

Amended Agenda of Regular Meeting

The Board of Trustees Olton ISD

A Special Meeting of the Board of Trustees of Olton ISD will be held July 16, 2020, beginning at 7:00 PM in the Olton ISD Cafeteria
7th & G
Olton, Texas 79064.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice.

1. CALL TO ORDER, DECLARE A QUORUM, INVOCATION, AND PLEDGE
2. BOARD MISSION STATEMENT
3. PUBLIC PARTICIPATION AS ALLOWED BY POLICY BED (Limit to three minutes for each individual)
4. ACKNOWLEDGEMENTS/RECOGNITIONS
5. DISCUSSION/ACTION ITEMS
 - A. Consider/Discuss Board Approval of 2020-2021 Student Handbook.
 - B. Consider/Discuss Board Approval of 2020-2021 Student Code of Conduct.
 - C. Consider/Discuss Board Approval of 2020-2021 Cheer Handbook.
 - D. Consider/Discuss Board Approval of Athletic Training Coverage for the 2020-2021 School Year.
 - E. Consider/Discuss Board Approval of Continuing TASB Property/Casualty Insurance
 - F. Consider/Discuss Board Approval of Continuing TASB Workers' Compensation Insurance
 - G. Consider/Discuss Board Approval of Textbook Purchase.
 - H. Consider/Discuss Board Approval of Chromebook Carrying/Protection Case.
 - I. Consider/Discuss Board Approval of Fuel for the 2020-2021 School Year.
 - J. Consider/Discuss Board Approval of 2020-2021 Appraisal Calendar
 - K. Consider/Discuss Board Approval of 2020-2021 Second Appraisers
 - L. Consider/Discuss Board Approval of Amendment to Policy DEA (Local)
 - M. Consider/Discuss Board Action to Amend Additional Policies.
 - N. Consider/Discuss Board Approval of 2020-2021 Hale County Appraisal District Budget
 - O. Consider/Discuss Board Approval of 2020-2021 Lamb County Appraisal District Budget
 - P. Consider/Discuss Board Approval of Hale County Juvenile Justice Alternative Education Program/Disciplinary Education Program Contract.
 - Q. Consider/Discuss Board Approval to Approve Additional and/or End Current Resolution(s) Amid COVID 19 Circumstances
6. INFORMATIONAL ITEMS
 - A. Superintendent's Report
 1. Financial Reports

- a. Comparison of Budget to Revenue
- 2. Enrollment Report
- 3. School Board News
- 4. Resignations and Reassignments
- 5. Future Meetings and/or Agenda Items
 - a. Next Regular Meeting _____
- 6. Discussion of Superintendent Surveys
- 7. Superintendent Disclosure of ASVAB Waiver
- 8. Superintendent Disclosure of Annual Financial Report Waiver from 11/27/20 Date
- 9. Disclosure of Superintendent Application for Waiver of required early notice of students at risk of failure (COVID-19)
- 10. Superintendent Report of Internet Purchase Under Authority of Supplemental Resolution of the Olton Independent School District Regarding Purchasing and Procurement and Delegation of Temporary Purchasing Authority to the Superintendent
- B. Budget Workshop: Discussion of 2020-2021 Budget
- C. Discussion of Flooring Updated Quote(s) and Plan(s).
- 7. CONSENT ITEMS
 - A. Approve Minutes from Previous Meeting(s)
 - B. Approve Payment of Bills from Previous Month(s)
 - C. Approve Budget Amendment(s)
- 8. CLOSED SESSION ITEMS
 - A. §551.074 Personnel Matters: Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee
- 9. ACTION TAKEN AFTER CLOSED SESSION
 - A. Consider/Discuss Board Approval of Salary Schedule(s).
 - B. Consider/Discuss Board Approval of OISD Stipend Schedule
 - C. Consider/Discuss Board Action to Hire and Offer 1 Year Probationary Teacher or 1 Year Probationary Dual Teacher/Coach Contracts for the 2020-2021 School Year.
 - D. Consider/Discuss Board Approval of Hiring Employees Through a District of Innovation Agreement
 - E. Consider/Discuss Board Approval to Authorize Superintendent to Hire Teachers, Coaches, Nurses, Librarians, and Counselors for A Board-Designated Period of Time.
- 10. ADJOURN OR RECESS TO THE FOLLOWING DAY(S) FOR THE COMPLETION OF AGENDA ITEMS



Office of the President

WTAMU Box 60997 • Canyon, Texas 79016-0001 • 806-651-2100 • wtamu.edu • wt125.wtamu.edu • president@wtamu.edu

June 17, 2020

Olton High School
ATTN: Ryland Russell
P.O. Box 388
Olton, Texas 79064

Dear Ryland,

Congratulations! We recently heard that you were selected as a winner for the Lamb County Electric Cooperative's 2020 Government-In-Action Youth Tour competition, as highlighted in the Olton Enterprise (February 14, 2020). I want to personally recognize the hard work you demonstrated to make it happen. You've set yourself apart from your classmates with a great work ethic, persistence and a good attitude.

We are excited about your eagerness in higher education and the pursuit of your interests. West Texas A&M University is just big enough so that you have many opportunities to excel, but small enough so that your achievements are celebrated on campus. College is just around the corner, and we hope you have a chance to visit campus. At WT, we rally behind you in your successes and support you in the small steps it takes to get there.

Your community has recognized the leadership in you, and I would be thrilled to have your influence on campus. If there is anything I can do to support your leadership, please let me know.

On, On Buffaloes!

Walter V. Wendler
President

dv

cc Angi Martin, Counselor
 Gregg Ammons, Principal
 Kevin McCasland, Superintendent
 Connie Maxwell, School Board President

OLTON INDEPENDENT SCHOOL DISTRICT



2020-2021 STUDENT HANDBOOK

Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at www.oltionisd.net.

Olton Independent School District Board of Trustees

Connie T. Maxwell – President

Ruben Luera– Vice-President

Jesus DeLaCruz, Jr. – Secretary

Jay Gorman

Alicia Sanchez

Michael Ramage

Tullie Struve

MISSION STATEMENT

Empowering every child to succeed tomorrow by inspiring and creating pathways today

The mission of the Board of Olton ISD is to ensure that the people in and affected by the institution have the opportunity to grow and become productive citizens of society. The trustees will delegate operational power, adopt policies, require accountability, evaluate patterns of operation, and ensure flexibility and competence. At all times the Board will maintain accountability to the taxpayers and residents of the District.

We believe the following:

1. Every employee of the District is important to the success of our educational goals and objectives.
2. Education is a joint venture that requires the involvement of families, churches, and the community.
3. Open communication is essential to student success.
4. All stakeholders should demonstrate respect for self and others.
5. We must educate all students to reach their highest potential and become life-long learners.
6. We should be innovative in the use of all our resources.
7. We must foster an environment, which attracts and retains high quality personnel.
8. Discipline must be consistent and fair for all students.
9. We must inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible, and caring citizens.

Administration

Superintendent – Kevin McCasland	285-2641
Federal and Special Programs Coordinator – Terri Sandoval	285-2641
High School Principal – Gregg Ammons	285-2691
High School Counselor/At-Risk Coordinator –Angi Martin	285-2691
Junior High School Principal – Colby Huseman	285-2681
Junior High School Counselor – Marisa Lopez	285-2681
Elementary School Principal – Stacie Ramage	285-2657
Elementary School Counselor Misti Lassiter	285-2657

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PREFACE

To Students and Parents:

Welcome to the **2020-2021** school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Olton ISD Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into two sections:

Section I—PARENTAL RIGHTS—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Olton ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district’s website at www.oltonisd.net and is available in hard copy upon request

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the provisions of board policy and the Student Code of Conduct are to be followed.

Please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings and reviewing newsletters and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

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

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at your child's campus or the OISD Central Office.

Note: References to board policy codes are included for ease of reference. The hard copy of the district's official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at

<https://pol.tasb.org/Home/Index/792>

The policy manual includes:

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

If you or your child has questions about any of the material in this handbook, please contact your child's principal.

Also, please complete and return to your child's campus the following required forms provided in the forms packet distributed at the beginning of the year or upon the student's enrollment. ~~Also, please complete and return to your child's campus the following forms provided in the forms packet distributed at the beginning of the year or upon the student's enrollment.~~

1. Acknowledgment of Electronic Distribution of Student Handbook;
2. Notices Regarding Directory Information and Parent's Response Regarding Release of Student Information form;
3. Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education form, if you choose to restrict the release of information to these entities and
4. Parent Statement Prohibiting Corporal Punishment (if applicable to your child)
5. Release form for display of student work and personal information

[See **Objecting to the Release of Directory Information** on page 15 and **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** on page 16 for more information.]

NOTE: References to policy codes are included so that parents can refer to board policy. The district's official policy manual is available for review in the superintendent's office and an unofficial electronic copy is available at www.oltonisd.net

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact your child's campus principal at 806-285-2641 (follow the automated menu)

SECTION I: PARENTAL RIGHTS

This section of the Olton ISD Student Handbook includes information related to certain rights of parents as specified in state or federal law.

CONSENT, OPT-OUT, AND REFUSAL RIGHTS

Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service

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

The district will not provide a mental health care service to a student except as permitted by law.

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

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

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

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

However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

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

A student under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the student will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity;
- When it relates to media coverage of the school; or
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

The district will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

Prohibiting the Use of Corporal Punishment

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

If you do not want corporal punishment to be administered to your child as a method of student discipline, please return the form included in this handbook **noting your refusal to allow the school district to administer corporal punishment Or submit a written statement to the campus principal stating this decision**]. A signed statement must be provided each year.

You may choose to revoke this prohibition at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

NOTE: If the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment shall not be administered, even when a signed statement prohibiting its use has not been submitted by the student’s caregiver or caseworker.

Limiting Electronic Communications with Students by District Employees

Teachers and other approved employees are permitted by the district to use electronic communication with students within the scope of the individual’s professional responsibilities, as described by district guidelines. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity **or other responsibility as deemed necessary by the campus principal** needs to communicate with a student participating in the extracurricular activity **or principal designated activity**. **Communication with a student in any form is expected to follow all professional, ethical, and legal guidelines.** **The employee is required to include his or her immediate supervisor and the student’s parent as recipients on all text messages.**

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

Objecting to the Release of Directory Information

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

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

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

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

However, a parent or eligible student may object to the release of a student’s directory information. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year.

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

As allowed by state law, the district has identified two directory information lists—one for school-sponsored purposes and the second for all other requests. For all district publications and announcements, the district has designated the following as directory information: all District publications—directory information shall include student name; photograph; degrees, honors, and awards received; grade level; participation in officially recognized activities and sports; and weight and height, if a member of an athletic team.

~~This information will not be released to the public without the consent of the parent or eligible student.~~

Unless you object to the use of your child’s information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

Also review the information at **Authorized Inspection and Use of Student Records** on page 20.

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the district not to release their child’s information without prior written consent. A form is available if you do not want the district to provide this information to military recruiters or institutions of higher education.

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF (LEGAL).]

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

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information. NOTE: This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA.]

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION

Human Sexuality Instruction

As a part of the district’s curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district’s curriculum regarding human sexuality instruction:

~~Olton Junior High School has adopted “The Great Body Shop” for human sexuality instruction, along with The CATCH (Coordinated Approach to Child Health) Program.~~

~~Olton High School has adopted Health and Wellness (Meeks Heit) for human sexuality instruction.~~

Olton Junior High School and Olton High School have adopted programs regarding human sexuality instruction. To view these programs and/or the curriculum, please contact the campus principal.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district’s SHAC. Please see the campus principal for additional information.

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

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

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

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

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

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

~~You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK (LEGAL).]~~

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE (All Grade Levels)

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

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. ~~Parents may submit a written request to the principal to excuse their child from reciting a pledge.~~ As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. ~~[See Pledges of Allegiance and a Minute of Silence on page 92 and policy EC (LEGAL).]~~

~~[See Reciting the Pledges to the U.S. and Texas Flags on page 19.]~~

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [See policy EC for more information.]

PRAYER (All Grade Levels)

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

Religious or Moral Beliefs

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

[Also refer to policies EC and EHBC, and contact your student's teacher with questions about any tutoring programs provided by the school.]

RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS/POLICIES

Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered.

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

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

Notices of Certain Student Misconduct to Noncustodial Parent

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

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

You may request information regarding any state or district policy related to your child's participation in assessments required by federal law, state law, or the district.

Student Records

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,

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

Authorized Inspection and Use of Student Records

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student’s education records.

For purposes of student records, an “eligible” student is one who is 18 or older or who is attending an institution of postsecondary education. These rights, as discussed in this section as well as at **Objecting to the Release of Directory Information** on page 15 are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access.
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

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

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

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

Inspection and release of student records is primarily restricted to an eligible student or a student's parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

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

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

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

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances:

- When district school officials have what federal law refers to as a “legitimate educational interest” in a student's records. School officials would include:
 - Board members and employees, such as the superintendent, administrators, and principals;
 - Teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff);
 - A person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
 - A person appointed to serve on a school committee to support the district's safe and supportive school program
 - A parent or student serving on a school committee; or
 - A parent or student assisting a school official in the performance of his or her duties.

“Legitimate educational interest” in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.

- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information [see **Objecting to the Release of Directory Information** on page 16 for opportunities to prohibit this disclosure].

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

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

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 701 6th Street Olton TX.

The addresses of the principals' offices are: 701 6th Street Olton TX 79064

A parent (or eligible student) may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG (LEGAL), **Report Cards/Progress Reports and Conferences** on page 95, and **Complaints and Concerns** on page 46 for an overview of the process.]

The district's policy regarding student records found at policy FL is available from the principal's or superintendent's office [or on the district's website at www.oltionisd.net].

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

Teacher and Staff Professional Qualifications

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES

Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at

[Military Family Resources at the Texas Education Agency](#).

Parental Role in Certain Classroom and School Assignments

Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB (LEGAL).]

Safety Transfers/Assignments

As a parent, you may:

- Request the transfer of your child to another classroom if your child has been determined by the district to have been a victim of bullying, which includes cyber bullying, as defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the campus principal for information.
- Consult with district administrators if your child has been determined by the board to have engaged in bullying and the district decides to transfer your child to another classroom.

[See **Bullying** on page 36 policy FDB, and policy FFI.]

- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE (LOCAL).]
- Request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

Service/Assistance Animal Use by Students

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

Students in the Conservatorship of the State (Foster Care)

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district's established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course.

A student who is currently in the conservatorship (custody) of the state and who is moved outside of the district's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's

boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

[See also **Credit by Examination For Advancement/Acceleration** on page 50, **Course Credit** on page 50, and **Students in Foster Care** on page 105 for more information.]

Students Who Are Homeless

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law also allows a student who is homeless to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing

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

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

[See also **Credit by Examination for Advancement/Acceleration** on page 50, **Course Credit** on page 50, and **Students who are Homeless** on page 105 for more information.]

Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention

(RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students. If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

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

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

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

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

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

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

Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is *Terri Sandoval at 806-285-2641 ext 263* *Kelli Welch at 806-285-2641 ext 289.*

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is *Terri Sandoval at 806-285-2641 ext 263*

[See also **Students with Physical or Mental Impairments Protected under Section 504** on page 29.]

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Notification to Parent of Intervention Strategies for Learning Difficulties Provided to Student in General Education

The district will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies

Students Who Receive Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB (LOCAL).]

Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Students With Physical or Mental Impairments Protected under Section 504

A student determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the student is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

[See policy FB.]

[See also **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services** on page 26 for more information.]

SECTION II: OTHER INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the Student Handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student's age or grade level. Should you be unable to find the information on a particular topic, please contact your child's principal.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

Prekindergarten and Kindergarten

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

Between Ages 6 - 18

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Age 19 and Older

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

Exemptions to Compulsory Attendance

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

[See page 24 for that section.]

Secondary Grade Levels

In addition, a junior or senior student's absence of up to two days related to visiting a college or university **or principal approved shadowing opportunity** will be considered an exemption, provided this has been authorized by the board under policy FEA(LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the district of these activities.

- An early voting clerk, provided the district’s board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; and
- An election clerk, if the student makes up any work missed.

An absence of a student in grades 6–12 for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran will also be excused by the district.

Failure to Comply with Compulsory Attendance

All Grade Levels

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

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

Between Ages 6-18

When a student **between** from ages 6 and 18 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student’s parent, as required by law, to remind the parent that it is the parent’s duty to monitor the student’s attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is the campus principal. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student’s parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policy FEA (LEGAL).]

Age 19 and Older

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

Attendance for Credit or Final Grade (~~Kindergarten Through Grade 12~~ All Grade Levels)

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences.

[See policy FEC.]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

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

The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

Official Attendance-Taking Time (All Grade Levels)

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day.

Official attendance is taken every day during the second instructional hour at OHS and OJH. Official attendance at HP Webb Elementary is taken at 9:30 a.m.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Note: Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

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

Upon return to school, a student absent for more than 4 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

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

[See policy FEC (LOCAL).]

Other attendance guidelines:

Students who miss school days will be counted present for the following:

- Student absences will be excused when approved through participation in an approved extracurricular activity or public performance .
- Students who are more than 15 minutes late to a class period will be considered absent from that class.
- Because class time is important, parents should attempt to schedule medical appointments at times that will prevent the student from missing instructional time.
- More than three unexcused absences per semester shall may result in disciplinary action by the principal.
- The District shall not impose a grade penalty for make-up work after an unexcused absence. [See policy EIAB Local]

Open/Closed Campus

Students attending District schools shall not be allowed to leave campus during the lunch period except as follows:

1. Students may accompany their parents or guardian for lunch if their parents or guardian authorizes the release in person and in writing at the principal's office, or
2. Students may leave campus during the lunch period with prior written administrative approval. Approval may be revoked at any time.

Students leaving campus during the lunch period, except as authorized above, shall be subject to disciplinary action.

Driver License Attendance Verification (Secondary Grade Levels Only)

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) and attendance form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW (All Grade Levels)

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;

- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA;
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

This information can be found on the district's website at www.oltonisd.net. Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at

[TEA Performance Reporting Division](#)

[TEA homepage](#)

Armed Services Vocational Aptitude Battery Test

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

Parents will be a separate notice as to when and where this test shall be offered.

Please contact the principal for information about this opportunity.

AWARDS AND HONORS (All Grade Levels)

NHS and NJHS

Selection to NHS and NJHS is a privilege, not a right. Students do not apply for membership in the National Honor Society and National Junior Honor Society; instead, they provide information to be used by the Faculty Council to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. The Faculty Council consists of five teachers selected by the high school principal. The Faculty Council for the junior high will consist of the Principal, Counselor, Band Director, Coach/PE, and a grade level teacher. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance.

The Faculty Council selects students who demonstrate outstanding performance in all five criteria of scholarship, leadership, service, citizenship, and character. The Faculty Council identifies students with a cumulative average of 90%. Students identified with a cumulative average of 90% are invited to make application for membership to the NHS and NJHS. Applications not received prior to the deadline will not be considered for membership.

The Faculty Council meets to review all information gathered (grades, student applications, attendance, and discipline records) on each candidate. After discussing each candidate, the Faculty Council votes on whether or not the student will be inducted into the NHS and NJHS.

BULLYING (All Grade Levels)

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

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

Bullying includes cyber bullying. Cyber bullying is defined by state law as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

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

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by calling or texting 806-429-2224. A student may also call 806-285-2641 and leave a voicemail on any campus voice mailbox.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that the student be transferred to another classroom or campus within the district [**Safety Transfers/Assignments** on page 24.]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Web site and is included at the end of this Handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's Web site.

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

[**Safety Transfers/Assignments** on page 24, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 48, **Hazing** on page 73, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS (Secondary Grade Levels Only)

The district offers career and technology programs in the following areas Agriculture, Industrial Technology, Business and Family and Consumer Sciences.

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

[See **Nondiscrimination Statement** on page 90 for the name and contact information for the Title IX coordinator and Section 504 coordinator, who will address certain allegations of discrimination.]

CELEBRATIONS (All Grade Levels)

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

[See **Food Allergies** on page 80.]

CHILD SEXUAL ABUSE, SEX TRAFFICKING AND OTHER MALTREATMENT OF CHILDREN (All Grade Levels)

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at www.oltonisd.net .

Warning Signs of Sexual Abuse (All Grade Levels)

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Possible physical, behavioral, and emotional warning signs of sexual abuse include:

- Difficulty sitting or walking;
- Pain in the genital areas;
- Claims of stomachaches and headaches;
- Verbal references or pretend games of sexual activity between adults and children;
- Fear of being alone with adults of a particular gender;
- Sexually suggestive behavior;
- Withdrawal;
- Depression;
- Sleeping and eating disorders; and
- Problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)** on page 51.]

Warning Signs of Sex Trafficking **(All Grade Levels)**

Sex trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

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

Reporting and Responding to Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children **(All Grade Levels)**

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

A child who has experienced sexual abuse, trafficking, or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse and sex trafficking may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

Parents, if your child is a victim of sexual abuse, sex trafficking, or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. [To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County.](#)]

Reports of abuse, trafficking, or neglect may be made to:

The CPS division of the DFPS (1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#)).

Further Resources on Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children (All Grade Levels)

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

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Texas Association Against Sexual Assault, Resources](#)
- [Office of the Texas Governor's Child Sex Trafficking Team](#)
- [Human Trafficking of School-aged Children](#)

CLASS RANK / HIGHEST RANKING STUDENT (Secondary Grade Levels Only)

Class Ranking

Graduates shall be ranked in the following order:

1. Valedictorian (highest average)
2. Salutatorian (next highest average)
 - Students must meet course requirements for valedictorian and salutatorian to be ranked in the top ten percent.

All grades earned in classes that are recognized by the state of Texas or Olton ISD as a requirement for graduation will be included in this calculation. These courses have a valid state identification number and students will follow the approved Texas Essential Knowledge and Skills (TEKS). Courses taken for local credit will not be included in this calculation.

Class rank shall be calculated at the end of the fifth six-week grading period of the senior year. Students completing the District's Options Program shall not be included.

For purposes of class rank, courses shall be designated as weighted courses (AP Courses/Dual Credit Courses) and college credit courses in accordance with the student handbook.

Courses shall be classified and weighted as regular courses, weighted courses, and distance learning and college credit courses, in accordance with provisions of this policy.

A grade of 100 is the maximum grade recognized for semester and final grades.

The weighted grade scale shall be as follows:

Grade	Regular Courses	AP Courses/Dual Credit
100	5.0	7.0
99	4.9	6.9
98	4.8	6.8
97	4.7	6.7
96	4.6	6.6
95	4.5	6.5
94	4.4	6.4
93	4.3	6.3
92	4.2	6.2
91	4.1	6.1
90	4.0	6.0
89	3.9	5.9
88	3.8	5.8
87	3.7	5.7
86	3.6	5.6
85	3.5	5.5
84	3.4	5.4
83	3.3	5.3
82	3.2	5.2
81	3.1	5.1
80	3.0	5.0
79	2.8	4.8
78	2.6	4.6
77	2.4	4.4
76	2.2	4.2
75	2.0	4.0
74	1.8	3.8
73	1.6	3.6
72	1.4	3.4
71	1.2	3.2
70	1.0	3.0

Grade	Regular Courses	AP Courses/Dual Credit
Below 70	0	0

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must have been continuously enrolled in the District high school for the four semesters preceding graduation, must have completed the Recommended Program or the Advanced/Distinguished Achievement Program for graduation, and must be graduating in exactly eight semesters.

A student whose average for all academic curriculum courses is 90 or above and has completed the Recommended, Distinguished, or Foundation with endorsement programs shall be designated as an honor graduate.

[For further information, see policy EIC.]

SELECTION OF HONOR ROLL STUDENTS

The “A” honor roll will be made up of all students who have a grade of 90 or higher in all classes. The “A-B” honor roll will be made up of all students who have grades of 80 or higher in all classes. Honor rolls are recognized at the end of each six weeks.

CLASS SCHEDULES (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day’s schedule.

[See **Schedule Changes** on **page 98** for information related to student requests to revise their course schedule.]

COLLEGE AND UNIVERSITY ADMISSIONS AND FINANCIAL AID (Secondary Grade Levels Only)

For two school years following his or her graduation, a district student who graduates as valedictorian in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses) ; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University during the summer or fall 2020 terms, or spring 2021 term the University will admit the valedictorian or the top six percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

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

Upon a student's registration for his or her first course that is required for high school graduation, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid. Parents and students will be asked to sign an acknowledgment that they received this information.

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

[See **Class Rank/Highest-Ranking Student** on page 41 for information specifically related to how the district calculates a student's rank in class, and requirements for **Graduation** on page 70 for information associated with the foundation graduation program].

[See **Students in the Conservatorship of the State (Foster Care)** **Error! Bookmark not defined.** for information on assistance in transitioning to higher education for students in foster care.]

COLLEGE CREDIT COURSES (Secondary Grade Levels Only)

The Early Admissions and Dual Credit Program at South Plains College allow selected students to enroll in **college-level courses** and earn college credit while a junior or senior in high school. In certain cases, these college credit courses can be applied toward the student's high school credit requirements for graduation. Enrollment in dual credit courses and distance learning courses other than those offered and approved by Olton ISD must be approved by the principal and superintendent.

More information can be found in the Curriculum Catalog which is distributed to students before registration. Registration for these courses is held during the spring semester. Please see the Olton High School Principal and/or School Counselor if you need further information.

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory;
- Enrollment in an AP or dual credit course through the Texas Virtual School Network [TXVSN];
- Enrollment in courses taught in conjunction and in partnership with South Plains College.
- Enrollment in courses taught at other colleges or universities; and
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student’s grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student’s desired degree plan.

COMMUNICATIONS - AUTOMATED

Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child’s school when a phone number previously provided to the district has changed.

[See **Safety** on page 96 for information regarding contact with parents during an emergency situation.]

Nonemergency

Your child’s school will request that you provide contact information, such as your phone number and e-mail address, in order for the school to communicate items specific to your child, your child’s school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school’s administration office immediately upon a change in your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related the school’s mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If

you have specific requests or needs related to how the district contacts you, please contact your child's principal. [See **Safety on page 96** for information regarding contact with parents during an emergency situation.]

COMPLAINTS AND CONCERNS (All Grade Levels)

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual, available on the district's website at www.oltonisd.net. A copy of the complaint forms may be obtained in the principal's or superintendent's office or on the district's web site at www.oltonisd.net

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint from within the timelines established in policy FNG (LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

CONDUCT (All Grade Levels)

Applicability of School Rules

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

Campus Behavior Coordinator

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

- Mr. Gregg Ammons - Olton High School

- Mr. Colby Huseman - Olton Junior High
- Mrs. Stacie Ramage - HP Webb Elementary

Deliveries

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

Disruptions of School Operations

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

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

Social Events

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

~~A student attending a social event will be asked to sign out when leaving before the end of the event;~~ anyone leaving before the official end of the event ~~will~~ may not be readmitted.

Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

Corporal Punishment

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

ISS

Students assigned to In School Suspension will not be allowed to participate or practice in extracurricular or co curricular activities while serving the ISS time. At the end of the last day served, the Principal with the AD or Sponsor may approve of participation for that day if the student has completed all work, displayed good conduct and demonstrated a positive attitude during the ISS time served.

PDA (Public Display of Affection)

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from public displays of affection on campus or at school related events. Failure to do so may result in disciplinary action.

Webb Elementary School Special School Events

- Students who participate in special school events [Fun Friday, Park Day, Play Day, Fieldtrips, DARE Fieldtrip, etc.] must be in good standing, both academically and in matters of behavior. Academic good standing indicates that the student is trying, has all of his/her work turned in, and has completed all re-do assignments to the best of his/her ability. A student who has demonstrated consistent misbehavior will not be allowed to participate in any special school events; however, a student who has shown a willingness to improve his/her behavior may be allowed to attend special school events if his/her teachers and the principal agree that the student is improving his/her behavior.

Olton ISD Guidelines for Fan Behaviors at Athletic Events

In an effort to encourage good sportsmanship at athletic events at Olton ISD and in an effort to teach our students the qualities of good character including good sportsmanship, the Olton Independent School District has approved the following guidelines related to fan behavior at all Olton ISD athletic contests. Fans are expected to observe the guidelines and school administrators are expected to enforce them. **Please see policy GKA (Local) for guidance.**

Overall Acceptable Behavior

- Applause during introduction of players, coaches, and officials.
- Players shaking hands with opponent who fouls out while both sets of fans recognize player’s performance with applause.
- Cheerleaders lead fans in positive yells in positive manner.
- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war.

- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at end of contest for performances of all participants.
- Everyone showing concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

Overall Unacceptable Behavior

- Disrespectful or derogatory yells, chants, songs, or gestures.
- **Booing, heckling, or criticizing an official's decision or displaying anger regarding an official's call in a manner that substantially disrupts school activities or creates an unsafe environment for anyone present at school activities.**
- ~~Criticizing officials in any way; displays of temper with an official's call.~~
- Yells that antagonize opponents.
- Name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Consistently or repeatedly singling out an individual player with chants.

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

[For further information, see policies FM and FO.]

COUNSELING

The district has a comprehensive school counseling program that includes:

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

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

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

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

High School Grade Levels

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each year, high school students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities, as well as information on the importance of postsecondary education.

The school counselor can also provide information about entrance examinations and application deadlines, as well as information about automatic admission, financial aid, housing, and scholarships as these relate to state colleges and universities. The school counselor can also provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should ask to see the school counselor or make an appointment with the school counselor. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

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

[See **Substance Abuse Prevention and Intervention** on page 105 and **Suicide Awareness and Mental Health Support** on page 105 and **Child Sexual Abuse, Sex Trafficking and Other Maltreatment of Children and Dating Violence** on page 39.]

