigned epinephrine delivery systems and expiration dates monthly to ensure sufficient inventory at each location where administration is authorized by Board policy.
6. Promptly notify local emergency medical services when an individual is suspected of experiencing anaphylaxis and when an epinephrine delivery system is administered. If the campus epinephrine coordinator is the individual trained to administer unassigned epinephrine delivery systems and is the only indi-

vidual available to notify emergency medical services, he or she should administer the unassigned epinephrine delivery system before notifying emergency services.

7. Maintain documentation regarding notification of a parent, legal guardian, or emergency contact after emergency administration of an unassigned epinephrine delivery system to a student.

8. Report to the District epinephrine coordinator required information when an epinephrine delivery system is used.

9. Submit requests to the District epinephrine coordinator for replacement of epinephrine delivery systems _____ *(days/weeks)* before the expiration and within _____ *(days/weeks)* of use.

10. Maintain, store, and dispose of epinephrine delivery systems in accordance with Texas Health and Human Services (DSHS) epinephrine auto-injector guidelines.[6]

11. Develop a map to be placed in high-traffic areas that indicates the location of the unassigned epinephrine delivery systems.

[If inventory and storage decisions differ by campus, include information for each campus. Note that the campus must commit to stock, possess, and maintain at least one unassigned adult epinephrine auto-injector pack (two doses) or other authorized epinephrine delivery system. The District may choose to stock unassigned pediatric epinephrine auto-injector packs based on the need of the school's population. Choose or modify ONE of the following based on District policy. [See FFAC(EXHIBIT) — F]

Campus Inventory and Storage

_____ *(campus name)* will have _____ *(describe inventory, for example, one unassigned epinephrine delivery system for every _____ (number of) students, or _____ (number of) unassigned epinephrine delivery systems)* available to use at the campus during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

The supply of unassigned epinephrine delivery systems will be stored in the _____ *(specify secure location)*.

[OR]

Inventory and Storage

On Campus

_____ *(campus name)* will have _____ *(describe inventory, for example, one unassigned delivery system for every _____ (number of) students, or _____ (number of) unassigned epinephrine delivery systems)* available to use at the campus during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

The supply of unassigned epinephrine delivery systems will be stored in the _____ *(specify secure location)*.

Off-Campus School Events

At each off-campus event, the campus will supply _____ *(number of)* unassigned epinephrine auto-injector packs.

The supply of unassigned epinephrine auto-injector packs will be stored in the _____ *(specify secure location)*.

In Transit

The campus will supply _____ *(number of)* unassigned epinephrine delivery systems for use while in transit to and from school events.

The supply of unassigned epinephrine delivery systems will be stored in the _____ *(specify secure location)*.

Reporting

Within five business days after an individual has administered an unassigned epinephrine delivery system, the individual will meet with the District epinephrine coordinator to document the information needed for the DSHS electronic submission form.

Within 10 business days of the administration of an epinephrine delivery system, the District epinephrine coordinator will notify the physician or other person who prescribed the epinephrine delivery system, and the commissioner of state health services and report the information required by law. The electronic submission of the *Required Reporting of Unassigned Administered Epinephrine Auto-Injectors to DSHS*[7] meets the requirement of reporting to the commissioner of state health services and may be used for notifying the other individuals as required by law.

Disposal

Expired

Unassigned epinephrine delivery systems that have expired but have not been opened, administered, or used for any reason will be disposed of according to the U.S. Department of Health and Human Services drug disposal resources[8] and any District-approved procedures related to medication disposal.

Used

Unassigned epinephrine delivery systems that have been administered, opened, or used for any reason will be disposed according to guidelines in the U.S. Department of Health and Human Services drug disposal resources,[9] the Texas Health and Human Services (DSHS) bloodborne pathogens guidelines,[10] and

any District-approved procedures related to infectious waste disposal. [See also DBB(LEGAL)]

Annual Review

Unassigned epinephrine delivery system procedures will be reviewed at least annually and after each administration of an unassigned epinephrine delivery system.

[Add any specific information regarding how the District will accomplish the annual review.]

[Coordinate the statements below with Board policy FFAC(LOCAL).]

Medication for Respiratory Distress

In accordance with state law, and for the purposes of these procedures, the following definitions will apply:

Definitions

Medication for Respiratory Distress

"Unassigned medication for respiratory distress" means albuterol, levalbuterol, or another medication based on the best available medical evidence for the treatment of respiratory distress in accordance with law." [See FFAC(LEGAL)].

Trained Individual

A "trained individual" or volunteer is a school employee or volunteer who has received required training to administer unassigned medication for respiratory distress.

[Coordinate the statements below with Board policy.]

Administration of Medication for Respiratory Distress

Authorized, trained individuals will administer unassigned medication for respiratory distress when that individual reasonably believes a person is experiencing respiratory distress.

The District will ensure that at least one authorized and trained individual is present on each campus during regular school hours, which means at least 30 minutes before the first bell to 30 minutes after the last bell of the school day.

After Emergency Administration to a Student

If an individual administers unassigned medication for respiratory distress to a student, the school will promptly notify the student's parent, guardian, or emergency contact of the administration by written notification and by _____ *(list other notification methods, such as phone call or text)*. A copy of the written notification will be sent to the prescribing authorized health care provider and the student's primary health care provider.

If the student's parent or guardian has not notified the District that the student has been diagnosed with asthma, the _____ *(position title)* will refer the student to the student's primary care provider on the day the unassigned medication

for respiratory distress is administered and inform the student's parent or guardian regarding the referral. The referral must include the following:

- The symptoms of respiratory distress observed;
- The name of the unassigned medication for respiratory distress administered to the student; and
- Any patient care instructions given to the student.

If the student does not have a primary care provider, the _____ *(position title)* will give the student's parent or guardian information to assist the parent or guardian in selecting a primary care provider for the student.

[Choose or modify ONE of the following.]

District Coordinator for Respiratory Distress Medication

The Superintendent will be the District coordinator for unassigned medication for respiratory distress.

[OR]

The Superintendent has designated the following employee as the District coordinator for unassigned medication for respiratory distress:

Name: _____

Position: _____

Address: _____

Phone number: _____

Email: _____

Responsibilities

The District coordinator for unassigned medication for respiratory distress will:

1. Oversee the acquisition or purchase of unassigned medication for respiratory distress.
2. Coordinate the disposal of drugs in accordance with the U.S. Department of Health and Human Services drug disposal resources[11] and in accordance with Texas Health and Human Services (DSHS) bloodborne pathogens guidelines.[12]

3. Coordinate with each campus to ensure that the unassigned medications for respiratory distress are checked monthly for expiration and usage and the findings are documented.
4. Schedule and coordinate the annual training.
5. Maintain a list of individuals authorized and trained in the District to administer unassigned medication for respiratory distress.
6. Maintain agreements to administer unassigned medication of respiratory distress signed by each authorized and trained individual. [See FFAC(EXHIBIT) — L]
7. Ensure that each campus has at least one trained individual (e.g., school personnel) or volunteer present for hours required by law or policy.
8. Maintain documentation that each authorized individual received the required training.
9. Disseminate applicable District policies and procedures regarding unassigned medication for respiratory distress.
10. Document the number of and expiration dates for unassigned medication for respiratory distress available at each location where administration is authorized by Board policy.
11. Train campus staff on the inventory process used to check unassigned medication for respiratory distress monthly for expiration and replacement.
12. Provide guidance to campuses to ensure that unassigned medication for respiratory distress is securely stored and easily accessible to authorized and trained individuals.
13. Arrange for replacement of unassigned medication for respiratory distress due to use or expiration.
14. Make reports required by law. [See Reporting, below]
15. Maintain all reports and records in accordance with the District's record retention schedule regarding the administration, maintenance, and disposal of unassigned medication for respiratory distress.
16. Maintain contact information for any health-care providers who provide the standing orders for unassigned medications for respiratory distress and consult with the physicians as needed.

17. Verify that, for each incident, documentation is maintained regarding required referral of the student and written notification of the student's parent or guardian after administration of unassigned medication for respiratory distress to a student.

18. Coordinate an annual review of the District's procedures.

The school principal will identify specific individuals, which includes _____ *(align with FFAC(LOCAL): employees, and/or volunteers, and/or Board members)*, to administer unassigned medications for respiratory distress. Each individual must attend appropriate training. [See Training, below]

Notification

Before the start of each school year, the District will provide notice to parents of the District's policy to authorize and train individuals to administer unassigned medications for respiratory distress to a person who may be experiencing respiratory distress. The District will provide notice within 15 calendar days of any change to these provisions or discontinuation of this service. [See FFAC(EXHIBIT) — H and J]

Training

The District will annually train authorized individuals from each campus as required by law. Documentation that authorized individuals have received the required annual training is maintained at _____ *(specify location)* by the District coordinator for unassigned medication for respiratory distress. [See FFAC(EXHIBIT) — K]

[While a campus coordinator for unassigned medication for respiratory distress is not required, TASB Policy Service recommends that the District designate a coordinator to ensure compliance with the District's program at the campus level. Choose or modify ONE of the following.]