COURSE CREDIT (Secondary Grade Levels Only)

A student in grades 9–12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

CREDIT BY EXAM—If a Student Has Taken the Course (Grades 6-12)

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district’s board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as “credit recovery.”

If the student is granted approval to take an examination for this purpose, the student must score at least 70 on the examination to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

[For further information, see the school counselor and policy EHDB (LOCAL).]

CREDIT BY EXAM FOR ADVANCEMENT/ACCELERATION—If a Student Has Not Taken the Course/Subject

A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The examinations offered by the district are approved by the district’s board of trustees. The dates on which examinations are scheduled during the 2020-2021 school year will be published in appropriate district publications and on the district’s website. The only exceptions to the published dates will be for any examinations administered by another entity besides the district or if a request is made outside of these time frames by a student who is homeless or by a student involved in the foster care system. When another entity administers an examination, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific examination only once.

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

Kindergarten Acceleration

In accordance with State Board rules, the Board shall approve procedures developed by the Superintendent or designee to allow a child who is five years old at the beginning of the school year to be assigned initially to grade 1 rather than kindergarten. Criteria for acceleration may include:

- Scores on readiness tests or achievement tests that may be administered by appropriate District personnel.
- Recommendation of the kindergarten or preschool the student has attended.

- Chronological age and observed social and emotional development of the student.
- Other criteria deemed appropriate by the principal and Superintendent.

Students in Grades 1–5

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each examination in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student’s parent gives written approval of the grade advancement.

Students in Grades 6–12

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the examination, a scaled score of 60 or higher on an examination administered through the CLEP, or a score of 3 or higher on an AP examination, as applicable. A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school’s high school course sequence, the student must complete the course.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION (All Grade Levels)

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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

Dating Violence

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

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student’s family members or members of the student’s household, destroying property

belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

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

Harassment

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

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

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

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also

prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

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

Reporting Procedures

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

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

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

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

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

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

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

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

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51].

DISTANCE LEARNING

All Grade Levels

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

The distance learning opportunities that the district makes available to district students are on-line dual credit classes offered through South Plains College.

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

Texas Virtual School Network (TXVSN) (Secondary Grade Levels)

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [See **Extracurricular Activities, Clubs, and Organizations** on page 62.] In addition, for a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a TXVSN course, please contact the school counselor. Unless an exception is made by the campus principal, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy EHDE will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the campus principal.

DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS (All Grade Levels)

School Materials

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

The school newspaper and the yearbook are available to students.

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

Nonschool Materials

From Students

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

Check with your principal for the designated location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

See FNG (LOCAL) for student complaint procedures.]

From Others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the building principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.

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

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

DRESS AND GROOMING (All Grade Levels)

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Elementary girls - Girls should wear shorts under dresses or skirts.

Elementary students

PE Footwear - Elementary students should wear shoes that are appropriate for physical education activities, there should be no need to change shoes.

PE Attire - Elementary students do not change clothes for physical activities; therefore, their daily dress should be appropriate for both classroom and physical activities.

BOYS

1. Hair shall be clean, well-groomed, not in the eyes, and:
 - a. Hair length shall be cut to the point where it does not reach below the bottom of the ear nor touch their shirt collar in back.
 - b. No geometric designs or unusual patterns shaved or cut in the hair shall be permitted.
 - c. Ponytails, rat-tails and braids are not permitted.
 - d. Sideburns should not extend below the lobe of the ear. Beards and goatees are not permitted. Moustaches trimmed to the corner of the mouth are allowed.
2. Any shirt that extends past the finger tips must be tucked in at all times.
3. Tank tops (muscle shirts) or sleeveless shirts are not permitted.
4. Earrings are not permitted.
5. Notching of eyebrows is not permitted.

GIRLS

1. Dress or skirt length shall preclude indecent exposure when the student is sitting or standing, or when performing other normal activities. Strapless

dresses or spaghetti straps are not to be worn unless covered by a jacket or top. See-through blouses, bare midriffs (blouses and tops shall be of sufficient length not to allow midriff to show at any time) and low-cut dresses are not permitted. Hemlines of skirts, shorts or dresses must be no higher than three (3) inches above the knee. ~~not be higher than the finger tips.~~

2. No tank tops, halter-tops and shoulder straps on shirts must be at least three (3) inches wide across the shoulder.

ALL STUDENTS

1. A hair color of an unnatural nature, variations, or school personnel determines hair style to be a distraction will not be permitted.
2. Clothing should be designed, constructed, and worn in a manner that is not suggestive, indecent, or lewd.
3. The District prohibits pictures, symbols, emblems, or writings on clothing that have been determined to be inappropriate to the standards of all campuses. This includes, but is not limited to:
 - a. Lewd, offensive, vulgar, or obscene
 - b. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance.
 - c. Refers to **satanic**, cult, or gang activities.
 - d. Clothing which has been determined to represent a variance from community standards.
4. The general appearance of the student and his/her clothing should not constitute a health or safety hazard nor interfere with the instructional program. Garments or accessories that attract undue attention are not acceptable.
5. Cleanliness of body and clothing is expected of all students.
6. Clothing should be designed, constructed and worn in a manner that will promote proper decorum in school.
7. If a student requires special dress for medical reasons, the school nurse or principal should be notified.
8. Hats, caps, sunglasses (unless prescribed by a doctor and cleared through the principal's office) or other headwear will be removed upon entering any building and not worn until the student leaves the building. Hats/caps must be worn with the bill in front.
9. Appropriate undergarments shall be worn at all times and shall not be exposed. Outer garments must fit snugly enough and be designed with a neckline that is high enough to prevent the exposure of undergarments either intentionally or accidentally.
10. Shorts will be permitted at school. School personnel will use "finger length method" when determining whether the short length is appropriate. ~~the "index card" method to determine if shorts are not at the appropriate length. When a 3 x 5 index card is placed at the top of the knee (vertically), the length of the shorts must touch the top of the card. Parents are encouraged to use this same guideline when purchasing shorts for their children.~~

11. Tight-fitting pants (such as spandex) and garments with excessive holes are not permitted.
12. Clothing will not be excessively baggy. Pants will be worn at the waistline, not below the hipbone. If undergarments are above the waist level of the outer pants it will be considered “sagging”. If the student raises his or her shirt up and his or her underwear is seen, it will be considered “sagging”. “Baggy or saggy” jeans, pants, or shorts are not permitted.
13. The neck opening of any type shirt may not exceed the equivalent of the first button below the collar button of a dress shirt. Buttoned shirts may be worn unbuttoned provided a t-shirt (not an undershirt designed to be worn as underwear) is worn under the dress shirt.
14. Footwear must be worn at all times.
15. Bandanas shall not be permitted.
16. No student shall wear jewelry that requires piercing of the body, except for female students, who may pierce their ears. **Large, dangling earrings are not to be worn.** Using a “bandage” to cover up piercings will not be allowed. ALL jewelry will be removed if the piercing violates the student code of conduct.
17. Chains (excluding small chains worn as jewelry) are not permitted.
18. Trench coats are not permitted at school.
19. Belts must be worn such that the loose end of the belt is secured in belt loops and not dangling below the pocket opening.
20. Spiked wristbands or collars are not permitted.
21. Tattoos must be covered during the school day and while participating in any school related and/or sponsored activity. Students may wear temporary spirit tattoos, tattoos which represent Olton’s mustang tradition. Other temporary tattoos may be worn with the same restrictions as permanent tattoos, they must be covered during the school day
22. Hoods on hoodies will not be worn in the building or in the cafeteria.
23. Pants or shorts with holes, tears, or cuts will be permitted as long as there is no skin visible through the hole, tear or cut. Using tape to cover up the hole, tear or cut will not be permitted. Appropriate patches to cover up the hole, tear or cut will be accepted.

If school personnel determine that a student’s grooming, or dress, violates the dress code, that student shall **initially** be given an opportunity to correct the problem. Repeated offenses will result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate those standards may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action.

If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable

change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

OPTION A

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off and not displayed during the instructional day, including during all testing, unless they are being used for approved instructional purposes. ~~Olton Junior High students will not be allowed to display headphones during the instructional day.~~ A student must have approval to possess other telecommunications devices such as notebooks, laptops, tablets, or other portable computers.

OPTION B

For safety purposes, the district ~~permits~~ **restricts** students ~~to possess~~ **from possessing** personal mobile telephones **on school property without approval**; ~~however~~, these devices must remain turned off and ~~not displayed~~ **turned in to district personnel** during the instructional day, including during all testing, unless they are being used for approved instructional purposes. ~~Olton Junior High students will not be allowed to display headphones during the instructional day.~~ A student must have approval to possess other telecommunications devices such as notebooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school. High School and Junior High students will be permitted to use electronic devices during their campus lunch periods.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student or parent (principal may choose who will pick up the device) may pick up the confiscated telecommunications device from the principal's office for a fee of \$15. A student may be able to pay the fee by working at his/her campus with the custodian or serving a disciplinary placement (ISS, detention etc.). Payment of the fee will be at the discretion of the principal.

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

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches on page 100** and policy FNF.]

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

Possession and Use of Other Personal Electronic Devices

~~Except as described below, students are not permitted to use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Olton Junior High students will not be allowed to display headphones during the instructional day. High School and Junior High students will be permitted to use electronic devices during their campus lunch periods.~~ Without such permission, teachers will collect the items and turn them in to the principal's office. If a student uses a personal electronic device without authorization during the school day, the device will be confiscated. The student or parent (principal may choose who will pick up the device) may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches on page 100** and policy FNF.]

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

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

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

Unacceptable and Inappropriate Use of Technology Resources

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

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child ['Before You Text' Sexting Prevention Course](#), a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

END-OF-COURSE (EOC) ASSESSMENTS

[See **Graduation** on page 70, and **Standardized Testing** on page 103.]

ENGLISH LEARNERS (All Grade Levels)

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

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page 103, may be administered to an English learner, for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

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

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS (All Grade Levels)

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity’s coach or sponsor. [See **Transportation** on page 107.]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#); a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See [UIL Texas](#) for all additional information on all UIL-governed activities]

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district’s records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

Generally, a student who receives at the end of a grading period a grade below 70 in any academic class may not **participate in extracurricular activities until they have obtained a passing grade at the next progress report date**. If your child has experienced trauma, contact the school counselor for more information.

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

In addition, the following provisions apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics,

science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.

- A student receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- ~~The District shall make no distinction between absences for UIL activities and absences for other approved extracurricular activities. Students with an overall grade average of 90 or higher shall be permitted to a maximum of 20 absences for extracurricular activities for any level of competition; students with an overall grade average of 80 or higher shall be limited to a maximum of 16 absences; and students with an overall grade average of 70 or higher shall be limited to a maximum of 12 absences. Additional extracurricular absences may be approved at the discretion of the campus principal and superintendent.~~
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

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

Offices and Elections

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

Olton ~~Junior High School~~ ISD Cheerleaders

The Olton ~~Junior High School~~ cheerleading squad will consist of ten cheerleaders.

- Cheerleader candidates must be passing all subjects for the year prior to the day of the election.
- Students and parents/guardians must sign a permission slip to try out and an agreement form to comply with the requirements for try-outs and regulations for cheerleading.
- Cheerleader candidates will not be eligible to run if they have excessive absences and/or excessive discipline referrals.
- Cheerleader candidates must attend the cheerleading clinic provided for them.
- Try-outs will consist of each candidate performing in front of a selected group of judges. The top ten candidates with the highest scores will be selected as the Campus cheerleaders.

- ~~High School Cheerleader candidates must attend the cheerleading clinic provided for them.~~
- Candidates will be selected based on the judges' rankings, and approval from the principal after attendance, grades, and discipline records have been checked. Candidates must meet the state requirements of 90% class attendance, and a minimum grade of 70% in all subjects to be eligible, and remain eligible for Cheerleading. Cheerleaders should not have "any" discipline or behavior problems at school, but after two visits to the principal for discipline or behavior, they will not remain a Cheerleader.
- A cheerleader must be present for all practices and at the try-out to be eligible for consideration. Exceptions may be made due to extenuating circumstance with the approval of the principal.
- Cheerleaders must also have a physical before the beginning of the school year.

Olton High School Cheerleaders

~~The Olton High School cheerleading squad will consist of up to ten cheerleaders.~~

- ~~Cheerleader candidates must be passing all subjects for the year prior to the day of the election.~~
- ~~Students and parents/guardians must sign a permission slip to try out and an agreement form to comply with the requirements for try-outs and regulations for cheerleading.~~
- ~~Cheerleader candidates will may not be eligible to run if they have excessive absences and/or excessive discipline referrals.~~
- ~~Cheerleader candidates must attend the cheerleading clinic provided for them.~~
- ~~Try outs will consist of each candidate performing in front of a selected group of judges.~~
- ~~Candidates will be selected based on the judges' rankings, and approval from the principal after attendance, grades, and discipline records have been checked. Candidates must meet the state requirements of 90% class attendance, and a minimum grade of 70% in all subjects to be eligible, and remain eligible for cheerleading. Cheerleaders should not have "any" discipline or behavior problems at school, but after two visits to the principal for discipline or behavior, they will not remain a Cheerleader.~~
- ~~A cheerleader must be present for all practices and at the try-out to be eligible for consideration. Exceptions may be made due to extenuating circumstance with the approval of the principal.~~
- ~~Cheerleaders must have a physical before the beginning of the school year.~~

Olton High School **ISD** Student Council

- The Olton ~~High School~~ **ISD** Student Councils will consist of 5 officers and 4 grade representatives from each grade level.

President	11 th or 12 th grade student and 8 th grade student
Vice President	11 th or 12 th grade student and 7 th or 8 th grade student

Secretary-Treasurer 9th – 12th grade student and 7th or 8th grade student

Reporter-Historian 9th – 12th grade student and 7th or 8th grade student

Parliamentarian 9th – 12th grade student and 7th or 8th grade student

- All students seeking an office or representative position must be passing all subjects for the year prior to the day of the election.
- Students running for a student council office must get two teacher signatures and 20 student signatures on their candidate's petition form.
- Students running for a grade representative must get two teacher signatures and ten student signatures on their candidate's petition form.
- Petitions must be completed and submitted prior to the deadline in order for a student to be placed on the ballot.
- Teachers will make up 50% of the vote total and the student body will make up 50% of the vote total.
- Candidate speeches must be approved prior to the day of the election.
- Campaign posters may be put up the day before the election and taken down the before the end of the day on Election Day.
- Candidates for Student Council offices and grade representatives will not be eligible to run if they have excessive absences and/or excessive discipline referrals.

Olton Junior High School Student Council

- ~~The Olton Junior High School Student Council will consist of 5 officers and 4 grade representatives from each grade level.~~

President _____ 8th grade student

Vice President _____ 7th or 8th grade student

Secretary-Treasurer _____ 7th or 8th grade student

Reporter-Historian _____ 7th or 8th grade student

Parliamentarian _____ 7th or 8th grade student

- ~~All students seeking an office or representative position must be passing all subjects for the year prior to the day of the election.~~
- ~~Students running for a student council office must get two teacher signatures and 20 student signatures on their candidate's petition form.~~
- ~~Students running for a grade representative must get two teacher signatures and ten student signatures on their candidate's petition form.~~
- ~~Petitions must be completed and submitted prior to the deadline in order for a student to be placed on the ballot.~~
- ~~Teachers will make up 50% of the vote total and the student body will make up 50% of the vote total.~~
- ~~Candidate speeches must be approved prior to the day of the election.~~
- ~~Campaign posters may be put up the day before the election and taken down the before the end of the day on Election Day.~~

- ➔ ~~Candidates for Student Council offices and grade representatives will not be eligible to run if they have excessive absences and/or excessive discipline referrals.~~

FEES (All Grade Levels)

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 107].
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases a fee for a course taken through the Texas Virtual School Network (TXVSN)

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

FUNDRAISING (All Grade Levels)

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

Olton High School

- The dues charged for normal operation of the class shall be limited to a maximum of \$10.00 per semester.
- Each class will hold various fundraisers throughout the year to raise money primarily for the purpose of the prom. The junior class is responsible for paying the cost of the prom.
- Failure to participate in a class fundraiser(s) and/or paying class dues may result in a student not being allowed to participate in class activities.
- Students who are financially unable to pay their dues should contact the principal.
- Students who have not participated in class fundraiser(s) and/or paying class dues may "buy in" at any time and be a part of the student activity, based upon the per student cost at the time they wish to rejoin or belong to the class so as to gain the benefits of the class.

GANG-FREE ZONES (All Grade Levels)

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

GENDER-BASED HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on [page 51.](#)]

GRADE LEVEL CLASSIFICATION (Grades 9–12 Only)

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

GRADING GUIDELINES (All Grade Levels)

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed. The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade (EIA Local). A grade of 100 is the maximum grade recognized for semester and final grades.

Also see **Report Cards/Progress Reports and Conferences** on page 95 for additional information on grading guidelines.

The following grading guidelines will apply:

1. If final exams are given, the principal district will keep the final examination papers on file for 6 weeks after the exam is administered.
2. A student receiving an incomplete for a grading period has 5 school days to convert the incomplete grade to an earned grade.

Each teacher must maintain accurate, up-to-date electronic grade books. Electronic grade books will be updated each Monday or the first day of the school week by 8:00 am. The following information must be recorded in the grade book:

Quiz and exam grades, and any daily grades and project grades, identified with a notation at the column heading.

Grade books will be available for examination by administrators at all times, and will be filed with the principal at the end of the school term.

Six-week and semester numerical grades will be averaged according to the following weights:

High School:

1. Six-week (No Six Weeks Test):	Daily grades	60%
	Tests	40%
Six-week (Six Weeks Test Given)	Daily Grades	60%
	Tests	30%
	Six-Weeks Test	10%

2.	Semester (with Semester test):	Six-week grades	85%
		Semester test	15%
<hr/>			
	Semester (no semester test):	Six-weeks grades	100%
3.	Final Average:	Yearly Average (Semester 1 + Semester 2 / 2)	

Junior High School

1.	Six-week:	Daily grades	– 70 60%
		Tests	– 30 40%
2.	Semester:	Six-week grades	– 100%

Elementary School

Assignments which are done independently by students will count 60 percent of a student's grade, with all other assignments counting 40 percent of a student's grade. Independent assignments are those which are done under state assessment conditions, and may include all prescribed accommodations for individual students.

High School

A minimum of 6 daily grades 1 daily grade taken and recorded each week and 2 test grades must be recorded for each student during the six-week grading period.

Junior High School

A minimum of 6 daily grades 1 daily grade taken and recorded each week and 2 test grades must be recorded for each student during the six-week grading period.

Elementary School

Grade 1: No less than 1 recorded grade per week or 6 grades per 6 weeks per subject. No less than 3 grades recorded by progress report time and 6 grades by the end of each 6 weeks.

Grade 2-5: No less than 2 grades recorded per week or 12 grades per 6 weeks per subject. No less than 4 grades recorded by progress report time and 12 grades by the end of the 6 weeks.

Teachers will use the following techniques, as applicable, in maintaining communication with parents:

1. Report cards, with comments as appropriate.
2. Written notices regarding excellent or unsatisfactory performance, attendance, conduct, and the like.

3. Personal conferences.
4. Telephone communication.

Teachers will notify parents immediately upon ascertaining that a student is performing below a level that will permit him or her to meet promotion requirements in accordance with EIE(LOCAL).

Secondary report cards are normally mailed to parents on the Wednesday following the close of each six-week period during the school year. At the close of each school year, the final report card is issued at a time and in a manner designated by each school principal.

Elementary report cards are normally sent home with students on the Thursday following the end of each 6 weeks. The last report card of the school year is sent home with the student on the last day of the school year.

Campuses must issue interim reports at the midpoint of each grading period to the parents of all students. [See EIA(LOCAL)]

GRADUATION (Secondary Grade Levels Only)

Requirements for a Diploma

A student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education.

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not

met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

Also See **Standardized Testing** on page 103 for more information

Foundation Graduation Program

Every student in a Texas public school who entered grade 9 in the 2014–15 school year and thereafter will graduate under the “foundation graduation program.” Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student, as described on page 72.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgments” that will be acknowledged on a student’s transcript. Performance acknowledgments are available for outstanding performance in bilingualism and bi-literacy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a state recognized or nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student’s parent of this fact. However, the student and parent should be aware that not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

Credits Required

The foundation graduation program requires completion of the following credits:

Students entering high school in 2014-2015

Foundation Program – 26 Credits

English Language Arts English I, II, III & 1 Advanced English	4.0 Credits
Mathematics Algebra I, Geometry, & 1 Advanced Math	3.0 Credits
Science Biology + 1 lab-based science & 1 Advanced Science	3.0 Credits
Social Studies World Geography or World History or combined WG/WH, US History, Government & Economics	3.0 Credits
Foreign Language	2.0 Credits
Fine Arts	1.0 Credit
Physical Education	1.0 Credit
Business Information Management (local requirement)	1.0 Credit
Speech (local requirement)	.5 Credit
Electives	7.5 Credit

Foundation + Endorsement Plan – 26 Credits

English Language Arts English I, II, III & 1 Advanced English	4.0 Credits
Mathematics Algebra I, Geometry, 1 Advanced Math, & 1 additional math	4.0 Credits
Science	4.0 Credits

Biology, 1 lab-based science, 1 Advanced Science, & 1 additional science	
Social Studies	3.0 Credits
World Geography or World History or combined WG/WH, US History, Government & Economics	
Foreign Language	2.0 Credits
Fine Arts	1.0 Credit
Physical Education	1.0 Credit
Business Information Management (local requirement)	1.0 Credit
Speech (local requirement)	.5 Credit
Electives	5.5 Credits
***Credits must meet curriculum requirements for one endorsement (STEM, Business & Industry, Public Services, Arts & Humanities, Multi-disciplinary)	

Distinguished

A student may earn a DISTINGUISHED level of achievement by successfully completing:

- 4 Credits in Math (must include Algebra II)
- 4 Credits in Science
- Curriculum requirements for at least one endorsement

A student must earn “DISTINGUISHED” level of achievement and be in the top 10% to be eligible for top 10% automatic admission.

“OPTIONS” Foundation Program – 22 Credits

English Language Arts	4.0 Credits
English I, II, III & 1 Advanced English	
Mathematics	3.0 Credits
Algebra I, Geometry, & 1 Advanced Math	
Science	3.0 Credits

Biology + 1 lab-based science & 1 Advanced Science	
Social Studies	3.0 Credits
World Geography or World History or combined WG/WH, US History, Government & Economics	
Foreign Language	2.0 Credits
Fine Arts	1.0 Credit
Physical Education	1.0 Credit
Business Information Management (local requirement)	1.0 Credit
Speech (local requirement)	.5 Credit
Electives	3.5 Credits

*

Additional considerations apply in some course areas, including:

- **Mathematics.** In order to obtain the distinguished level of achievement under the foundation graduation program, which will be included on a student's transcript and is a requirement to be considered for automatic admission purposes to a four-year Texas college or university, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits.
- **Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Language other than English.** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. A student may satisfy one of the two required credits by successfully completing in elementary school a dual language immersion program or a course in American Sign Language. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

Available Endorsements

A student must specify upon entering grade 9 which endorsement he or she wishes to pursue:

- Science, technology, engineering, and mathematics (STEM),
- Business and industry,

- Public services,
- Arts and humanities, or
- Multidisciplinary studies

Personal Graduation Plans

A personal graduation plan will be developed for each high school student. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

Please also review [TEA's Graduation Toolkit](#)

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

Available Course Options for all Graduation Programs

Information regarding specific courses required or offered in each curriculum area will be distributed to students each spring in order to enroll in courses for the upcoming school year. NOTE: The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or career and technical education (CTE), the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a senior student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state mandated tests required for graduation.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to

graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See policy FMH (LEGAL).]

ARD committees for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. . A student who receives special education services may earn an endorsement under the foundation program. If the student’s curriculum requirements for the endorsement were modified, the student’s ARD committee will determine whether the modified curriculum is sufficiently rigorous for purposes of earning the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment instrument required to earn an endorsement.

Graduation Activities

Graduation activities will include:

- Senior Luncheons
- Commencement

To be eligible to participate in commencement activities and ceremonies, a student shall meet all state and local graduation requirements, including all applicable state testing. [See EI, EIF]

Graduation Speakers

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[See FNA (LOCAL) and the Student Code of Conduct. For student speakers at other school events, see **Student Speakers** on page 105.]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Fees** on page 66].

Scholarships and Grants

- Students who have a financial need according to federal criteria and who complete the foundation graduation program, may be eligible under the T.E.X.A.S. Grant Program and the Teach for Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.
- Contact the school counselor for information about other scholarships and grants available to students.

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51].

HAZING (All Grade Levels)

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

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

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

[See **Bullying** on page 36 and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Student Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school

until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

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

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

Immunization (All Grade Levels)

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

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at [Affidavit Request for Exemption from Immunization](#). The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis;
- Rubella (measles), mumps, and rubella;
- Polio;
- Hepatitis A;
- Hepatitis B;
- Varicella (chicken pox); and
- Meningococcal.

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a

significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

As noted at **Bacterial Meningitis** on page ~~Error! Bookmark not defined.~~, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[See the DSHS website: [Texas School & Child Care Facility Immunization Requirements and policy FFAB\(LEGAL\)](#) for more information.]

Head Lice (All Grade Levels)

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the student will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

Notice will also be provided to parents of elementary school students in the affected classroom.

More information on head lice can be obtained from the DSHS Web site [Managing Head Lice](#)

[See policy FFAA.]

Medicine at School (All Grade Levels)

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

The district will not purchase nonprescription medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, except that authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.

- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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

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

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

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

Asthma and Severe Allergic Reactions

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

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

See also **Food Allergies** on page **Error! Bookmark not defined.**

Steroids (Secondary Grade Levels Only)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Mental Health Support (All Grade Levels)

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

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

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

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

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

For related information, see:

- **Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service** on page ~~Error! Bookmark not defined.~~ for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** on page ~~Error! Bookmark not defined.~~ for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** on page 91 for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** on page 91 for board-adopted policies and administrative procedures that promote student health.

Bacterial Meningitis (All Grade Levels)

State law requires the district to provide information about bacterial meningitis:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

- What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.* The vaccines are safe and effective (85–90 percent).

They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the websites for the [Centers for Disease Control and Prevention](#), particularly the CDC's information on [bacterial meningitis](#), and the [Texas Department of State Health Services](#).

Note: DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization** on page 83 for more information.]

Food Allergies (All Grade Levels)

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies At Risk for Anaphylaxis." The district's management plan addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.oltonisd.net or at any campus principal's office.

The complete text of the "[Guidelines for the Care of Students with Food Allergies At Risk for Anaphylaxis](#)" can be found on the DSHS website at [Allergies and Anaphylaxis](#).

[See policy FFAF and **Celebrations** on page 38].

Physical Activity Requirements

Elementary School

In accordance with policies at EHAB, EHAC, EHBG, [and FFA], the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. To the extent practicable, a district shall require a student enrolled in prekindergarten on less than a full-day basis to participate in the same type and amount of physical activity as a student enrolled in full-day prekindergarten.

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

Junior High/Middle School

In accordance with policies at EHAB, EHAC, EHBG, [and FFA], the district will ensure that students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters **OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.**

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

Temporary Restriction from Participation in Physical Education

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

Physical Fitness Assessment (Grades 3–12)

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to school nurse to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Physical Health Screenings / Examinations

Athletics Participation (Secondary Grade Levels Only)

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program.
- District marching band.
- Any district extracurricular program identified by the superintendent.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

See the UIL's explanation of [sudden cardiac arrest](#) for more information.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students in select grades will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA (LEGAL) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA (LEGAL) or contact the superintendent.

Bacterial Meningitis (All Grade Levels)

State law requires the district to provide information about bacterial meningitis:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

- What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness.

In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.* The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the websites for the [Centers for Disease Control and Prevention](#), particularly the CDC's information on [bacterial meningitis](#), and the [Texas Department of State Health Services](#).

Note: DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization** on page 83 for more information.]

Diabetes

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

Food Allergies (All Grade Levels)

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis." The district's management plan addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.oltonisd.net or at any campus principal's office.

The complete text of the "[Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis](#)" can be found on the DSHS website at [Allergies and Anaphylaxis](#).

[See policy FFAF and **Celebrations** on page 38].

Seizures (All Grade Levels)

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

For more information, see “A Student with Physical or Mental Impairments Protected under Section 504” on page 9.

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

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

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

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

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

- The district nurse, Cathi Freeman at 806-285-2641
- The campus school counselor, Angi Martin, Marisa Lopez, and Misty Lassiter at each campus,
- The local public health authority, Crista Moyer, which may be contacted at the Olton Health Clinic
- The local mental health authority which may be contacted at regional locations.

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

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

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

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

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

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

Please Kevin McCasland at 806-285-2641 or kmccasland@oltonisd.org for further information regarding these procedures and access to the District Improvement Plan.

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

During the preceding school year, the district’s School Health Advisory Council (SHAC) held 4 meetings. Additional information regarding the district’s SHAC is available from the school nurse.

The duties of the SHAC include:

- Making recommendations regarding physical and mental health curriculum.
- Developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, substance abuse prevention, and employee wellness.
- Making recommendations for increasing parents’ awareness of warning signs of suicide and mental health risks and community mental health and suicide prevention services

[See policies at BDF and EHAA. See **Human Sexuality Instruction** on page 18 for additional information.]

Seizures (All Grade Levels)

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

For more information, see “**A Student with Physical or Mental Impairments Protected under Section 504**” on page 9.

Student Wellness Policy/Wellness Plan (All Grade Levels)

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

HOMEWORK (All Grade Levels)

H. P. Webb Elementary

Homework in all subjects will not exceed approximately 60 minutes per day.