Campus Coordinator for Respiratory Distress Medication

The principal will be the campus coordinator for unassigned medication for respiratory distress.

[OR]

The _____ *(Superintendent or principal)* has designated the following employee as the campus coordinator for unassigned medication for respiratory distress:

Name: _____

Position: _____

Address: _____

Phone number: _____

Email: _____

Responsibilities

The campus coordinator for unassigned medication for respiratory distress will:

[Revise this list based on District practice.]

1. Maintain a list of individuals authorized and trained at the campus level to administer unassigned medication for respiratory distress.
2. Attend the annual training.
3. Ensure that authorized individuals at the campus level have attended the necessary training.
4. Ensure that at least one authorized and trained individual is present on campus during regular school hours.
5. Check the inventory of unassigned medication for respiratory distress and expiration dates monthly to ensure sufficient inventory at each location where administration is authorized by Board policy.
6. Maintain documentation regarding referral of a student and written notification of the student's parent or guardian after administration of unassigned medication for respiratory distress to a student.
7. Report to the District coordinator the required information when unassigned medication for respiratory distress is used.
8. Submit requests to the District coordinator for replacement of unassigned medication for respiratory distress _____ *(days/weeks)* before the expiration and within _____ *(days/weeks)* of use.
9. Maintain, administer, store, and dispose of unassigned medications for respiratory distress in accordance with the U.S.

Department of Health and Human Services drug disposal resources.[13]

10. Develop a map to be placed in high-traffic areas that indicates the location of unassigned medications for respiratory distress.

[If inventory and storage decisions differ by campus, include information for each campus. Note that the campus must commit to stock, possess, and maintain an amount of unassigned medication for respiratory distress. Choose or modify ONE of the following based on District policy.]

Campus Inventory and Storage

_____ *(campus name)* will have _____ *(describe type of unassigned medication and number of doses)* available to use at the campus during regular school hours.

The supply of unassigned medication for respiratory distress will be stored in the _____ *(specify secure location)*.

[OR]

Inventory and Storage

On Campus

_____ *(campus name)* will have _____ *(describe type of unassigned medication and number of doses)* available to use at the campus during regular school hours.

The supply of unassigned medication for respiratory distress will be stored in the _____ *(specify secure location)*.

Off-Campus School Events

At each off-campus event, the campus will supply _____ *(number of)* unassigned medication(s) for respiratory distress.

The supply of unassigned medication for respiratory distress will be stored in the _____ *(specify secure location)*.

In Transit

The campus will supply _____ *(number of)* unassigned medication(s) for respiratory distress for use while in transit to and from school events.

The supply of unassigned medication for respiratory distress will be stored in the _____ *(specify secure location)*.

Reporting

Within five business days after an individual has administered unassigned medication for respiratory distress, the individual will meet with the District coordinator for unassigned medication for respiratory distress to document needed information for the DSHS electronic submission form.

Within 10 business days of the administration of medication for respiratory distress, the District coordinator for respiratory distress will notify the physician or other person who prescribed the medication for respiratory distress, the student's primary healthcare provider, and the commissioner of state health services and report the information required by law. The electronic submission of the *Required Reporting of Unassigned Administered Medications for Respiratory Distress to DSHS*[14] meets the requirement of reporting to the commissioner of state health services and may be used to notify other individuals as required by law.

Disposal

Expired

Unassigned medication for respiratory distress that has expired but has not been opened, administered, or used for any reason will be disposed of according to the U.S. Department of Health and Human Services drug disposal resources[15] and any District-approved procedures related to medication disposal.

Used

Unassigned medication for respiratory distress that has been opened, administered, or used for any reason will be disposed according to guidelines in the U.S. Department of Health and Human Services drug disposal resources,[16] the Texas Health and Human Services (DSHS) bloodborne pathogens guidelines,[17] and any District-approved procedures related to infectious waste disposal. [See also DBB(LEGAL)]

Annual Review

Procedures related to unassigned medications for respiratory distress will be reviewed at least annually and after each administration of an unassigned medication for respiratory distress.

[Add any specific information regarding how the District will accomplish the annual review.]

[Review FFAC(LOCAL) for the Board-adopted provisions regarding opioid antagonists.]

Opioid Antagonists

Definitions

In accordance with state law, and for the purposes of these procedures, the following definitions will apply:

Opioid Antagonists

"Opioid antagonist" means any drug that binds to opioid receptors and blocks or otherwise inhibits the effects of opioids acting on those receptors.

Opioid-related drug overdose

"Opioid-related drug overdose" means a condition, evidenced by symptoms such as extreme physical illness, decreased level of consciousness, constriction of the pupils, respiratory depression, or coma, that a layperson would reasonably believe to be the result of the consumption or use of an opioid.

Physician — "Physician" means a person who holds a license to practice medicine in this state.

Trained Individual — A “trained individual” or volunteer is a school employee or volunteer who has received required training to administer an opioid antagonist.

Administration of Opioid Antagonist

For students in grades _____ *(see FFAC(LOCAL) for grade levels, for example, grades 1-12 or grades 6-12),* the District will administer an opioid antagonist to a student that has symptoms of an opioid-related drug overdose such as extreme physical illness, decreased level of consciousness, constriction of the pupils, respiratory depression, or coma.

Each campus must have ____ *(number of)* opioid antagonists available at any given time.

Authorized, trained individuals will administer an opioid antagonist only when that individual reasonably believes a student is experiencing an opioid-related drug overdose.

The District will ensure that at least one authorized and trained individual is present on each campus during regular school hours.

After Emergency Administration to a Student — If an individual administers an opioid antagonist to a student, the school will notify the student’s parent, guardian, or emergency contact as soon as is feasible during the emergency response to the opioid-related drug overdose.

[Choose or modify ONE of the following.]

District Opioid Antagonist Coordinator

The Superintendent will be the District opioid antagonist coordinator.

[OR]

The Superintendent has designated the following employee as the District opioid antagonist coordinator:

Name: _____

Position: _____

Address: _____

Phone number: _____

Email: _____

Responsibilities

The District opioid antagonist coordinator will:

1. Oversee the maintenance, administration, and disposal of an opioid antagonist.
2. Coordinate the disposal of drugs in accordance with the U.S. Department of Health and Human Services drug disposal resources[18] and in accordance with Texas Health and Human Services (DSHS) bloodborne pathogens guidelines.[19]
3. Coordinate with each campus to ensure that the opioid antagonists are checked monthly for expiration and usage and the findings are documented.
4. Schedule and coordinate the annual training.
5. Maintain a list of individuals authorized and trained in the District to administer opioid antagonists.
6. Maintain agreements to administer an opioid antagonist signed by each authorized and trained individual. [See FFAC(EXHIBIT) — O]
7. Ensure that each campus has at least one trained individual (e.g., school personnel) or volunteer present for hours required by law or policy.
8. Maintain documentation that each authorized individual received the required training.
9. Disseminate applicable District policies and procedures regarding opioid antagonists.
10. Document the number of and expiration dates for opioid antagonists available at each location where administration is authorized by Board policy.
11. Train campus staff on the inventory process used to check opioid antagonists monthly for expiration and replacement.
12. Provide guidance to campuses to ensure that opioid antagonists are securely stored and easily accessible to authorized and trained individuals.
13. Arrange for replacement of opioid antagonists due to use or expiration.
14. Make reports required by law. [See Reporting, below]
15. Maintain all reports and records in accordance with the District's record retention schedule regarding the administration, maintenance, and disposal of opioid antagonists.

16. Maintain contact information for any health-care providers who provide the standing orders for opioid antagonists and consult with the physicians as needed.

17. Verify that, for each incident, documentation is maintained regarding notification of a parent, guardian, or emergency contact during or after emergency administration of an opioid antagonist to a student.

18. Coordinate an annual review of the District's procedures.

The school principal will identify specific individuals, which includes _____ *(align with FFAC(LOCAL): employees, and/or volunteers, and/or Board members)*, to administer opioid antagonists. Each individual must attend appropriate training. [See Training, below]

Training

The District will annually train authorized individuals from each campus as required by law. Documentation that authorized individuals have received the required annual training is maintained at _____ *(specify location)* by the District opioid antagonist coordinator. [See FFAC(EXHIBIT) — N]

[While a campus opioid antagonist coordinator is not required, TASB Policy Service recommends that the District designate a coordinator to ensure compliance with the District's program at the campus level. Choose or modify ONE of the following.]

Campus Opioid Antagonist Coordinator

The principal will be the campus opioid antagonist coordinator.

[OR]

The _____ *(Superintendent or principal)* has designated the following employee as the opioid antagonist coordinator:

Name: _____

Position: _____

Address: _____

Phone number: _____

Email: _____

Responsibilities

The campus opioid antagonist coordinator will:

[Revise this list based on District practice.]

1. Maintain a list of individuals authorized and trained at the campus level to administer opioid antagonists.
2. Attend the annual training.
3. Ensure that authorized individuals at the campus level have attended the necessary training.
4. Ensure that at least one authorized and trained individual is present on campus during regular school hours.
5. Check the inventory of opioid antagonists and expiration dates monthly to ensure sufficient inventory at each location where administration is authorized by Board policy.
6. Maintain documentation regarding notification of a parent, legal guardian, or emergency contact after emergency administration of an opioid antagonist to a student.
7. Report to the District opioid antagonist coordinator required information when an opioid antagonist is used.
8. Submit requests to the District opioid antagonist coordinator for replacement of opioid antagonists _____ *(days/weeks)* before the expiration and within _____ *(days/weeks)* of use.
9. Maintain, store, and dispose of opioid antagonist in accordance with the U.S. Department of Health and Human Services drug disposal resources[20] and in accordance with Texas Health and Human Services (DSHS) opioid response guidelines.[21]
10. Develop a map to be placed in high-traffic areas that indicates the location of the opioid antagonists.

[If inventory and storage decisions differ by campus, include information for each campus. Note that the campus must commit to stock, possess, and maintain at least two opioid antagonists.]

Campus Inventory and Storage

_____ *(campus name)* will have _____ *(number of)* opioid antagonists available to use at the campus during regular school hours.

The supply of opioid antagonists will be stored in the _____ *(specify secure location)*.

Reporting

Within five business days after an individual has administered an opioid antagonist, the individual will meet with the District opioid antagonist coordinator to document needed information for the DSHS electronic submission form.

Within 10 business days of the administration of an opioid antagonist, the District opioid antagonist coordinator will notify the physician or other person who prescribed the opioid antagonist, and the commissioner of state health services and report the information required by law. The electronic submission of the *Required Reporting of Administered Opioid Antagonist Medication to DSHS*[22] meets the requirement of reporting to the commissioner of state health services and may be used for notifying the other individuals as required by law.

Disposal

Expired

Opioid antagonists that have expired but have not been opened, administered, or used for any reason will be disposed of according to the U.S. Department of Health and Human Services drug disposal resources[23] and any District-approved procedures related to medication disposal.

Used

Opioid antagonists that have been opened, administered, or used for any reason will be disposed according to guidelines in the U.S. Department of Health and Human Services drug disposal resources,[24] the Texas Health and Human Services (DSHS) bloodborne pathogens guidelines,[25] and any District-approved procedures related to infectious waste disposal. [See also DBB(LEGAL)]

Annual Review

Opioid antagonist procedures will be reviewed at least annually and after each administration of an opioid antagonist.

[Add any specific information regarding how the District will accomplish the annual review.]

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[1] Texas Health and Human Services (DSHS), Texas Guide to School Health Services: https://www.dshs.texas.gov/texas-school-health/texas-guide-school-health-services
[2] Medication Administration in the School Setting: https://higherlogicdownload.s3.amazonaws.com/NASN/b385213b-35e8-49e3-97fe-d6627843f498/UploadedImages/Public%20Documents/tsno_medication_position.pdf
[3] Texas School Nurse Organization: https://www.txsno.org/home

[4] U.S. Department of Health and Human Services, drug disposal resources: https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html
[5] Texas Health and Human Services (DSHS), bloodborne pathogens guidelines: https://www.dshs.texas.gov/bloodborne-pathogens
[6] Texas Health and Human Services (DSHS), epinephrine auto-injector resources for schools: https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/epinephrine-auto-injector-resources
[7] Required Reporting of Unassigned Administered Epinephrine Auto-Injectors to DSHS: https://www.dshs.texas.gov/texas-school-health/required-reporting-forms/required-reporting-administered-epinephrine
[8] U.S. Department of Health and Human Services, drug disposal resources: https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html
[9] U.S. Department of Health and Human Services, drug disposal resources: https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html
[10] Texas Health and Human Services (DSHS), bloodborne pathogens guidelines: https://www.dshs.texas.gov/bloodborne-pathogens
[11] U.S. Department of Health and Human Services, drug disposal resources: https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html
[12] Texas Health and Human Services (DSHS), bloodborne pathogens guidelines: https://www.dshs.texas.gov/bloodborne-pathogens
[13] U.S. Department of Health and Human Services, drug disposal resources: https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html
[14] Asthma — Required Reporting of Unassigned Administered Medications for Respiratory Distress to DSHS: https://www.dshs.texas.gov/schoolhealth/required-reporting-forms/ReportingForm-Asthma
[15] U.S. Department of Health and Human Services, drug disposal resources: https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html
[16] U.S. Department of Health and Human Services, drug disposal resources: https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html
[17] Texas Health and Human Services (DSHS), bloodborne pathogens guidelines: https://www.dshs.texas.gov/bloodborne-pathogens
[18] U.S. Department of Health and Human Services, drug disposal resources: https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html
[19] Texas Health and Human Services (DSHS), bloodborne pathogens guidelines: https://www.dshs.texas.gov/bloodborne-pathogens
[20] U.S. Department of Health and Human Services, drug disposal resources: https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html
[21] Texas Health and Human Services (DSHS), opioid response guidelines: https://www.hhs.texas.gov/services/mental-health-substance-use/adult-substance-use/texas-targeted-opioid-response

[22] Required Reporting of Administered Opioid Antagonist Medication to DSHS: https://www.dshs.texas.gov/opioid-antagonist-required-reporting-administered-opioid-antagonist-medication-dshs
[23] U.S. Department of Health and Human Services, drug disposal resources: https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html
[24] U.S. Department of Health and Human Services, drug disposal resources: https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html
[25] Texas Health and Human Services (DSHS), bloodborne pathogens guidelines: https://www.dshs.texas.gov/bloodborne-pathogens

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Exhibit Q — Notice to Parent or Guardian of and Consent for School Health-Related and School Counseling Services

Exhibit A — Authorization to Consent to Medical Treatment of a Student

Note to parent or guardian: In accordance with law, a District may consent to medical or dental treatment for a student if necessary. This only applies if the District has written authorization from a person who has the right to consent and that person cannot be contacted and has not given the District actual notice to the contrary.

This authorization form will be used by the District when a student's parent or authorized designee is unable to be contacted. A student may provide consent if authorized by law or court order.

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

Part 1

Please read Part 1 in its entirety and choose the option that you wish the school to follow for your child regarding medical care and treatment, including dental treatment, at school or school activities.

(Please print)

Student's name: _____

Date of birth: _____

Grade: _____

Name of parent or guardian giving consent below: _____

Address: _____

Work phone number: _____

Home phone number: _____

Mobile phone number: _____

Alternate person(s) to contact if parent or guardian cannot be reached who is/are authorized to consent to the student's medical treatment:

Name: _____

Phone number: _____

Relationship to student: _____

Student's physician or other preferred health-care provider

Name: _____

Phone number: _____

Student's dentist

Name: _____

Phone number: _____

Medications or drugs to which the student has an allergic or adverse reaction:

_____

Option One:

☐ If I, or the alternate contact person I designated above, cannot be reached, I authorize school officials to secure any and all necessary medical care and treatment, which includes dental treatment, if necessary, for the above-named student for illness suffered, injury sustained, or other situation requiring medical treatment while at school or participating in school-related activities. If medical treatment can only be secured off school property, I prefer that my child be taken for care and treatment at the following medical facility: _____ *(name of preferred medical facility)*. I understand that the District may use another licensed hospital, clinic, or medical facility, if necessary, to ensure proper care for my child.

I further understand that the District will contact emergency medical services for emergency care either as required by law or when deemed necessary, regardless of the consent authorized herein for medical treatment.

I understand that cost of services provided by ambulance, private physician, clinic, hospital, or dentist remains the responsibility of the parent or guardian and will not be assumed by the District or any of its officers or employees.

(Check one)

☐ I do have medical insurance coverage on my child with:

_____

☐ I do not have medical insurance coverage on my child.

Parent's or guardian's signature: _____

Date: _____

Option Two:

☐ School officials are not authorized to secure any and all medical care or treatment for the above-named student while at school or participating in school-related activities.

I further understand that the District will contact emergency medical services for emergency care either as required by law or when deemed necessary, regardless of the consent authorized herein for medical treatment.

I understand that cost of services provided by ambulance, private physician, clinic, hospital, or dentist remains the responsibility of the parent or guardian and will not be assumed by the District or any of its officers or employees.

Parent's or guardian's signature: _____

Date: _____

Part 2

[Include this section only if the District's FFAC(LOCAL) permits administration of nonprescription medication for secondary students to prevent or treat illness or injury in the District's athletic program.]

The District's athletic trainer or medical advisor:

(Choose only one)

☐ May administer nonprescription medication to my child to prevent or treat illness or injury related to participation in the District's athletic program.

☐ May not administer nonprescription medication to my child to prevent or treat illness or injury related to participation in the District's athletic program.

Parent's or guardian's signature: _____

Date: _____

Note to administrator: Copies of this authorization may be presented to the admissions office of a hospital or clinic or to a physician or dentist. Other distribution will occur only within the limitations of the Family Educational Rights and Privacy Act.

Exhibit B — Notice to Parent or Guardian for Emergency Administration of Unassigned Epinephrine Delivery Systems

Note to administrator: Districts must notify each parent or guardian before a policy authorizing trained individuals to administer District-provided unassigned epinephrine delivery systems is implemented by the District. [See FFAC(LOCAL)] The TASB *Model Student Handbook* includes language that fulfills the requirement to notify parents and guardians of this policy before the start of each school year.