Olton Junior High School

Homework assignments are an essential component of the learning process. All assignments are to be satisfactorily completed on time. Students generally have some time in classes in which to complete assignments. Failure to complete ~~homework assignments~~ **assignments by the end of class time will result in the assignment being required to be completed at home before the assignment is due.** ~~of the student to a detention and/or tutorials before or after school.~~

Olton High School

Olton High School seeks to prepare students to achieve success through a robust educational system. Part of that system includes the assignment of work that is designed to be completed outside of classroom time. This is necessary due to the constraints of available class time as well as providing an opportunity to prepare students for the demands of postsecondary success. Olton High School students will be assigned homework in various classes and that work is expected to be returned to the teacher as specified.

LAW ENFORCEMENT AGENCIES (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

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

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policy FL (LEGAL).]

LEAVING CAMPUS (All Grade Levels)

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released with an excused absence before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

During Lunch

Students attending District schools shall not be allowed to leave campus during the lunch period except as follows:

1. Students may accompany their parents or guardian for lunch if their parents or guardian authorizes the release in person at the principal's office, or
2. Students may leave campus during the lunch period with prior administrative approval.

Students leaving campus during the lunch period, except as authorized above, shall be subject to disciplinary action.

At Any Other Time During the School Day

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

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

LOST AND FOUND (All Grade Levels)

A "lost and found" collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

MAKEUP WORK

Makeup Work Because of Absence (All Grade Levels)

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding "attendance for credit or final grade." [See **Attendance for Credit or Final Grade** on page 33.]

Homework/Classroom Assignments When Absent From School

Homework and class assignments assigned prior to an absence are due on the first day of returning from the absence, if the assignments are the type of which the student may complete in a home setting. Homework and classroom assignments missed as a result of absences are to be made up within the number of days absent plus one day. It is the responsibility of the student to request make-up work.

DAEP Makeup Work

Grades 9–12

A high school student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the

time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA (LEGAL).]

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

Completion of Course Work

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

Completion of Courses

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

NONDISCRIMINATION STATEMENT (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, Olton ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Kevin McCasland, Superintendent 701 6th Street Olton, Texas 79064 285-2641

- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Terri Sandoval, 701 6th Street Olton, Texas 79064 285-2641
- All other concerns regarding discrimination: See Kevin McCasland, Superintendent, 701 6th Street Olton, Texas 79064 285-2641.

[See policies FB, FFH, and GKD.]

NONTRADITIONAL ACADEMIC PROGRAMS (All Grade Levels)

[See **Requirements for a Diploma** on page 70].

PARENT AND FAMILY ENGAGEMENT (All Grade Levels)

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page **Error! Bookmark not defined.**]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page **Error! Bookmark not defined.**]
- Becoming a school volunteer. [See **Volunteers** on page **Error! Bookmark not defined.** and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations can be investigated by contacting your child's campus.
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. [Contact the principal or superintendent and see policies BQA and BQB, for more information.]
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction and other wellness issues. [See **School Health Advisory Council (SHAC)** on page **Error! Bookmark not defined.** and policies BDF, EHAA, FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.

- Attending board meetings to learn more about district operations. Regular board meetings are generally held on the *3rd Monday or Thursday* of each month at 7:00 p. m. at the OISD Board room. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at the district central offices and online at www.oltonisd.net. [See policies BE and BED for more information.]

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

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 21.]

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

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

[See policy EC for more information.]

Prayer (All Grade Levels)

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

PROMOTION AND RETENTION

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

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

Elementary and Middle/Junior High Grade Levels

In grades 1-7, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas. A student must maintain a 70 or above yearly average in reading and in mathematics and must pass at least two of the following with a 70 or

above yearly average: language arts (language, writing, and spelling), science, and social studies. A student may be promoted based on validation of mastery of the essential knowledge and skills by passing an appropriate assessment instrument (STAAR or other assessment instruments in accordance with EHDB).

In grade 8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas. A student must maintain a 70 or above yearly average in mathematics and must pass at least two of the following with a 70 or above yearly average: English/language arts, science, and social studies. A student must also pass at least one elective class (excluding athletics or physical education) with a 70 or above yearly average. A student may be promoted based on validation of mastery of the essential knowledge and skills by passing an appropriate assessment instrument (TAKS or other assessment instruments in accordance with EEJB).

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.

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

[See **Standardized Testing** on page 103.]

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level.

Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

Certain students—some with disabilities and some classified as English learners—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math.

For more information, see the principal, school counselor, or special education director.

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated examinations will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A Personal Graduation Plan (PGP) will be prepared for any student at the middle school or junior high level who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a school counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the school counselor and policy EIF (LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[For information related to the development of personal graduation plans for high school students, see **Personal Graduation Plans** on page 75.]

High School Grade Levels

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

A student in grades 9–12 will be advanced a grade level based on the number of course credits earned. [See **Grade Level Classification** on page 67.]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation** on page 70 and **Standardized Testing** on page 103 for more information about EOC assessments.]

Release of Students from School

[See **Leaving Campus** on page Error! Bookmark not defined..]

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES (All Grade Levels)

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

At the end of the first three weeks of a grading period, parents will receive a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA (LOCAL) and **Grading Guidelines** on page 67.]

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days. The district may use an electronic program to communicate academic information about your child, including for report card and progress reporting purposes. An electronic signature of the parent will be accepted by the district, but you are entitled to request the option to provide a handwritten signature of acknowledgment instead.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

SAFETY (All Grade Levels)

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

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the **Student Code of Conduct**, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member. A student may make anonymous reports about safety concerns by calling or texting 806-429-2224. A student may also call 806-285-2641 and leave a voicemail on any campus voice mailbox.

- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

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

Insurance for Career and Technical Education (CTE) Programs

If the board purchases accident, liability, or automobile insurance coverage for students or businesses involved in the district's CTE programs, the district will notify the affected students and parents.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Occasionally, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Students in grades 7–12 will annually be offered instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Homeland Security's Stop the Bleed](#) and [Stop the Bleed Texas](#).

Olton ISD will conduct various drills throughout the year including, but not limited to, fire, active shooter or intruder, shelter in place, and lockdown.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of

severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

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

When school must be canceled due to severe weather or other emergency situations, announcements will be made on the following

- Social Media Olton ISD Facebook Pages
- School Messenger Delivered via phone call, text, and email

- TV Stations: KMAC (ABC-Channel 28) KCBD (NBC-Channel 11)
- KLBK (CBS-Channel 13) KJTV (Fox-Channel 34)

- Radio Stations: ~~KLLL (96.3 FM, Lubbock) KFYO (790 AM, Lubbock)~~
- ~~KVOP (1090 AM, Plainview) KKYN (106.9 FM, Plainview)~~
- ~~KZZN (1490 AM, Littlefield)~~

~~The district will also send out a telephone message through the Schoolmessenger messaging system to notify parents of information relating to dismissing school early, school cancelation, or starting late.~~

In order to be contacted through the Schoolmessenger program your child's school must have a current telephone number. Please contact your child's school if there is a change in your telephone number.

[See **Communications-Automated, Emergency** ~~on page 5~~ for more information.]

SAT, ACT, and Other Standardized Tests

[See **Standardized Testing** ~~on page Error! Bookmark not defined.~~]

SCHEDULE CHANGES (Middle/Junior High and High School Grade Levels)

Schedule changes may be approved on an as needed basis. Students are encouraged to not request schedule changes unless absolutely necessary.

SCHOOL FACILITIES

Asbestos Management Plan (All Grade Levels)

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the Superintendent's office. If you have any questions, please contact Joe Villanueva , Maintenance Director, at 285-2641.

Cafeteria Services (All Grade Levels)

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

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

See Teresa Guerrero, Cafeteria Manager, to apply for free or reduced-price meal services.

See CO for more information

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue charging meals according to the grace period set by the school board and the district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student **will** may receive an alternate meal. The district will make every effort to avoid bringing attention to such a student.

Other Health-Related Matters (All Grade Levels)

Vending Machines (All Grade Levels)

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

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

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

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

Asbestos Management Plan (All Grade Levels)

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the Superintendent's office. If you have any questions, please contact Joe Villanueva, Maintenance Director, at 285-2641.

Pest Management Plan (All Grade Levels)

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

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Joe Villanueva, Maintenance Director, at 285-2641.

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Library (All Grade Levels)

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

The library is open for independent student use during approved times with teacher or administrative approval.

Use of Hallways During Class Time (All Grade Levels)

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

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Meetings of Non-curriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school during non-instructional time. These groups must comply with the requirements of policy FNAB (LOCAL).

A list of these groups is available in the principal's office.

School-sponsored Field Trips (All Grade Levels)

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

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

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

The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.

Searches

Searches in General (All Grade Levels)

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may occasionally conduct searches.

District officials may conduct searches of students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without

discrimination, based on, for example, reasonable suspicion, voluntary consent, or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

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

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

District Property ***(All Grade Levels)***

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

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

Metal Detectors

(All Grade Levels)

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

Telecommunications and Other Electronic Devices ***(All Grade Levels)***

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

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

[See policy FNF(LEGAL) and Electronic Devices and Technology Resources on page **Error! Bookmark not defined.** for more information.]

Trained Dogs ***(All Grade Levels)***

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

Drug-Testing (Grades 7-12 Only)

The Board of Trustees of the Olton Independent School District, in an effort to deter illegal drug and alcohol use among students, has implemented a “Random Drug and Alcohol Testing Program”. Additional information regarding the “Random Drug and Alcohol Testing Program” may be found in FNF (LOCAL)

If a student in grades 7 through 12 chooses to participate in school sponsored extracurricular activities, that student shall participate in the Random Drug and Alcohol Testing Program. Also, Students who do not participate in extracurricular activities may voluntarily participate in the Random Drug and Alcohol Testing Program. Students must sign the “Student Acknowledgement Form,” and his/her parent or guardian must sign the “Parental Consent for Random Drug Testing Program for Extracurricular Activities or Voluntary Drug Testing Program” form. Students who do not return the signed forms by the deadline will not be allowed to participate in extracurricular activities until the forms are received.

Please note that a prescribed medication for which the student does not have a current prescription is considered an illegal drug. Also, a student, regardless of his/her participation in the Random Drug and Alcohol Testing Program, may be tested pursuant to the District’s “Reasonable Suspicion” policy if he/she appears to be under the influence of an illegal drug or alcohol while at school or at a school-sponsored or school-related activity.

The purpose of this alcohol and drug testing policy is to deter alcohol and illegal drug use by the students of the Olton I.S.D. If you have any questions please direct them to your child’s campus principal or the athletic director.

Vehicles on Campus ***(Secondary Grade Levels Only)***

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student’s parents. If the parents also refuse to permit the vehicle to be searched, the district may contact law enforcement officials

and turn the matter over to them. The district may contact law enforcement even if permission to search is granted.

Sexual Harassment

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#) **on page Error! Bookmark not defined.**]

SPECIAL PROGRAMS (All Grade Levels)

The district provides special programs for gifted and talented students, , students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Terri Sandoval Director of Federal Programs and Curriculum Coordinator at 806-285-2641.

A student who has or is at risk for dyslexia or a related reading difficulty is eligible to participate in the Texas State Library and Archives Commission's [Talking Book Program](#), which provides audiobooks free of charge to qualifying Texans with visual, physical, or reading disabilities.

STANDARDIZED TESTING

Secondary Grade Levels

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

Note: Participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of

the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student's current grade level. Exceptions may apply for students enrolled in a special education program if the admission, review and dismissal (ARD) committee concludes the student has made sufficient progress in the student's individual education plan (IEP). [See **Promotion and Retention** on page 93 for additional information.]

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria, will be available for eligible students, as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

High School Courses—End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II,
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state, as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PNP).

[See **Graduation** on page 70 for additional information.]

STUDENTS IN FOSTER CARE (All Grade Levels)

In an effort to provide educational stability, the district will assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Cathi Freeman , who has been designated as the district's foster care liaison at 806-285-2641 with any questions.

[See **Students in the Conservatorship of the State** on page 25 for more information.]

Students Who are Homeless (All Grade Levels)

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families. For more information please contact the district's homeless education liaison, Terri Sandoval at 806-285-2641 ext 263.

STUDENT SPEAKERS (All Grade Levels)

The district provides students the opportunity to introduce the following school events: opening announcements and greetings for the school day and pep rallies, banquets, and assemblies. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA (LOCAL).

[See policy FNA (LOCAL) regarding other speaking opportunities and **Graduation** on page 70 for information related to student speakers at graduation ceremonies.]

SUMMER SCHOOL (All Grade Levels)

HP Webb Elementary - Any fifth grade student who does not meet STAAR assessment standards will be required to attend summer school.

Olton Junior High and Olton High School - Summer school will be required for all students that need credit recovery, fall below attendance requirements or who have not met the passing standard on all STAAR/EOC (End of Course Assessments).

TARDIES (All Grade Levels)

Students are expected to be punctual to classes during the school day. Students are expected to be in their seats before the tardy bell rings. Students are allowed multiple tardies with no disciplinary consequences. A student will be subject to disciplinary action by ~~the a district employee principal which may include, but not exclusive to the following:~~ The district employee will discipline students for tardiness according to the employees discretion, student discipline history, and the discipline policies of the campus and student code of conduct.

Olton High School (per 6 weeks grading period)

- ~~_____ 3rd Tardy — one detention~~
- ~~_____ 4th Tardy — two detentions~~
- ~~_____ 5th Tardy — 1 day ISS~~
- ~~_____ 6th Tardy — 2 Days ISS~~
- ~~_____ 7th Tardy — 3 days ISS~~

Olton Junior High School (per 6 weeks grading period)

- ~~_____ 4th Tardy — one detention~~
- ~~_____ 5th Tardy — two detentions~~
- ~~_____ 6th Tardy — three detentions~~
- ~~_____ 7th Tardy — three days ISS~~

HP Webb Elementary (per 6 weeks grading period)

(Tardy bell rings at 7:55)

- ~~_____ 4th Tardy — one detention~~
- ~~_____ 5th Tardy — two detentions~~
- ~~_____ 6th Tardy — three detentions~~
- ~~_____ 7th Tardy — one day ISS~~

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS (All Grade Levels)

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives.

If the district does not issue graphing calculators for a course requiring their use, a student may use a calculator application with the same functionality as a graphing

calculator on a phone, laptop, tablet, or other computing device in place of a graphing calculator.

A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRANSFERS (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments**, on page 25, **Bullying**, on page 36, and **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**, on page 26, for other transfer options.]

TRANSPORTATION (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent. [See **School-sponsored Field Trips** on page 100 for more information.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and any students who are homeless. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's Web site. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Manuel Jimenez, transportation director, at 806-285-2641 ext 254.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver’s directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver’s signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

VANDALISM (All Grade Levels)

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Student Code of Conduct*.

VIDEO CAMERAS (All Grade Levels)

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal may review the video and audio recordings as needed to document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice to before placing a video camera in a classroom or other setting in which your child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal or Terri Sandoval, who the district has designated to coordinate the implementation of and compliance with this law.