_____ *(date)*

Dear parent or guardian:

In accordance with state law, the Board of _____ School District has adopted a policy to allow authorized _____ *(school personnel and/or school volunteers)* who have been adequately trained to administer an unassigned epinephrine delivery system to a person who is reasonably believed to be experiencing an anaphylactic reaction.

Authorized and trained individuals may administer an epinephrine delivery system at any time to a person experiencing anaphylaxis on a school campus.

The District will ensure that at each campus a sufficient number of _____ *(school personnel and/or school volunteers)* are trained to administer epinephrine so that at least one trained individual is present on campus during regular school hours and whenever school personnel are physically on site for school-sponsored activities.

[Delete the paragraph below if not applicable.]

Authorized and trained individuals may administer an unassigned epinephrine delivery system to a person experiencing anaphylaxis *(at an off-campus school event or while in transit to or from a school event)* when an unassigned epinephrine delivery system is available.

If you have any questions about this notice, please call _____ *(name of District epinephrine coordinator)* at _____ *(telephone number)*. See policy FFAC(LOCAL).

Sincerely,

_____

Superintendent

Exhibit C — Notice to Parent of Change or Discontinuation of the Emergency Administration of Unassigned Epinephrine Delivery Systems

Note to administrator: A written or electronic notice must be sent to each parent or guardian within 15 calendar days of the District discontinuing or changing its policy regarding unassigned epinephrine delivery systems. Coordinate this notice with Board policy. [See FFAC(LOCAL)]

_____ *(date)*

Dear parent or guardian:

The Department of State Health Services rules require the Board of _____ School District to notify parents upon _____ *(changing **OR** discontinuing)* the District policy on the maintenance, administration, and disposal of unassigned epinephrine delivery systems. Effective _____ *(insert date of policy change or discontinuation)*, the District _____ *(will no longer permit authorized and trained individuals to administer unassigned epinephrine delivery systems **OR** [describe policy change])*.

If you have any questions about this notice, please call _____ *(name of District epinephrine coordinator)* at _____ *(telephone number)*.

Sincerely,

_____

Superintendent

Exhibit D — Training Documentation on Emergency Administration of Epinephrine Delivery Systems

In accordance with state law, I have received the following required annual training:

Type of training

(Check one)

☐ In-person training

☐ Online training

Initial or refresher training

(Check one)

☐ Initial training, including hands-on training with an epinephrine delivery system trainer

☐ Annual refresher training, including hands-on demonstration of administration skills

Subjects covered in training

(Check all that apply)

☐ Recognizing the signs and symptoms of anaphylaxis

☐ Administering an epinephrine delivery system

☐ Implementing emergency procedures, including prompt notification of local emergency medical services

☐ Properly inspecting epinephrine delivery systems for usage and expiration

☐ Properly disposing of used or expired epinephrine delivery systems

(Please print)

Name of person trained: _____

Position/Title: _____

Date of training: _____

Number of hours trained: _____

Name of person/entity that provided training: _____

Signature of person trained: _____

Signature of trainer *(in-person training only)*: _____

Please note: If training was taken online, attach a certificate of training completion.

Return the completed form to _____ *(name of District epinephrine coordinator)*. [See FFAC(REGULATION)]

Exhibit E — Agreement to Administer Unassigned Epinephrine Delivery Systems

Note: Trained school personnel or school volunteers who administer an unassigned epinephrine delivery system must submit a signed statement indicating that they agree to perform the service of administering an unassigned epinephrine delivery system to a student or individual who may be experiencing anaphylaxis.

In accordance with state law, I agree to perform the service of administering an unassigned epinephrine delivery system to a student or individual who may be experiencing anaphylaxis.

I understand that I must also submit documentation of training on emergency administration of epinephrine delivery systems.

(Please print)

Name of person: _____

Position/Title: _____

Date: _____

Exhibit F — Required Inventory: Unassigned Epinephrine Delivery Systems

Note: As required by law, each campus will check the inventory of unassigned epinephrine delivery systems monthly for expiration and replacement, in accordance with the District's administrative regulations, and indicate the physical and secure location of each unassigned epinephrine delivery system under the campus' control.

_____ *(name of campus)* is required to check the inventory and expiration dates for epinephrine delivery systems every month.

Inventory Verified *(date and initial)*	**General Location *(on campus, off campus school event, transportation)***	**Prescription Number**	**Secure Location**	**Expiration Date**	**Date Used**	**Date Disposed**

Exhibit G — Notice Seeking Volunteers to be Trained to Administer Unassigned Epinephrine Delivery Systems

Note to administrator: In a district that has adopted an epinephrine delivery systems policy, a campus principal may seek school personnel or school volunteers who volunteer to be trained to administer unassigned epinephrine delivery systems. The campus principal may distribute at least once a year a notice seeking volunteers and describing the training volunteers will receive. The campus principal should consult FFAC(LOCAL) in adapting this notice. If applicable, a similar notice may be sent if seeking volunteers to be trained to administer medication for respiratory distress and/or opioid antagonist medication.

The Board of _____ School District has adopted a local policy allowing trained school personnel *[and volunteers]* to administer an unassigned epinephrine delivery system, in accordance with state law and District policy, when a person is reasonably believed to be experiencing anaphylaxis. The District will ensure that at each campus a sufficient number of personnel *[and volunteers]* are trained to administer epinephrine so that at least one trained individual is present on campus during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

School personnel *[and volunteers]* who volunteer for this service will attend and complete training and will submit a signed statement indicating that they agree to perform the service of administering an unassigned epinephrine delivery system to a student or individual who may be experiencing anaphylaxis.

[Describe the training school personnel (and, if appropriate, school volunteers) will receive. Be sure to address dates and times of training, the training provider, and method of training — on site or online.]

Subjects covered in training will include:

- Recognizing the signs and symptoms of anaphylaxis
- Administering an epinephrine delivery system
- Implementing emergency procedures
- Notifying local emergency medical services, parents or legal guardians, and other authorities after administering an epinephrine delivery system
- Other items related to the maintenance and administration of epinephrine delivery systems

Initial training will include hands-on training with an epinephrine delivery systems trainer and annual refresher training will include hands-on demonstration of administration skills.

A person who in good faith takes, or fails to take, any action regarding administration of an unassigned epinephrine delivery system is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act.

School personnel *[and volunteers]* who are interested in volunteering should contact me for more information.

Campus principal: _____

Phone number: _____

Email: _____

Exhibit H — Notice to Parent or Guardian of Policy Allowing Administration of Unassigned Medication for Respiratory Distress

Note to administrator: Districts must notify each parent or guardian before a policy authorizing trained individuals to administer unassigned medication for respiratory distress is implemented by the District and before the start of each school year. [See FFAC] The TASB *Model Student Handbook* includes language that fulfills the requirement to notify parents and guardians of this policy before the start of each school year.

_____ *(date)*

Dear parent or guardian:

In accordance with state law, the Board of _____ School District has adopted a policy to allow authorized _____ *(align with FFAC(LOCAL): school personnel and/or school volunteers)* who have been adequately trained to administer unassigned medication for respiratory distress to a person who is reasonably believed to be experiencing symptoms of respiratory distress.

Authorized and trained individuals may administer unassigned medication for respiratory distress at any time to a person experiencing symptoms of respiratory distress on a school campus.

The District will ensure that at each campus a sufficient number of _____ *(align with FFAC(LOCAL): school personnel and/or school volunteers)* are trained to administer unassigned medication for respiratory distress so that at least one trained individual is present on campus during regular school hours.

[Delete the paragraph below if not applicable.]

Authorized and trained individuals may administer unassigned medication for respiratory distress to a person experiencing symptoms of respiratory distress at a school-sponsored or school-related activity occurring on campus after regular school hours when unassigned medication for respiratory distress is available.

If you have any questions about this notice, please call _____ *(name of District coordinator for unassigned medication for respiratory distress)* at _____ *(telephone number)*. See policy FFAC.

Sincerely,

_____

Superintendent

Exhibit I — Notice to Parent or Guardian, Physician Authorizing Use of Medication, and Student's Primary Health-Care Provider for Administering Unassigned Medication for Respiratory Distress

Note to administrator: Districts must provide written notification to a parent or guardian after their student has been administered an unassigned medication for respiratory distress. A copy of this notice must also be sent to the health-care provider authorizing the unassigned medication for respiratory distress, and the student's primary health-care provider.

_____ *(date)*

Dear parent or guardian:

In accordance with state law, the Board of _____ School District has adopted a policy to allow authorized _____ *(align with FFAC(LOCAL): school personnel and/or school volunteers)* who have been adequately trained to administer unassigned medication for respiratory distress to a person who is reasonably believed to be experiencing symptoms of respiratory distress.

On _____ *(date)* at _____ *(time),* your child was administered an unassigned medication for respiratory distress.

An authorized and trained individual administered the unassigned medication for respiratory distress to your child. A copy of this notice is being sent to the health-care provider who authorized the unassigned medication for respiratory distress, and your child's primary health-care provider.

If you have any questions about this notice, please call _____ *(name of District coordinator for unassigned medication respiratory distress)* at _____ *(telephone number)*. See policy FFAC.

Sincerely,

_____

(Position Title)

Exhibit J — Notice to Parent of Change or Discontinuation of the Administration of Unassigned Medication for Respiratory Distress

Note to administrator: A written or electronic notice must be sent to each parent or guardian within 15 calendar days of the District discontinuing or changing its policy regarding unassigned medication for respiratory distress. Coordinate this notice with Board policy. [See FFAC]

_____ *(date)*

Dear parent or guardian:

The Department of State Health Services rules require the Board of _____ School District to notify parents upon _____ *(changing **OR** discontinuing)* the District policy on the maintenance, administration, and disposal of unassigned medication for respiratory distress. Effective _____ *(insert date of policy change or discontinuation)*, the District _____ *(will no longer permit authorized and trained individuals to administer unassigned medication of respiratory distress **OR** [describe policy change])*.

If you have any questions about this notice, please call _____ *(name of District coordinator for unassigned medication for respiratory distress)* at _____ *(telephone number)*.

Sincerely,

_____

Superintendent

Exhibit K — Training Documentation on Emergency Administration of Unassigned Medication for Respiratory Distress

In accordance with state law, I have received the following required annual training:

Type of training

(Check one)

☐ In-person training

☐ Online training

Initial or refresher training

(Check one)

☐ Initial training

☐ Annual refresher training

Subjects covered in training

(Check all that apply)

☐ Recognizing the signs and symptoms of respiratory distress

☐ Administering unassigned medication for respiratory distress

☐ Implementing emergency procedures, if necessary, after administering unassigned medication for respiratory distress

☐ Proper sanitization, reuse, and disposal of unassigned medication for respiratory distress

(Please print)

Name of person trained: _____

Position/Title: _____

Date of training: _____

Number of hours trained: _____

Name of person/entity that provided training: _____

Signature of person trained: _____

Signature of trainer *(in-person training only)*: _____

Please note: If training was taken online, attach a certificate of training completion.

Return the completed form to _____ *(name of District coordinator for unassigned medication for respiratory distress)*. [See FFAC(REGULATION)]

Exhibit L — Agreement to Administer Unassigned Medication for Respiratory Distress

Note to administrator: The District may ask school personnel or school volunteers who administer unassigned medication for respiratory distress to submit a signed statement indicating that they agree to perform the service of administering an unassigned medication for respiratory distress to a student or individual who may be experiencing respiratory distress.

I agree to perform the service of administering an unassigned medication for respiratory distress to a student or individual reasonably believed to be experiencing respiratory distress.

I understand that I must also submit documentation of training on emergency administration of unassigned medication for respiratory distress.

(Please print)

Name of person: _____

Position/Title: _____

Date: _____

Exhibit M — Required Inventory: Unassigned Medication for Respiratory Distress

Note: Each campus will check the inventory of unassigned medication for respiratory distress monthly for expiration and replacement, in accordance with the District's administrative regulations, and indicate the physical and secure location of each unassigned medication for respiratory distress under the campus' control.

_____ *(name of campus)* is required to check the inventory and expiration dates for unassigned medication for respiratory distress every month.

Inventory Verified *(date and initial)*	**General Location *(on campus, off campus school event, transportation)***	**Prescription Number**	**Secure Location**	**Expiration Date**	**Date Used**	**Date Disposed**

Exhibit N — Training Documentation on Administration of Opioid Antagonist

In accordance with state law, I have received the following required annual training:

Type of training

(Check one)

☐ In-person training

☐ Online training

Initial or refresher training

(Check one)

☐ Initial training

☐ Annual refresher training

Subjects covered in training

(Check all that apply)

☐ Recognizing the signs and symptoms of opioid-related drug overdose

☐ Administering an opioid antagonist

☐ Implementing emergency procedures, if necessary, after administering an opioid antagonist

☐ Properly disposing of used or expired opioid antagonists

(Please print)

Name of person trained: _____

Position/Title: _____

Date of training: _____

Number of hours trained: _____

Name of person/entity that provided training: _____

Signature of person trained: _____

Signature of trainer *(in-person training only)*: _____

Please note: If training was taken online, attach a certificate of training completion.

Return the completed form to _____ *(name of District opioid antagonist coordinator)*. [See FFAC(REGULATION)]

Exhibit O — Agreement to Administer an Opioid Antagonist

Note to administrator: The District may ask school personnel or school volunteers who administer an opioid antagonist to submit a signed statement indicating that they agree to perform the service of administering an opioid antagonist to a student or individual who may be experiencing an opioid-related drug overdose.

I agree to perform the service of administering an opioid-antagonist to a student or individual reasonably believed to be experiencing an opioid-related drug overdose.

I understand that I must also submit documentation of training on administration of an opioid antagonist.

(Please print)

Name of person: _____

Position/Title: _____

Date: _____

Exhibit P — Required Inventory: Opioid Antagonist Medication

Note: Each campus will check the inventory of medication for opioid antagonists monthly for expiration and replacement, in accordance with the District's administrative regulations, and indicate the physical and secure location of each medication for an opioid-related drug overdose under the campus' control.

_____ *(name of campus)* is required to check the inventory and expiration dates for opioid antagonist medication every month.

Inventory Verified *(date and initial)*	**General Location *(on campus, off campus school event, transportation)***	**Prescription Number**	**Secure Location**	**Expiration Date**	**Date Used**	**Date Disposed**

Exhibit Q — Notice to Parent or Guardian of and Consent for School Health-Related and School Counseling Services

Note to administrator: This sample form allows parents or guardians the opportunity to opt out in accordance with law before some services are provided to the student. Other services require the parent to opt in through signed written consent. This sample form may be customized to meet your District's needs.

This form must be signed and returned to _____ *(position title)*. Consent given through this form is effective during the current school year unless rescinded earlier.

Parents have the right to make decisions regarding the upbringing and control of their child. In accordance with law, the District must provide parents with written notice of each school-based health-related service offered at the campus their child attends and staff services related to school counseling. Parents must be given the opportunity to opt out before some services are provided to their child, and other services require the parent to opt in through signed written consent.

Changes to Consent During the School Year

A parent may opt out of health-related services annually, and consent may be modified, revoked, or reinstated at any time with written notice signed by the parent and delivered to the student's campus principal.

Notice of Services

In accordance with law, the District must provide to the parent of each enrolled student written notice of each health-related service and health-care service offered at the campus the student attends.

The District routinely provides the following health-related services in accordance with requirements of the Education Code and other laws.

Opportunity to Withhold Consent for Health-Related Services

If you wish to opt out of any of the following services for your child, check the box corresponding to the service you do **not** want provided to your child. **By checking specific items below, you are opting out of your child receiving those services and the District will not provide a checked service to your child** unless otherwise required by law. Questions about what a listed service includes may be addressed to _____ (*insert best source of information about the listed services).*

I do **NOT** want my child to receive the following services:

[Customize list to reflect services provided on campus for which a parent may opt out.]

☐ First aid and injury evaluation beyond general caretaking

☐ Monitoring of chronic health conditions (for example, asthma, diabetes)

- ☐ Vision, hearing, and scoliosis screenings
- ☐ Under the influence assessment not required by law
- ☐ Lice screening
- ☐ Acanthosis screening
- ☐ Coordination of health services
- ☐ Nutrition and health education beyond what is taught through grade-level or course instruction
- ☐ Heat illness prevention and injury support for student athletes
- ☐ School counseling in accordance with the Texas Education Code, including:
  - ☐ Early mental health prevention and intervention
  - ☐ School counseling services related to mental or emotional health
  - ☐ Building skills related to managing emotions, stress management, establishing and maintaining positive relationships, and responsible decision-making
  - ☐ Substance abuse prevention and intervention
  - ☐ Suicide prevention, intervention, and postvention
  - ☐ Grief-informed and trauma-informed practices
  - ☐ Safe, supportive, and positive school climates, meaning the quality and character of school life, including interpersonal relationships, teaching and learning practices, and organizational structures, as experienced by students enrolled in the District, parents of those students, and personnel employed by the District
  - ☐ Positive behavior interventions and supports
  - ☐ Positive youth development

Opt In for Health-Care Services

A parent must opt in before their child may receive:

- Psychological or psychiatric examinations or tests, and psychological or psychiatric examination or treatments, unless a specific exemption is provided by law
- Health-care services, except in the case of emergencies
- The administration of a well-being questionnaire or health screening form to a student

Under state law, before administering a well-being questionnaire or health screening form to a student, the District will provide a copy of the questionnaire or form to the student's parent and obtain the parent's consent to administer the questionnaire or the form. Forms, screeners, and other documents that are routinely used in the process of providing health-related services to your child are attached and identified below.

By checking specific items below, you are consenting (opting in) for your child to receive the identified service or complete the identified questionnaires or forms.

[Customize to reflect services provided on campus for which a parent must opt in, including separately addressing each questionnaire or form attached.]