[See EHBAF(LOCAL).]

VISITORS TO THE SCHOOL (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Unauthorized Persons

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

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG (LOCAL) or GF (LOCAL).

[See also Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

During special events, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

VOLUNTEERS (All Grade Levels)

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact each campus' main office for more information and to complete an application.

If you are interested in becoming a volunteer please contact the appropriate campus administrator. Contact information is below

Mrs. Stacie Ramage H.P. Webb Elementary 806-285-2657 sramage@oltonisd.org

Mr. Brian Hunt Olton Junior High 806-285-2681 bhunt@oltonisd.org

Mr. Gregg Ammons Olton High School 806-285-2691 gammons@oltonisd.org

VOTER REGISTRATION (Secondary Grade Levels Only)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

WITHDRAWING FROM SCHOOL (All Grade Levels)

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

HOMWORK (All Grade Levels)

H. P. Webb Elementary

Homework in all subjects will not exceed approximately 60 minutes per day.

Olton Junior High School

Homework assignments are an essential component of the learning process. All assignments are to be satisfactorily completed on time. Students generally have some time in classes in which to complete assignments. Failure to complete homework assignments by the end of class time will result in the assignment being required to be completed at home before the assignment is due of the student to a detention and/or tutorials before or after school.

Olton High School

Olton High School seeks to prepare students to achieve success through a robust educational system. Part of that system includes the assignment of work that is designed to be completed outside of classroom time. This is necessary due to the constraints of available class time as well as providing an opportunity to prepare students for the demands of postsecondary success. Olton High School students will be assigned homework in various classes and that work is expected to be returned to the teacher as specified.

ILLNESS

[See Student Illness under Health-Related Matters on page 78.]

IMMUNIZATION (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at [Affidavit Request for Exemption from Immunization](#). The form must be notarized and submitted to the principal or school nurse

within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, and pertussis; rubella (measles), mumps, and rubella; polio; hepatitis A; hepatitis B; varicella (chicken pox); and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber stamp validation.

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

As noted at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[For further information, see policy FFAB (LEGAL) and the DSHS website: [Texas School & Child Care Facility Immunization Requirements](#).]

LAW ENFORCEMENT AGENCIES (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.

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

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policy FL (LEGAL).]

LEAVING CAMPUS (All Grade Levels)

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning.

Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released **with an excused absence** before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

During Lunch

Students attending District schools shall not be allowed to leave campus during the lunch period except as follows:

3. Students may accompany their parents or guardian for lunch if their parents or guardian authorizes the release in person at the principal's office, or

4. Students may leave campus during the lunch period with prior administrative approval.

Students leaving campus during the lunch period, except as authorized above, shall be subject to disciplinary action.

At Any Other Time During the School Day

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

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

LOST AND FOUND (All Grade Levels)

A “lost and found” collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

MAKEUP WORK

Makeup Work Because of Absence (All Grade Levels)

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.” [See **Attendance for Credit or Final Grade** on page 33.]

Homework/Classroom Assignments When Absent From School

Homework and class assignments assigned prior to an absence are due on the first day of returning from the absence, if the assignments are the type of which the student may complete in a home setting. Homework and classroom assignments missed as a result of absences are to be made up within the number of days absent plus one day. It is the responsibility of the student to request make-up work.

- **H. P. Webb Elementary**

If a student is leaving early for a doctor’s appointment etc., all homework is due the next day. It is the responsibility of the student to get his/her homework.

- **Olton Secondary Schools**

When students are absent due to extracurricular activities, it is encouraged but not required for the student to get assignments from teachers prior to the extracurricular absence in order to turn assignment in the day following the absence.

DAEP Makeup Work

Grades 9–12

A high school student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA (LEGAL).]

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

Completion of Course Work

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

Completion of Courses

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

MEDICINE AT SCHOOL (All Grade Levels)

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office (Cathi Freeman—285-2641 ext 238) and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.

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

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

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

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

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

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

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

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on

perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

NONDISCRIMINATION STATEMENT (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, Olton ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Kevin McCasland, Superintendent 701 6th Street Olton, Texas 79064 285-2641

- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Terri Sandoval, 701 6th Street Olton, Texas 79064 285-2641
- All other concerns regarding discrimination: See Kevin McCasland, Superintendent, 701 6th Street Olton, Texas 79064 285-2641.

[See policies FB, FFH, and GKD.]

NONTRADITIONAL ACADEMIC PROGRAMS (All Grade Levels)

[See **Requirements for a Diploma** on page 70].

PARENT AND FAMILY ENGAGEMENT (All Grade Levels)

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.

- ~~Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.~~
- ~~Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.~~
- Monitoring your child’s academic progress and contacting teachers as needed
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office HP Webb Elementary – 285-2657, Olton Junior High – 285-2681, or Olton High School – 285-2691 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 95.]
- Becoming a school volunteer. [For further information, see policy GKG and **Volunteers** on page 110.]
- Participating in campus parent organizations. Parent organizations include:
 - HP Webb Elementary: Academic Booster Club (ABC)
 - OJH and OHS: Athletic Boosters and Band Boosters**
 - ~~Olton Junior High School: OJH Parent Teacher Organization~~
 - ~~Olton High School: Athletic Booster Club, Band Boosters, FFA Booster Club~~
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact:

District-level Committee		Kevin McCasland	285-2641
Campus-level	HP Webb Elementary	Stacie Ramage	285-2657
	Olton Junior High School	Colby Huseman	285-2681
	Olton High School	Gregg Ammons	285-2691
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 81.]
- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child’s emotional or mental well-being.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Athletics' Participation (Secondary Grade Levels Only)

A student who wishes to participate in, or continue participation in, the district's athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

For more information, see the UIL's explanation of [sudden cardiac arrest](#).

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students **in select grades** will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA (LEGAL) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA (LEGAL) or contact the superintendent.

Other Examinations and Screenings (All Grade Levels)

Students are required to undergo a risk assessment for type 2 diabetes at the same time the district screens students for hearing and vision issues, or for abnormal spinal curvatures.

[See policy FFAA.]

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 19.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [See policy EC for more information.]

PRAYER (All Grade Levels)

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

PROMOTION AND RETENTION

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

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

Elementary and Middle/Junior High Grade Levels

In grades 1-7, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course level, grade level standards (essential knowledge and skills) for all subject areas. A student must maintain a 70 or above yearly average in reading and in mathematics and must pass at least two of the following with a 70 or above yearly average: language arts (language, writing, and spelling), science, and social studies. A student may be promoted based on validation of mastery of the essential knowledge and skills by passing an appropriate assessment instrument (STAAR or other assessment instruments in accordance with EHDB).

In grade 8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course level, grade level standards (essential knowledge and skills) for all subject areas. A student must maintain a 70 or above yearly average in mathematics and must pass at least two of the following with a 70 or above yearly

average: English/language arts, science, and social studies. A student must also pass at least one elective class (excluding athletics or physical education) with a 70 or above yearly average. A student may be promoted based on validation of mastery of the essential knowledge and skills by passing an appropriate assessment instrument (TAKS or other assessment instruments in accordance with EEJB).

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.

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

[See **Standardized Testing** on page 103.]

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level.

Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

Certain students—some with disabilities and some classified as English learners—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math.

For more information, see the principal, school counselor, or special education director.

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated examinations will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of

the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A Personal Graduation Plan (PGP) will be prepared for any student at the middle school or junior high level who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a school counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the school counselor and policy EIF (LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[For information related to the development of personal graduation plans for high school students, see **Personal Graduation Plans** on page 75.]

High School Grade Levels

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

A student in grades 9–12 will be advanced a grade level based on the number of course credits earned. [See **Grade Level Classification** on page 67.]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation** on page 70 and **Standardized Testing** on page 103 for more information about EOC assessments.]

RELEASE OF STUDENTS FROM SCHOOL

[See **Leaving Campus** on page 85.]

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES (All Grade Levels)

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

At the end of the first three weeks of a grading period, parents will receive a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or

that the teacher did not follow the district's grading policy. [See policy EIA (LOCAL) and **Grading Guidelines** on page 67.]

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days. The district may use an electronic program to communicate academic information about your child, including for report card and progress reporting purposes. An electronic signature of the parent will be accepted by the district, but you are entitled to request the option to provide a handwritten signature of acknowledgment instead.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

SAFETY (All Grade Levels)

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

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the *Student Code of Conduct*, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member. A student may make anonymous reports about safety concerns by calling or texting 806-429-2224. A student may also call 806-285-2641 and leave a voicemail on any campus voice mailbox.

- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

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

Insurance for Career and Technical Education (CTE) Programs

If the board purchases accident, liability, or automobile insurance coverage for students or businesses involved in the district's CTE programs, the district will notify the affected students and parents.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Occasionally, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Students in grades 7–12 will annually be offered instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Homeland Security's Stop the Bleed](#) and [Stop the Bleed Texas](#).

Olton Junior High

Fire Drill, Tornado Drill, Intruder Drill will be announced on the intercom system. One long bell to return to the building.

Olton High School

Fire Drill, Tornado Drill, Intruder Drill will be announced on the intercom system. One long bell to return to the building.

HP Webb Elementary

Fire Drill, Tornado Drill, Intruder Drill will be announced on the intercom system. One long bell to return to the building.

Olton ISD will conduct various drills throughout the year including, but not limited to, fire, active shooter or intruder, shelter in place, and lockout.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

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

When school must be canceled due to severe weather or other emergency situations, announcements will be made on the following

Social Media — Olton ISD Facebook Pages

School Messenger — Delivered via phone call, text, and email

TV Stations: — KMAC (ABC Channel 28) — KCBD (NBC Channel 11)

— KLBK (CBS Channel 13) — KJTV (Fox Channel 34)

Radio Stations: — KLLL (96.3 FM, Lubbock) — KFYO (790 AM, Lubbock)

— KVOP (1090 AM, Plainview) — KKYN (106.9 FM, Plainview)

— KZZN (1490 AM, Littlefield)

The district will also send out a telephone message through the Schoolmessenger messaging system to notify parents of information relating to dismissing school early, school cancellation, or starting late.

In order to be contacted through the Schoolmessenger program your child's school must have a current telephone number. Please contact your child's school if there is a change in your telephone number.

[See **Communications Automated, Emergency** on page 5 for more information.]

SAT, ACT, AND OTHER STANDARDIZED TESTS

See **Standardized Testing** on page 103.

SCHEDULE CHANGES (Middle/Junior High and High School Grade Levels)

Schedule changes may be approved on an as needed basis. Students are encouraged to not request schedule changes unless absolutely necessary.

SCHOOL FACILITIES

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The cafeteria is open to all students before school at 7:30 a.m. Athletics facilities are open only to designated students.

The following areas are open to students before school, beginning at 7:30 a.m.

- HP Webb Elementary Cafeteria
- Olton Junior High School Cafeteria and Junior High Gym
- Olton High School Cafeteria

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

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before or after school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time (All Grade Levels)

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

Cafeteria Services (All Grade Levels)

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

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

See Teresa Guerrero, Cafeteria Manager, to apply for free or reduced-price meal services.

See CO for more information

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent.

The student will be allowed to continue charging meals according to the grace period set by the school board and the district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will **may** receive an alternate meal. The district will make every effort to avoid bringing attention to such a student.

Library (All Grade Levels)

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- ~~Monday – Friday 8:00 am – 3:40 pm~~

Meetings of Non-curriculum-Related Groups (Secondary Grade Levels Only)

~~Student organized, student led non-curriculum related groups are permitted to meet during the hours designated by the principal before and after school during non-instructional time. These groups must comply with the requirements of policy FNAB (LOCAL):~~

~~A list of these groups is available in the principal's office.~~

School-sponsored Field Trips (All Grade Levels)

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

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

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

~~The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.~~

Searches

District Property (All Grade Levels)

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

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

Searches

District Property (All-Grade-Levels)

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

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

Searches in General (All-Grade-Levels)

In the interest of promoting student safety and attempting to ensure that schools are safe and drug-free, district officials may occasionally conduct searches.

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

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

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

Vehicles on Campus (Secondary-Grade-Levels-Only)

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may contact law enforcement officials and turn the matter over to them. The district may contact law enforcement even if permission to search is granted.

Metal Detectors **(All Grade Levels)**

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

Trained Dogs **(All Grade Levels)**

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

Telecommunications and Other Electronic Devices **(All Grade Levels)**

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

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

[See policy FNF(LEGAL) and Electronic Devices and Technology Resources on page **Error! Bookmark not defined.** for more information.]

Drug-Testing (Grades 7-12 Only)

The Board of Trustees of the Olton Independent School District, in an effort to deter illegal drug and alcohol use among students, has implemented a “Random Drug and Alcohol Testing Program”. Additional information regarding the “Random Drug and Alcohol Testing Program” may be found in FNF (LOCAL)

If a student in grades 7 through 12 chooses to participate in school-sponsored extracurricular activities, that student shall participate in the Random Drug and Alcohol Testing Program. Also, Students who do not participate in extracurricular activities ***may voluntarily*** participate in the Random Drug and Alcohol Testing Program. Students must sign the “Student Acknowledgement Form,” and his/her parent or guardian must sign the “Parental Consent for Random Drug Testing Program for Extracurricular Activities or Voluntary Drug Testing Program” form. Students who do not return the signed forms by the deadline will not be allowed to participate in extracurricular activities until the forms are received.

Please note that a prescribed medication for which the student does not have a current prescription is considered an illegal drug. Also, a student, regardless of his/her participation in the Random Drug and Alcohol Testing Program, may be tested pursuant to the District’s “Reasonable Suspicion” policy if he/she appears to be under the

influence of an illegal drug or alcohol while at school or at a school-sponsored or school-related activity.

The purpose of this alcohol and drug testing policy is to deter alcohol and illegal drug use by the students of the Olton I.S.D. If you have any questions please direct them to your child's campus principal or the athletic director.

SEXUAL HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 51.]

SPECIAL PROGRAMS (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Terri Sandoval Director of Federal Programs and Curriculum Coordinator at 806-285-2641.

A student who has or is at risk for dyslexia or a related reading difficulty is eligible to participate in the Texas State Library and Archives Commission's [Talking Book Program](#), which provides audiobooks free of charge to qualifying Texans with visual, physical, or reading disabilities.

STANDARDIZED TESTING

Secondary Grade Levels

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

Note: Participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of

the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student's current grade level. Exceptions may apply for students enrolled in a special education program if the admission, review and dismissal (ARD) committee concludes the student has made sufficient progress in the student's individual education plan (IEP). [See **Promotion and Retention** on page 93 for additional information.]

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria, will be available for eligible students, as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

High School Courses—End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II,
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state, as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PNP).

[See **Graduation on page 70** for additional information.]

STEROIDS (Secondary Grade Levels Only)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

STUDENTS IN FOSTER CARE (All Grade Levels)

In an effort to provide educational stability, the district will assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Cathi Freeman, who has been designated as the district's foster care liaison at 806-285-2641 with any questions.