☐ Administration of over-the-counter medications in accordance with law

☐ Administration of prescription medications in accordance with law

If the District recommends health-care or health-related services not specifically addressed in this form or the completion of a form or questionnaire not attached, separate consent will be obtained before the form or services are provided to the student.

Parental Consent Not Required

Parental consent is not required for District personnel to inquire about a student's daily or general well-being or to provide general caretaking to students.

Parental consent is not required for the following:

- Health-care services rendered by the District in an emergency
- Law enforcement or Department of Family and Protective Services activities
- Behavioral threat assessment required by law
- Other rights or duties required by law, including the Texas Family Code

Under Texas Family Code Section 32.004, a child may consent to counseling for themselves as it relates to suicide prevention; chemical addiction or dependency; or sexual, physical, or emotional abuse.

I acknowledge that _____ ISD has provided the required notice and opportunity to withhold consent for or opt out of the District's services for students for this school year, as required by law.

(Please print)

Student's name: _____

Current grade level: _____

Campus: _____

Parent's signature: _____

Date: _____

Additional information relating to student welfare, wellness, and health services is available in the District's Student Handbook.

Table of Contents

Exhibit A: Helmet Purchase, Reconditioning, and Disposal Record
Exhibit B: Consent to Participate in Authorized or Sponsored Student Clubs

Exhibit A: Helmet Purchase, Reconditioning, and Disposal Record

Note to administrator: The District may not use a helmet that is 16 years old or older in the District's football program, and a football helmet that is 10 years old or older must be reconditioned at least once every two years. The District is responsible for maintaining documentation indicating the age of each football helmet and dates on which each helmet is reconditioned, as well as making this information available to parents. This sample form may be modified for use to document the dates of purchase, reconditioning, and disposal of helmets used in the District's football program and can be made available to parents upon request. Additional information about football helmet safety requirements is at FM(LEGAL).

Note: Sample athletics forms, including eligibility and return-to-play forms related to concussion management protocols, are available on the University Interscholastic League (UIL) website.[1]

For a sample resolution of the Board to delegate approval of off-campus activities to the Superintendent for attendance accounting purposes, see FEB(EXHIBIT).

To prevent a spectator who commits an offense under Penal Code section 22.01(c)(2) (assault of a sports participant) from attending future UIL events, see GKA. Also, see Rules, Violations, and Penalties, Section 1207 at University Interscholastic League Constitution and Contest Rules.[2]

Helmet Identification Numbers	Purchase Date	Reconditioning/Maintenance Dates*	Disposal Date*

Helmet Identification Numbers	Purchase Date	Reconditioning/Maintenance Dates*	Disposal Date*

*[See FM(LEGAL) for legal requirements regarding reconditioning and disposal of helmets.]

[1] University Interscholastic League, Athletics Forms: https://www.uiltexas.org/athletics/forms
[2] University Interscholastic League, Subchapter C: Athletics (1205-1210): https://www.uiltexas.org/policy/constitution/athletics/eligibility

Exhibit B: Consent to Participate in Authorized or Sponsored Student Clubs

In accordance with law, the District must receive written parental consent before a student is permitted to participate in a District- or campus-authorized or sponsored club. This form must be signed and returned to _____ *(position title)* before the student will be allowed to participate in these clubs.

(Please print)

Student's name: _____

Current grade level: _____

Campus: _____

Parent consent to participate:

I consent for my child, _____ *(student's name),* to participate in the following authorized or sponsored clubs:

[Customize the list below with clubs on campus.]

(*Check all that apply)*

☐ ***[Customize with authorized/sponsored clubs on campus.]***

☐ All student clubs authorized or sponsored by the District or campus.

☐ Other (please describe):

_____

Parent's signature: _____

Date: _____

Notice of Suspension

Note to administrator: When a student is placed in out-of-school suspension, the campus behavior coordinator is required by law to promptly contact the parent or guardian by phone or in person and make a good faith effort to provide written notice of the disciplinary action to the student, on the day the action is taken, for delivery to the student's parent or guardian. See FO(LEGAL).]

_____
(Date)

VIA CERTIFIED MAIL/
RETURN RECEIPT REQUESTED

_____
(Name of parent or guardian)

_____

_____
(Address of parent or guardian)

Re: Notice of Suspension — _____ *(student's name)*

Dear _____ *(name of parent or guardian)*:

This letter is to inform you that _____ *(student's name)* was suspended from school on _____ *(date)* for a period of _____ school days for the offense of _____ *(name the offense),* a violation of the Student Code of Conduct.

Prior to taking any disciplinary action, the _____ *(principal or campus behavior coordinator)* had a conference with the student about the alleged misconduct.

_____ *(student's name)* was given an opportunity to explain their side of the incident. In addition, the District considered factors relating to the violation, such as self-defense, intent or lack of intent at the time the student engaged in the conduct, disciplinary history, or a disability that impairs the student's capacity to appreciate the wrongfulness of the conduct. The evidence indicated that the student engaged in _____ *(conduct)*.

_____ *(student's name)* has been suspended and will not be readmitted to school until _____ (date).

The student will be permitted to make up assignments and tests that are missed during the suspension period. In accordance with District policy, no grade penalty will be imposed on that makeup work.

If you wish, we can schedule a conference to discuss this disciplinary action and the student's misconduct. You may schedule this conference by calling _____ *(phone number)*.

It is your responsibility to provide adequate supervision of the student during the period of suspension. _____ *(student's name)* is not to appear on school property or at a school-sponsored or school-related activity during the period of suspension.

If you have any questions regarding this matter, please call my office at _____ *(phone number)*.

Sincerely,

_____
Principal or Campus Behavior Coordinator

THREE WAY ISD

2025

July 2025

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER 2025

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Six Weeks/Semester Dates

# Days	9 Weeks	Dates
	FALL SEMESTER	
36	1st	August 11 - October 9
36	2nd	October 13 - December 18
	SPRING SEMESTER	
36.5	1st	January 5 - March 5
42.5	2nd	March 16 - May 21

Calendar Key

- Student/Staff Holiday
- Staff PD Workday
- Progress Reports Go Home
- Report Cards Go Home
- Begin/End Six Week Cycle
- First/Last Day of School
- Restricted Days - Holidays/Testing Dates
- Half Days - Days Before Holidays/Last Day
- Bad Weather Make-up Days If Needed

Total Minutes: 77,070
Total Student Days = 151
Total Teacher Days = 160

Dates At A Glance

Aug 11th	Student's First Day of School
Nov 20th	Thanksgiving Break Begins/Half Day
Dec 18th	Christmas Break Begins/Half Day
Jan 5th	Spring Semester Begins
Mar 9th	Spring Break Begins/Half Day
May 21st	Student's Last Day of School/Half Day

School Day is 7:30 am - 4:00 pm

TWHS Graduation
May 21st @ 6pm

2026

JANUARY 2026

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2025-2026 [4 Day Calendar]

Student Count		Teacher Count	
Aug	12	Aug	18
Sep	18	Sep	18
Oct	19	Oct	20
Nov	11.5	Nov	11.5
Dec	11.5	Dec	11.5
Jan	17	Jan	17
Feb	16	Feb	17
Mar	14.5	Mar	14.5
Apr	19	Apr	19
May	12.5	May	13.5
Days	***151***	Days	***160***

Total Student Minutes = 77,070
*75,600 Required Minimum # of minutes
Minutes per day = 510
Minutes per 1/2 Day = 270

1,470 Extra Minutes = 2.88 Extra Days
(Not Considering Designated Bad Weather Days)

160 - 10 Month Employees
183 - 11 Month Employees
191 - 12 Month Employees

*Changes Effective 2/10/26
> March 5th becomes Full Day
> Monday, April 6th becomes Full Day

1-15
Prescribed by Secretary of State
Sections 4.004, 83.010, 85.004, 85.007, Texas Election Code
9/2023

NOTICE OF GENERAL ELECTION FOR OTHER POLITICAL SUBDIVISIONS
(AVISO DE ELECCIÓN GENERAL PARA OTRAS SUBDIVISIONES POLÍTICAS)

To the registered voters of the County of Erath and Somervell , Texas:

(A los votantes registrados del Condado de Erath and Somervell *, Texas)*

Notice is hereby given that the polling places listed below will be open from 7:00 a.m. to 7:00 p.m., May / 02 / 2026 for voting in a general election to elect

(Notifíquese por la presente, que los sitios de votación citadas abajo se abrirán desde las 7:00 a.m. hasta las 7:00 p.m. el May / 02 / 2026 *para votar en la elección general para elegir*

On Election Day, voters must vote in the precinct where registered to vote, unless the countywide polling place program is being used in the election.
(El Día de Elección, los votantes deberán votar en el precinto donde están inscritos para votar, a menos que el programa de sitios de votación del condado se está utilizando en la elección.)