[See **Students in the Conservatorship of the State on page 25** for more information.]

Students Who are Homeless (All Grade Levels)

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families. For more information please contact the district's homeless education liaison, Terri Sandoval at 806-285-2641 ext 263.

STUDENT SPEAKERS (All Grade Levels)

The district provides students the opportunity to introduce the following school events: opening announcements and greetings for the school day and pep rallies, banquets, and

assemblies. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA (LOCAL).

[See policy FNA (LOCAL) regarding other speaking opportunities and **Graduation** on page 70 for information related to student speakers at graduation ceremonies.]

SUBSTANCE ABUSE PREVENTION AND INTERVENTION (All Grade Levels)

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The Texas Department of State Health Services (DSHS) maintains information regarding children's mental health and substance abuse intervention services on its website: [Mental Health and Substance Abuse](#).

SUICIDE AWARENESS AND MENTAL HEALTH SUPPORT (All Grade Levels)

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

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

SUMMER SCHOOL (All Grade Levels)

~~**HP Webb Elementary**— Any fifth grade student who does not meet STAAR assessment standards will be required to attend summer school.~~

~~**Olton Junior High and Olton High School**— Summer school will be required for all students that need credit recovery, fall below attendance requirements or who have not met the passing standard on all STAAR/EOC (End of Course Assessments).~~

TARDIES (All Grade Levels)

~~Students are expected to be punctual to classes during the school day. Students are expected to be in their seats before the tardy bell rings. Students are allowed multiple tardies with no disciplinary consequences. A student will be subject to disciplinary action by the ~~a district employee~~ principal which may include, but not exclusive to the following: ~~The district employee will discipline students for tardiness according to their discretion and the discipline policies of the campus and student code of conduct.~~~~

Olton High School (per 6 weeks grading period)

- ~~— 3rd Tardy — one detention~~
- ~~— 4th Tardy — two detentions~~
- ~~— 5th Tardy — 1 day ISS~~
- ~~— 6th Tardy — 2 Days ISS~~
- ~~— 7th Tardy — 3 days ISS~~

Olton Junior High School (per 6 weeks grading period)

- _____ 4th Tardy — one detention
- _____ 5th Tardy — two detentions
- _____ 6th Tardy — three detentions
- _____ 7th Tardy — three days ISS

HP Webb Elementary (per 6 weeks grading period)

(Tardy bell rings at 7:55)

- _____ 4th Tardy — one detention
- _____ 5th Tardy — two detentions
- _____ 6th Tardy — three detentions
- _____ 7th Tardy — one day ISS

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS (All Grade Levels)

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives.

If the district does not issue graphing calculators for a course requiring their use, a student may use a calculator application with the same functionality as a graphing calculator on a phone, laptop, tablet, or other computing device in place of a graphing calculator.

A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRANSFERS (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments**, on page 25, **Bullying**, on page 36, and **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**, on page 26, for other transfer options.]

TRANSPORTATION (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or

sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent. [See **School-sponsored Field Trips** on page 100 for more information.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and any students who are homeless. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's Web site. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Manuel Jimenez, transportation director, at 806-285-2641 ext 254.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

VANDALISM (All Grade Levels)

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Student Code of Conduct*.

VIDEO CAMERAS (All Grade Levels)

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal may review the video and audio recordings as needed to document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice to before placing a video camera in a classroom or other setting in which your child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal or Terri Sandoval, who the district has designated to coordinate the implementation of and compliance with this law.

[See EHBAF(LOCAL).]

VISITORS TO THE SCHOOL (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Unauthorized Persons

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

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG (LOCAL) or GF (LOCAL).

[See also Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

During special events, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

VOLUNTEERS (All Grade Levels)

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact each campus' main office for more information and to complete an application.

If you are interested in becoming a volunteer please contact the appropriate campus administrator. Contact information is below

Mrs. Stacie Ramage H.P. Webb Elementary 806-285-2657 sramage@oltonisd.org

Mr. Brian Hunt Olton Junior High 806-285-2681 bhunt@oltonisd.org

Mr. Gregg Ammons Olton High School 806-285-2691 gammmons@oltonisd.org

VOTER REGISTRATION (Secondary Grade Levels Only)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

WITHDRAWING FROM SCHOOL (All Grade Levels)

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ACT-Aspire refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS is the Texas Department of Family Protective Services.

DPS stands for the Texas Department of Public Safety.

EOC (end of course) assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and United States History.

ESSA is the federal Every Student Succeeds Act.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the

student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

NCLB Act is the federal No Child Left Behind Act of 2001.

PGP stands for Personal Graduation Plan, which is required for high school students, and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments. **STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the STAAR EOC assessments is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

TSI assessment is the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

APPENDIX I: Freedom From Bullying Policy

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

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

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

The principal or designee shall refer to FDB for transfer provisions.

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Retention of records shall be in accordance with CPC(LOCAL).

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

OLTON ISD

Student Code of Conduct



~~**2019-2020**~~

2020-2021

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STUDENT CODE OF CONDUCT

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact your child's campus principal at 806-285-2641 (follow the automated menu).

Purpose

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code.

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

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

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

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

Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code shall prevail.

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

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

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

Campus Behavior Coordinator

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

Threat Assessment and Safe and Supportive School Team

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

Searches

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

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

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

Reporting Crimes

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

Security Personnel

Pursuant to its authority under state law, the Board may, from time to time, authorize specific District employees and Board members to possess certain firearms at school-sponsored or school-related events on school property, to the extent allowed by law. The Board or its designee shall issue written authorization to approved employees and Board members. Participation in this safety program is strictly voluntary and is not a requirement of any position as an employee or elected official of the District (Policy CKC Local).

'Parent' Defined

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

Participating in Graduation Activities

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

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

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

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

Unauthorized Persons

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

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

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

Standards for Student Conduct

Each student is expected to:

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

General Conduct Violations

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

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.

- Disobey rules for conduct on district vehicles.
- Refuse to accept discipline management techniques assigned by a teacher or principal.

Mistreatment of Others

Student shall not:

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

Property Offenses

Student shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion.)
- Deface or damage school property—including textbooks, technology and electronic resources, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion.)

Possession of Prohibited Items

Student shall not possess or use:

- fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
 - a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
 - a “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
 - an air gun or BB gun;
 - ammunition;
 - A hand instrument designed to cut or stab another by being thrown;
 - Knuckles
 - A club;
 - *A location-restricted knife ;
 - *A firearm;
 - a stun gun;
 - a pocketknife or any other small knife; the blade may not exceed 2 ½ inches
 - mace or pepper spray;
 - pornographic material;
 - Tobacco products; cigarettes; e-cigarettes; and any component, part, or accessory for an e-cigarette device;
 - matches or a lighter;
 - a laser pointer for other than an approved use; or
- any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*For weapons and firearms, see DAEP Placement and Expulsion. In most circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Student shall not:

Display, turn on, or use a telecommunications device, including a cellular telephone, or other electronic device on school property during the school day **without approval**. **High School and Junior High students will be allowed to use electronic devices during their perspective lunch periods.**

Illegal, Prescription, and Over-the-Counter Drugs

Student shall not:

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

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or off school property, if the conduct causes a

substantial disruption to the educational environment or infringes on the rights of another student at school. .

- Use the Internet or other electronic communications to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

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

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the student handbook.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

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

Discipline Management Techniques

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

Because of these factors, discipline for a particular offense, including misconduct in a district vehicle owned or operated by the district, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Students with Disabilities

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

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

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

Techniques

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

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

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

Prohibited Aversive Techniques

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

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

- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student by the use of physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The campus behavior coordinator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

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

Appeals

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

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance.

Removal from the School Bus

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

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal **or campus behavior coordinator** may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

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

Routine Referral

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

Formal Removal

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

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

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

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

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

- Another appropriate classroom.
- In-school suspension.

- Out-of-school suspension.
- DAEP.

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

Returning Student to Classroom

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

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

Out-of-School Suspension

Misconduct

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

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

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

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

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

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

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Process

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

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

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

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

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

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

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet **it the student has no access to the internet.**

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

Disciplinary Alternative Education Program (DAEP) Placement

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

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

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

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

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

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless

Discretionary Placement: Misconduct That May Result in DAEP Placement

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

Misconduct Identified in State Law

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

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary.)
- Involvement in criminal street gang activity. (See glossary.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in Title 5 (see glossary) of the Penal Code, that occurs off school property and not at a school-sponsored

or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

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

Mandatory Placement: Misconduct That Requires DAEP Placement

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

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

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

Sexual Assault and Campus Assignments

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

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

Conference

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

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

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

Consideration of Mitigating Factors

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

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,

4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct or
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Placement Order

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

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

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

Coursework Notice

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

Length of Placement

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

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

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

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

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

Exceeds One Year

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

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

Exceeds School Year

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

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

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

Exceeds 60 Days

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

Appeals

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

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

Appeals shall begin at Level One with the a campus principal.

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

Restrictions during Placement

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

The district shall provide transportation to students in a DAEP.

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

Placement Review

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

Additional Misconduct

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

Notice of Criminal Proceedings

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

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

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

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

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

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

Withdrawal during Process

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the campus behavior coordinator may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the campus behavior coordinator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

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

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

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, shall reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

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

Transition Services

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

Placement and/or Expulsion for Certain Offenses

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

Registered Sex Offenders

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

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

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

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

Review Committee

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

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

Newly Enrolled Student

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

Appeal

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

Certain Felonies

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

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;

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

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

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

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

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.
4. Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

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

Placement Review

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

Newly Enrolled Students

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

Expulsion

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

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless

Discretionary Expulsion: Misconduct That May Result in Expulsion

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

Any Location

A student **may** be expelled for:

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

- Criminal attempt to commit murder or capital murder.
- Aggravated robbery.
- Breach of computer security (See glossary)

Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

- According to the Olton ISD Plan of Innovation, a student placed in a DAEP who engages in documented persistent misbehavior while on the DAEP campus, despite documented behavioral interventions, may be removed from class and expelled.

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

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

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

Within 300 Feet of School

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

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See glossary.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Continuous sexual abuse of a young child or children.
- Felony drug or alcohol-related offense.

- Unlawfully carrying on or about the student’s person a handgun or a location restricted knife, as these terms are defined by state law. (See glossary.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See glossary.)
- Possession of a firearm, as defined by federal law. (See glossary.)

Property of Another District

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

While in DAEP

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

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

Mandatory Expulsion: Misconduct That Requires Expulsion

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

Under Federal Law

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

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

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
 - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See glossary.) Note: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus, while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department, or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
 - A location restricted knife, as defined by state law. (See glossary.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See glossary.)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See glossary.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or children.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses, with the exception of a federal firearm offense, on or off school property or at a school-related activity.

Under Age Ten

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

Process

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

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

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

Hearing

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

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the witnesses called by the district at the hearing.

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

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

Board Review of Expulsion

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

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

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

Expulsion Order

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

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless

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

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

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

Length of Expulsion

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

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

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

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

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

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

Withdrawal during Process

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

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

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

Additional Misconduct

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

Restrictions during Expulsion

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

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

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

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

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

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

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

Emergency Expulsion Procedures

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

DAEP Placement of Expelled Students

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

Transition Services

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

Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

Abuse is improper or excessive use.

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

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

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

Arson is defined in part by Penal Code 28.02 as:

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

Assault is defined in part by Penal Code §22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another; §22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and §22.01(a)(3) as intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of Computer Security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or deletes school district property or information; or commits a breach of any other computer, computer network, or computer system.

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

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

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

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

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

Club is defined by Texas Penal Code 46.01 as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm weapon; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

Firearm silencer is defined by Penal Code 46.01 as any device designed, made, or adapted to muffle the report of a firearm.

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

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

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety as defined in Section 37.001 (b)(2) of the Education Code.
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a) Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b) Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;

- c) Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury; and
- d) Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

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

Any type of physical brutality;

An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;

An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and

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

Hit list is defined in Section 37.001(b)(3) of the Education Code as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

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

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

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

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

Knuckles as defined by Texas Penal Code 46.01 are any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

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

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

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

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

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices; or any school property used by the student, including but not limited to a locker or desk.

Prohibited weapon under Texas Penal Code 46.05(a) means:

1. The following items unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
 - a. An explosive weapon;
 - b. A machine gun;
 - c. A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device;
6. An improvised explosive device; or
7. A firearm silencer, unless classified as a curio or relic by the U.S. Department of Justice or the actor otherwise possesses, manufactures, transports, repairs, or sells the firearm silencer in compliance with federal law.

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

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

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

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

Serious misbehavior means:

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

Serious or persistent misbehavior includes but is not limited to:

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

Refusal to accept discipline assigned by the teacher or principal

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

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

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;

5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

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

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

- Murder, manslaughter, or homicide under Sections 19.02, – .05,;
- Kidnapping under Section 20.03,;
- Trafficking of persons under Section 20A.02,;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06, ;
- Assault under Section 22.01,;
- Aggravated assault under Section 22.02,;
- Sexual assault under Section 22.011,;
- Aggravated sexual assault under Section 22.021,;
- Unlawful restraint under Section 20.02,;
- Continuous sexual abuse of a young child or children under Section 21.02,;
- Bestiality under Section 21.09,;
- Improper relationship between educator and student under Section 21.12,;
- Voyeurism under Section 21.17,;
- Indecency with a child under Section 21.11,;
- Invasive visual recording under Section 21.15,;
- Disclosure or promotion of intimate visual material under Section 21.16, ;
- Sexual coercion under Section 21.18,;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04,;
- Abandoning or endangering a child under Section 22.041,;
- Deadly conduct under Section 22.05,;
- Terroristic threat under Section 22.07,;
- Aiding a person to commit suicide under Section 22.08,; and
- Tampering with a consumer product under Section 22.09.

[See FOC(EXHIBIT).]

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

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

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

Olton ISD Cheerleader/Mascot Handbook

GUIDELINES FOR OLTON ISD **SCHOOL** CHEERLEADERS

2020-2021

Mission

The mission of the Olton ISD Cheerleading Squad is to lead support for OISD athletics through performances at games and pep rallies, to promote school spirit and pride for the Olton Mustangs, Colts, and Fillies and to serve as representatives of Olton ISD and the community. Every expectation laid out in this handbook is intended to support in accomplishing this mission. It is your job as an Olton ISD cheerleader to show commitment and dedication to your team at all times by fulfilling all of these expectations to the very best of your ability. Being a cheerleader requires ~~a lot of~~ **a large commitment of** time, often-times sacrificing activities with family and friends.

As cheerleaders, you serve as representatives of your school and community. You must always demonstrate the best possible behavior both in and out of school activities. As a symbol of your school, your private behavior is subject to scrutiny by the entire community. The personal behavior expectations are intended to protect the reputations of the entire squad.

Our primary responsibility as a squad is performing in pep rallies and games. During a performance, many eyes are on you. Precision and uniformity are keys to excellent presentation. The practice and performance expectations are meant to ensure that we are always giving the fans a great performance.