Location of Election Day Polling Places Include Name of Building and Address *(Sitios de votación el Día de Elección)* *(Incluir Nombre del Edificio y Dirección)*	Precinct Number(s) *(Número de precinto)*
Erath County Annex III, 222 E College Street, Stephenville	
Dublin Annex, 219 S Grafton, Dublin	
Texas A&M Agrilife Research & Extension Center, 1229 N US HWY 281, Stephen	
Texas Bank, 988 Wolfe Nursery Road, Stephenville	

During early voting, a voter may vote at any of the locations listed below:
(Durante Votación Adelantada, los votantes podrán votar en cualquiera de los sitios de votación nombradas abajo.)

Location of Main Early Voting Polling Place Include Name of Building and Address *(Sitio principal de votación adelantada)* *(Incluir Nombre del Edificio y Dirección)*	Days and Hours of Operation *Días y Horas Hábiles*
Erath County Annex III	April 20th, April 22nd - April 28th 8:00am-5:00pm

Locations for Branch Early Voting Polling Places Include Name of Building and Address *(Sitios sucursal de votación adelantada)* *(Incluir Nombre del Edificio y Dirección)*	Days and Hours of Operation *Días y Horas Hábiles*
Erath County Annex III, 222 E College Street, Stephenv	April 20 8-5; April 22-24 8-5; and April 27-28 8-5
Dublin Annex, 219 S Grafton, Dubline	April 20 8-5; April 22-24 8-5; and April 27-28 8-5
	110

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Erath County Election Officer
Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

222 E College Street
Address *(Dirección)*

Stephenville 76401
City *(Ciudad)* Zip Code *(Código Postal)*

254-965-8990
Telephone Number *(Número de teléfono)*

vote@co.erath.tx.us
Email Address *(Dirección de Correo Electrónico)*

www.co.erath.tx.us/184/Elections
Early Voting Clerk's Website *(Sitio web del Secretario/a de Votación Adelantada)*

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

04 / 20 / 2026.
(date)*(fecha)*

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

04 / 17 / 2026.
(date)*(fecha)*

Issued this 10 (day) day of February (month), 20 26 (year).

(Emitada este día 10 (día) de Febro (mes), 20 26 (año).)

_____
Signature of Presiding Officer *(Firma del Dirigente que Preside)*

1-3
Prescribed by Secretary of State
Sections 3.004, 3.005, 3.006, 4.008, 83.010, 85.004, 85.007 Texas Election Code
9/2023

ORDER OF GENERAL ELECTION FOR OTHER POLITICAL SUBDIVISIONS
ORDEN DE ELECCIÓN GENERAL PARA OTRAS SUBDIVISIONES POLÍTICAS

An election is hereby ordered to be held on 05 / 02 / 2026 for the purpose of voting on:
(date)

(Por la presente se ordena celebrar una elección el 05 / 02 / 2026 *con el propósito de votar sobre.)*
(fecha)

List Offices/Propositions/Measures on the ballot *(Enúmere los puestos/proposiciones/medidas oficiales en la boleta)*

General Election - School Board Member
General Election - School Board Member

Early voting by personal appearance will be conducted each weekday at:
(La votación adelantada en persona se llevará a cabo de lunes a viernes en:)

The Main Early Voting Location *(sitio principal de votación adelantada)*

Location *(sitio)*	Hours *(horas)*
Erath County Annex III, 222 E College Street	8-5

Branch Early Voting Locations *(sucursal sitios de votación adelantada)*

Location *(sitio)*	Hours *(horas)*
Dublin Annex, 219 S Grafton, Dublin	8-5

Early voting by personal appearance will be conducted each weekend at:
(La votación adelantada en persona se llevará a cabo en el fin de semana en:)

The Main Early Voting Location *(sitio principal de votación adelantada)*

Location *(sitio)*	Hours *(horas)*
N/A	N/A

Branch Early Voting Locations *(sucursal sitios de votación adelantada)*

Location *(sitio)*	Hours *(horas)*
Erath County Annex III, 222 E College Street, Ste	April 20 8-5; April 22-24 8-5; and April 27-28 8-5
Dublin Annex, 219 S Grafton, Dublin	April 20 8-5; April 22-24 8-5; and April 27-28 8-5
Texas A&M Agrilife Research & Extension Center,	April 20 8-5; April 22-24 8-5; and April 27-28 8-5
Texas Bank, 988 Wolfe Nursery Road, Stephenvill	April 20 8-5; April 22-24 8-5; and April 27-28 8-5

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Erath County Elections Officer

Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

222 E College Street

Address *(Dirección)*

Stephenville 76401-0000

City *(Ciudad)* Zip Code *(Código Postal)*

254-965-8990

Telephone Number *(Número de teléfono)*

vote@co.erath.tx.us

Email Address *(Dirección de Correo Electrónico)*

www.co.erath.tx.us/184/Elections

Early Voting Clerk's Website *(Sitio web del Secretario/a de Votación Adelantada)*

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

04 / 20 / 2026.
(date)*(fecha)*

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

04 / 17 / 2026.
(date)*(fecha)*

Issued this 10 (day) day of 02 (month), 20 26 (year).

(Emitida este día 10 (día) de 02 (mes), 20 26 (año).)

Signature of Presiding Officer (Firma del Dirigente que Preside)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.
Nota de Instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.

13-1
Prescribed by Secretary of State
Section 2.051 – 2.053, Texas Election Code
9/2023

CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER POLITICAL SUBDIVISIONS (NOT COUNTY) *CERTIFICACIÓN DE CANDIDATOS ÚNICOS PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)*

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 2, 2026.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el Mayo 2, 2026.

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) *Cargo(s)*	Candidate(s) *Candidato(s)*
School Boardmember	Senaida Huerta
School Boardmember	Susan Driskill

_____
Signature ***(Firma)***

Tracie Hankins
Printed name ***(Nombre en letra de molde)*** ***(Seal) (sello)***

Board President
Title ***(Puesto)***

_____
Date of signing ***(Fecha de firma)***

See reverse side for instructions
(Instrucciones en el reverso)

Superintendent Evaluation – Executive Summary (Superintendent Narrative)

District: Three Way ISD
Superintendent: Dr. Teddy Ott
Evaluation Period: January 1, 2025 – January 1, 2026

This narrative is submitted by me, **Dr. Teddy Ott**, Superintendent of Three Way ISD, to provide **contextual evidence and documentation** aligned directly to each indicator within the Superintendent Evaluation Tool. It is intended to support the Board of Trustees' evaluation process by outlining district actions, outcomes, and systems implemented during the evaluation period.

The Board of Trustees may consider the following evidence when determining performance ratings across each domain of the Superintendent Evaluation Tool. His leadership reflects a clear focus on student achievement, strong district culture, fiscal responsibility, and transparent accountability to the Board and community.

I. Academic Achievement – Evidence for Board Consideration

Throughout the evaluation period, instructional decisions and district priorities reflected a clear student-success framework: **engagement** → **attendance** → **retention** → **achievement**. This framework guided academic goal-setting, intervention design, and campus-level supports.

Goal Setting
Dr. Ott established and communicated clear, measurable district goals aligned to the Strategic Plan, District Improvement Plan, and state accountability standards. During the evaluation period, academic priorities were refined to guide district planning over the next **5–7 years**, ensuring sustainability and responsiveness to student needs. Goals were consistently communicated through board reports, campus leadership meetings, and district communications.

Student Performance & Attendance
Under Dr. Ott's leadership, Three Way ISD demonstrated measurable academic growth and strong student engagement:

- **Attendance rates of 95–97%** districtwide, reinforcing the connection between engagement and academic success.
- Documented growth on **STAAR retests and interim assessments**, particularly in RLA and mathematics.
- Continued emphasis on **CCMR**, including TSI Boot Camps, industry-based certifications, athletics, fine arts, and leadership pathways.
- Intentional monitoring of seniors to ensure **maximum CCMR credit attainment**.

Data Analysis
Dr. Ott ensured that instructional decisions were consistently data-driven:

- Regular use of **HQIM instructional materials** *(aligned to LASO grant expectations)* and assessment tools, including **MCLASS, IXL, Istation, DMAC, STAAR, and interim assessments** to guide instruction, monitor progress, and adjust teaching practices in real time, with **consistent implementation across campuses**.
- Strategic collaboration with **ESC Region 11** and external consultants to strengthen curriculum alignment.
- Implementation of **RTI interventions, targeted tutorials, and enrichment opportunities** based on identified student needs.
- **Compliance and monitoring:** District practices and grant-funded initiatives were subject to ongoing internal monitoring and external review (including grant monitoring and audit processes), with findings used to strengthen fidelity, documentation, and continuous improvement.

II. District Accountability Ratings – Evidence for Board Consideration

A–F Accountability Rating: Change Over Time (District)

For the Board's consideration, the district's A–F accountability data reflects **documented improvement over time**, particularly under revised and more rigorous state standards:

- **2024–25:** C / 77
- **2023–24:** D / 67
- **2022–23:** D / 60 *(scores reflect updated accountability standards)*
- **2021–22 (What If):** F / 59 *(new standards applied retroactively for comparison)*
- **2021–22 (Official):** C / 76

This longitudinal data demonstrates:

- A **17-point increase** from the lowest comparative score (59) to the current rating (77).
- A **10-point gain** over the most recent two-year period.
- Sustained recovery and stabilization following statewide accountability recalibration.

These results provide objective evidence of district improvement in Student Achievement, School Progress, and Closing the Gaps during the evaluation period.

III. District Culture and Core Values – Evidence for Board Consideration

Balanced Student Engagement: Athletics & Fine Arts

Engagement → Attendance → Retention → Achievement

Teamwork
Dr. Ott fostered a collaborative, high-functioning district culture:

- Effective use of **cross-functional teams,** including staff, parents, students, and community members.
- Strong partnerships with **ESC Region 11, local colleges, businesses, and service organizations**.
- Alignment of educational programming with **regional workforce and community needs**.
- Maintained **financial stability** through transparent, data-informed decision-making during a period of budget constraint, including corrective actions taken to address **overestimated funding and attendance projections inherited from the prior administration**.
- **Significant advancement of athletic programs**, including varsity football advancing **three rounds deep into the state playoffs**, contributed to **strong attendance (95–97%)**, increased student engagement, and improved student retention through connectedness to school.
- Athletics served as a lever for engagement, with **approximately [INSERT NUMBER] students participating across athletic programs**, reinforcing the district's engagement-to-outcomes pathway (**engagement → attendance → retention → achievement**) through daily attendance expectations, eligibility monitoring, and academic accountability.

Respect
The Board observed a positive and respectful district climate:

- Support systems, including **counseling services and restorative practices**.
- Clear expectations for respectful behavior among students and staff.
- Professional development reinforcing inclusive and professional practices.

Accountability
Dr. Ott modeled and enforced accountability at all levels:

- Clear expectations for staff performance and professionalism.
- Transparent reporting to the Board regarding goals, progress, and challenges.
- Willingness to make difficult, student-centered decisions while maintaining trust and clarity with stakeholders.

Superintendent Closing Statement

The evidence presented throughout this narrative reflects the leadership approach I have taken as superintendent—one centered on **engagement, attendance, retention, and achievement**. Academic systems, student programs, fiscal decisions, and cultural initiatives were intentionally aligned to this framework during the evaluation period. This documentation is provided to assist the Board of Trustees in determining performance ratings across all domains of the Superintendent Evaluation Tool.

First-Person Leadership Statement
As superintendent, I led the district through a period of academic recalibration, fiscal constraint, and accountability renewal by prioritizing student engagement, instructional coherence, and transparent decision-making. I supported campus leaders and staff by setting consistent expectations, using data-informed practices, and aligning systems to improve outcomes for all students. I ensured that district actions remained focused on sustainability, compliance, and continuous improvement while maintaining trust with the Board, staff, and community.

Three Way ISD Superintendent Summary at a Glance

Evaluation Period: Dec 20, 2023 – Dec 19, 2024

Attendance

District Attendance

95–97%

College, Career & Military Readiness (CCMR)

100% CCMR
Most Recent Year

88% Projected
Next Year (State Avg: ~60%)

Accountability Ratings (A-F)

+17 pts.

Year	Rating
2024–25	C / 77
2023–24	D / 67
2022–23	D / 60
2021–22 (Retro)	F / 59

Teacher & Safety Compliance

100% *Highly Qualified Teachers*

TEA Safety Compliance: **100%**

Educational Foundation: *Raising Funds for New Facilities*

Three Way ISD

Superintendent Evaluation

Name of Evaluator: Three Way ISD School Board or Trustees
Superintendent: Dr. Teddy Ott
Evaluation Period: 12/20/2023- 12/19/2024

I. Academic Achievement

- **Goal Setting:** The superintendent has set clear and measurable goals for improving academic achievement throughout the school district. Maintaining and enhancing innovative student-learning focused programs and priorities set out by the Strategic Plan and managed by the district improvement planning process.
- Indicators:
    - Development of clear and measurable academic achievement goals for the district.
    - Alignment of goals with state standards, district priorities, and student needs.
    - Timely communication of goals to stakeholders, including teachers, parents, and students.

        - Exceeds Expectations
        - Meets Expectations
        - Needs Improvement
        - Unsatisfactory

- **Student Performance and Attendance:** The superintendent has demonstrated effective leadership in implementing strategies to increase student performance, including standardized test scores, graduation rates, student attendance, and college and career readiness. Refining the Strategic Plan to refocus priorities and goals for the next five to seven years;
- Indicators:
    - Improvement in standardized test scores (STAAR, EOC, etc.) across grade levels.
    - Increase in the percentage of students meeting or exceeding state standards in reading and mathematics.
    - Growth in the district's college and career readiness index, including tracking college admissions as well as level 1 and 2 industry-based certifications.
    - Improvement in student attendance rates, including efforts to reduce truancy as well as loss of credit and/or grade level advancement due to attendance issues.

        - Exceeds Expectations
        - Meets Expectations
        - Needs Improvement
        - Unsatisfactory

- **Data Analysis:** The superintendent effectively utilizes data to identify areas of improvement and adjust district strategies accordingly.
- Indicators:
    - Regular analysis of student performance data to identify strengths and weaknesses (Using routine assessment tools such as NWEA MAP, DMAC, and Cambium/TFAR).
    - Effective use of data-driven decision-making in curriculum adjustments and instructional strategies (With the help of ESC9 support staff and outside consultants).
    - Implementation of interventions for struggling students based on data analysis (Response to Intervention as well as enrichment activities).

        - Exceeds Expectations
        - Meets Expectations
        - Needs Improvement
        - Unsatisfactory

II. District Accountability Ratings

- **Student Achievement (TEA A-F Domain 1):** Evaluate the superintendent's performance in improving student achievement, considering STAAR performance, College, Career, and Military Readiness, and Graduation Rate. Championing the existing use of research, data, and positive results in decision-making at all levels;
- Indicators:
    - Improvement in STAAR performance, specifically in math and reading, in all grade levels.
    - Increase in the percentage of students meeting or exceeding college and career readiness standards.
    - Progress in raising the graduation rate, particularly among at-risk student populations.

        - Exceeds Expectations
        - Meets Expectations
        - Needs Improvement
        - Unsatisfactory

- **School Progress (TEA A-F Domain 2):** Evaluate the superintendent's performance in school progress, considering Academic Growth (measuring student growth in reading and math skills) and Relative Performance (comparing school/district performance in the Student Achievement domain relative to the percentage of economically disadvantaged students).
- Indicators:
    - Positive academic growth in reading and math skills for all students (As assessed in NWEA MAP and STAAR/EOC performance).
    - Success in closing the achievement gap between economically disadvantaged and non-disadvantaged students.
    - Implementation of targeted strategies to address disparities in performance among student groups.

        - Exceeds Expectations
        - Meets Expectations
        - Needs Improvement
        - Unsatisfactory

- **Closing the Gaps (TEA A-F Domain 3):** Evaluate the superintendent's performance in closing the gaps for all major student groups, including racial/ethnic groups, students in special education, economically disadvantaged students, and others. Consider how well the superintendent addresses performance in the following four areas and meets state targets:
- Indicators:
    - Progress in closing achievement gaps for specific student groups (e.g., All Students, High Focus, White).
    - Achievement and progress in the four areas assessed under "Closing the Gaps" (e.g., Academic Achievement, CCMR, Graduation Rate, School Quality).
    - Implementation of programs and initiatives to support underperforming student groups.

        - Exceeds Expectations
        - Meets Expectations
        - Needs Improvement
        - Unsatisfactory

III. District Culture and Core Values

- **Teamwork:** The superintendent fosters a culture of teamwork within the district, promoting collaboration among staff, teachers, and administrators. Continually invigorating the health of the collaborative culture and the work of the high performing teams; Championing the existing use of research, data and positive results in decision-making at all levels; Fostering and strengthening the positive, open, and engaged relationship with our community, parents, residents, businesses, service groups and legislators ;Focusing on growing educational opportunities which align with the employment needs of regional businesses; and Ensuringthe continued financial stability of the district.

- Indicators:
  - Promotion of collaboration among district staff, teachers, and administrators.
  - Evidence of cross-functional teams working on district improvement projects.
  - Encouragement of a positive and collaborative atmosphere within the district.

    - Exceeds Expectations
    - Meets Expectations
    - Needs Improvement
    - Unsatisfactory

- **Respect:** The superintendent promotes a culture of respect, ensuring that all members of the district community treat each other with respect and dignity.
- Indicators:
    - Efforts to foster a respectful and inclusive environment for all students and staff.
    - Implementation of anti-bullying and anti-discrimination programs.
    - Training and professional development related to diversity and inclusion.

        - Exceeds Expectations
        - Meets Expectations
        - Needs Improvement
        - Unsatisfactory

● **Accountability:** The superintendent demonstrates a commitment to accountability, both in their own actions and in holding others accountable for their responsibilities.

● Indicators:

- ○ Demonstrated commitment to accountability in all aspects of district operations.
- ○ Clear mechanisms for holding staff accountable for their roles and responsibilities.
- ○ Transparent reporting of district goals, progress, and outcomes to stakeholders.

- ● Exceeds Expectations
- ● Meets Expectations
- ● Needs Improvement
- ● Unsatisfactory