Qualities of Olton Cheerleaders

- Disciplined
 - Understand the need for practice and make time for it.
- Punctual
 - Always be on time for class, practice, and games.
- Persistent
 - Understand that becoming a good cheerleader is a process. It takes time and effort. Work to improve on a daily basis.
- Positive
 - Attitudes are contagious! Be sure yours is worth catching. Smile and be a part of the solution, not a part of the problem.
- Honest
 - Admit your limitations and mistakes. Take full responsibility for your actions and attitudes. Do not lie, cheat, or steal.
- Responsible
 - You are young adults. Take care of your responsibilities before someone has to tell you to take care of them.
- Well-behaved
 - Follow instructions the first time they are given. Be quiet, attentive, and in control of yourself.
- Prepared
 - Bring all necessary items to each practice and game.
- Committed
 - Realize the impact that your individual attitudes, actions, and performances will have on the group.

Fundraising

- Each squad member will be responsible for helping fundraise their part for the squad **during each cheerleading sponsored fundraiser**. Each member will be required to raise a certain amount. If that amount is not met, it is the responsibility of the squad member and their parents/guardians to pay the remaining amount.
- ~~• The squad will have **at least two fundraisers per season**. Each squad member must participate.~~

Transportation

- Cheerleaders, mascots or their parents are responsible for their transportation to all home activities. The squad will ride in a school district vehicle for all out of town activities. Extenuating circumstances may require a squad member to ~~leave a game~~ **travel to or from a game or event** with a parent, guardian, **or other designee**. **Principal prior approval is required if the student is arriving to the event apart from the team**. ~~Should this need arise~~ **OISD protocols are required prior to allowing a squad member to leave with another individual:**
 - A written and signed note **from the guardian** must be hand-delivered to the sponsor **and must note the identity of the individual transporting the student** ~~the parent or guardian~~
 - **The sponsor must speak with the guardian verifying the note that they received** ~~before the squad member will be allowed to leave~~.
 - **The same guardian or non-guardian designated on the note and conversation must present a photo ID, in person, at the time they receive and escort the squad member.**

~~Squad members will not be allowed to leave an event with a person other than a legal guardian without prior arrangements with the Sponsor, a signed note by the legal guardian, and a photo ID for the~~

~~non-guardian. In the case of out of town overnight trips and playoffs, the attending members of the squad will ride, house, and eat together as a group under designated supervision. Cheer members are not allowed to arrive at the event with a parent/guardian or drive themselves without extenuating circumstances and prior permission from the cheer sponsor and campus principal.~~

Responsibilities

- Grades
 - Grades should and will be your first priority. The sponsor will check on grades randomly.
 - If a cheerleader is struggling in any subject, they are to seek help from the teacher immediately.
 - If the sponsor determines a cheerleader is showing academic struggle, a cheerleader has a low 70 average, tutorials ~~must~~ may be attended required.
 - All UIL rules of participation (no pass, no play) due to failing grades will be enforced and the UIL schedule of participation will be followed.

~~DO NOT USE CHEERLEADING AS AN EXCUSE FOR NOT TURNING IN WORK!~~

Duties of Cheerleaders/Mascots

- Attend summer camp and all practices. ~~and after school practices~~
- ~~Attend summer practices unless excused by sponsor~~
- ~~Attend after school practices~~
- Paint signs, make spirit sticks, participate in spirit raising activities, etc.
- Organize, set up, and clean up pep rallies and games
- Attend all football games, ~~home volleyball games~~, all home girls and boys basketball games, district boys and girls away basketball games, and playoff games for football, ~~volleyball~~, and basketball

- Participate in all fundraisers
- Participate in Sandhills parade and Hometown Christmas parade
- Participate in any public appearances as scheduled
- Promote school spirit and maintain cheerleader policies in a positive manner
- Perform at your maximum ability- ~~any skills shown during tryouts are expected to be performed during the school year~~
- Maintain a positive attitude about the squad, cheer sponsor, and school at all times
- Maintain a spirit of cooperation
- ~~Mascot is required to learn MOST of the chants and cheers and perform them during games- inability to learn or perform may result in removal from squad~~
- Mascot will wear suit at all games but may remove the suit during approved times or as needed due to safety, weather, or heat
- The sponsor will determine the mascot's responsibilities.
- Mascot will entertain the crowd and create additional enthusiasm and spirit
- All members of the squad will participate in additional community service activities as determined by the cheer sponsor

Uniforms

- Cheerleaders will be required to wear a standard uniform when cheering.
- Cheerleaders should arrive at the game or practice dressed in standard cheerleading attire.
- Cheerleaders will only wear uniforms approved by the sponsor, principal, and superintendent. Standard attire will be ~~always include specified uniform for prior game, that game, and post game time frames~~ as specified by the sponsor. ~~These items include:~~

- ~~Girls: Team shoes, socks, briefs, matching body liner, matching hair bow, and hair style. No exceptions will be allowed.~~
- ~~Boys: _____~~
- ~~All attire should be brought to each game. Weather will help determine which items will be worn at that game.~~
- ~~If it rains during a game when cheering, you **must** wear a raincoat over your uniform. The uniform is school property and should be protected.~~
- ~~Cheerleaders must be in the specified uniform for each event. This includes school day, traveling to and from games, and while in public.~~
- ~~If at any time the suit becomes ill-fitting, the cheerleader is responsible to have it altered for proper fit.~~
- ~~Hair should be pulled back from the face while cheerleaders are in uniform. Hair should not fall in the cheerleader's face while performing.~~
- ~~**NO jewelry** will be worn by cheerleaders while in uniform or during practices.~~
- ~~Uniforms owned by the school are not to be worn outside of cheerleading activities and are not to be loaned to anyone else for any reason.~~
- ~~Bras, bra straps, and other undergarments should not be seen under or sticking out from the uniform.~~ Do not wear bright undergarments that will show through the suit. Do not wear undergarments that **are able to be seen or** will not stay put under uniform.
- ~~Mascot uniform: The mascot is required to wear the mascot suit for all attended games, and pep rallies. The mascot is responsible for the care and upkeep of the suit.~~
- ~~If any piece of a uniform is lost or destroyed, the cheerleader will be responsible for paying the cost of replacement. **and may earn a demerit.**~~

Practices

- Practices will be held during the summer and after school on a schedule determined by the cheer sponsor
- Cheerleaders must wear ~~shorts or workout pants, t-shirt with sleeves (school dress code), socks, and cheer shoes to all practices. If not properly dressed, participation in the practice may be limited as~~ **practice attire as** deemed by the sponsor.
- ~~There will be no practices without the cheer sponsor's permission and presence unless the sponsor assigns a substitute.~~
- ~~Practice schedules will be set in advance. Scheduling conflicts need to be addressed before the practice day or time.~~
- Absences can be either excused or unexcused **as identified by the sponsor and, if necessary, the campus principal.** ~~Examples of excused absences are sickness, death in the family, family vacations, etc. Examples of unexcused absences are jobs, failure to notify sponsor, etc.~~
- The squad member or a parent must notify the sponsor of an absence prior to the scheduled practice.
- ~~In the event of an unexcused absence, from practice or any cheer activity, the cheerleader will be issued a demerit.~~
- Cell phones are prohibited from practice. They are to be turned off or put on silent at the start of practice and put away.

Games/Performances

- Absences and participation in extracurricular activities
 - Illness: If the cheerleader misses school, **attending fewer than four periods**, they ~~are not~~ **may not be** allowed to cheer at the game that night. ~~If the cheerleader is well enough to go to school, they are well enough to participate in the activity.~~
 - A cheerleader who misses all or part of a school day due to an unexcused absence will **both** not be allowed to participate

in school-related activities on that day or evening ~~and be assessed a demerit.~~ The squad member will be in uniform and sit in the stands with the sponsor, if she attends the game.

- A cheerleader whose ~~absence is~~ is absent for all or part of the day due to some circumstances such as a funeral, medical emergency or appointment, or other events excused at the discretion of the campus principal, may participate in school-related activities on that day or evening.
- ~~In the event of an unexcused absence, from practice or any activity, the cheerleader will be assessed a demerit.~~

Game Behavior

- Cheerleaders and Mascot are required to stand in formation during all games. ~~Cheerleaders should show positive attitudes and stay engaged during their duties. They are not to stand in groups, chit-chat, or goof off. Cheerleaders will not show negative attitudes and are to pay attention to the game.~~
- ~~Cheerleaders are to check with the sponsor and look to them for guidance and correction. It is embarrassing for everyone if the sponsor has to reprimand the squad in front of the fans and community.~~
- ~~The sponsor will provide guidance as to acceptable times for breaks for cheerleaders, the mascot, or both. Mascot may take short breaks to sit as needed when the weather is hot. The mascot and sponsor will determine, together, the amount and time of breaks. Cheerleaders will not take breaks with the mascot unless deemed acceptable by the sponsor.~~
- Cheerleaders are not to have conversations with people in the stands during game time.
- NO GUM CHEWING!
- Only water is allowed on the sideline.

- ~~Cheerleaders must come to the game dressed in the proper uniform and accessories. This includes face paint and tattoos they must be complete upon arrival time.~~
- Cell phones are to be put on silent, put away, and stay away during game times.

Games/Activities

- Squad members must ~~be at home games 15 mins before start time.~~ arrive to and participate in all designated events and take breaks as determined by the sponsor.
- ~~Cheerleaders and mascot are expected to cheer the full duration of the games.~~
- ~~Cheerleaders must be at the football tunnel before the football players arrive.~~
- ~~Squad members may take a break during half time, but must be back in position no later than two minutes remaining on the clock.~~
 - ~~If a squad member is late returning to a football game they must run a lap around the track.~~
 - ~~If a squad member is late returning to a basketball or volleyball game they must do ten jumping jacks for every minute they are late. (High School only)~~
- ~~Varsity girls basketball participants need to be on the court ready to cheer by the start of the second quarter of the varsity boys basketball game. (High School only)~~
- ~~JV girls basketball participants need to be on the court ready to cheer by the start of the varsity boys basketball game.~~
- ~~Varsity volleyball players are excused from cheering at varsity volleyball games. (High School only)~~
- ~~JV volleyball players need to be on the court ready to cheer within ten minutes of the start of play time. (High School only)~~

Consequences/Disciplinary Action

- Cheerleaders are held to a high standard and are expected to carry themselves in a manner of high character at all times.

Failure to present yourself in this manner or to follow the student code of conduct will mean disciplinary measures as deemed appropriate by the cheer sponsor.

- ~~The rules/regulations of the OISD Cheerleader Handbook are meant to promote dedication and excellence, not just as a means for punishment.~~
- Warnings are not required before enforcing the cheer handbook or student code of conduct ~~any of the above rules stated~~. The squad member and parent/guardian signature on the contract acknowledges an awareness, understanding, and acceptance of policies contained herein.
- ~~The sponsor or other school staff have the authority to enforce disciplinary action.~~
- Students disciplinary actions may result in suspension or dismissal from the cheer squad due to perpetual behavioral problems or a single incident severe enough to warrant the suspension or dismissal. Disciplinary action for any violation of the cheer handbook or student code of conduct that results in suspension or dismissal from the squad will require principal approval.

Suspension Option

- First Suspension = 15 consecutive school day suspension
- Second Suspension = 30 consecutive school day suspension
- Third Suspension = 1 calendar year suspension (may try out for cheer squad if tryouts occur during the suspension)
- Fourth Suspension = permanent dismissal from cheer
- ~~rules/regulations stated within the code of behavior or will result in one or more of the following:~~
 - ~~Sitting out (being "benched") a portion or all of a performance/game~~
 - ~~Being assessed a demerit~~
 - ~~Suspension from the squad~~
 - ~~Dismissal from the squad~~

- ~~The following infractions will cause the cheerleader to receive consequences:~~
 - ~~Five demerits= Conference with cheerleader, parents, and sponsor~~
 - ~~Ten demerits= Conference with cheerleader, parents, sponsor, and principal.~~
 - ~~Cheerleader will be suspended from squad for 1 week.~~
 - **OPTION A**
 - ~~Fifteen demerits= Cheerleaders will be that are dismissed from the squad. Being dismissed would mean are automatically ineligible for cheerleading tryouts for the following year. If the cheerleader was dismissed during the remainder of the school year or the summer after they were chosen to cheer for the district, they will be dismissed until the next year's cheerleading tryouts. Cheerleaders that are dismissed a second time are permanently dismissed from the cheer squad.~~
 - ~~Cheerleaders may tryout for the cheer squad after their ineligible year.~~
 - **OPTION B**
 - ~~Fifteen demerits= Cheerleaders will be that are dismissed from the squad. Being dismissed would mean automatically ineligible for cheerleading tryouts the following year. Cheerleaders that are dismissed from the squad are dismissed for the duration of the school year. Dismissal during the summer will mean dismissal through the following school year. Cheerleaders may still try out for the cheer squad during the year in which they were dismissed and resume cheerleading responsibilities at the conclusion of the school year in which they were dismissed. Cheerleaders that are dismissed a second time are permanently dismissed from the cheer squad.~~
 - **OPTION C**
 - ~~Cheerleaders that are dismissed shall be dismissed for a period of 90 calendar days and must complete 12 hours of community service before resuming cheerleading duties.~~

Cheerleaders that are dismissed may still try out for cheer for the next year.

- Cheerleaders that are dismissed a second time are permanently dismissed from the cheer squad. The sponsor will notify and provide documentation of all infractions and consequences to administration within 24 hours of the infractions. Parents will be provided a copy of all demerits and consequences.

Demerits:

- Tardy to practice, pep rallies, games or departure to games without a legitimate or previously known reason = 1 demerit
- Failure to suit out as requested by sponsor = 1 demerit
- Failure to keep suit in good repair = 1 demerit
- Failure to practice safety procedures = 1 demerit
- Failure to work out at a practice session = 1 demerit
- Failure to inform the sponsor of whereabouts at any official event = 1 demerit
- Leaving your post at any time other than designated break = 1 demerit
- Returning late from designated break = 1 demerit
- Eating or drinking at official events other than the designated break = 1 demerit
- Absence from practice and/or fundraiser = 2 demerits
- Failure to participate in fundraiser = 2 demerits
- Insubordination to any teacher, principal, sponsor or other authority = 2 demerits
- Public display of affection while at school or any other school related event (out of uniform) = 2 demerits
- Inappropriate dancing = 2 demerits
- Non-compliance with any of the items listed in the OISD Handbook = 2 demerits **will be handled at the discretion of the cheer sponsor**
- Any discourteous or unacceptable attitude that would reflect badly on the school in or out of uniform = 2 demerits
 - This behavior could also warrant automatic **DISMISSAL** from the squad
- Using vulgar language = 3 demerits
- ISS = 10 demerits per placement **Suspension from the squad**

- DAEP = 1-year suspension
 - 1st placement: 1 year suspension from cheer activities (student will be dismissed upon next suspension; student may try out for cheer for the next year unless the DAEP placement occurs during cheer tryouts)
 - 2nd placement: permanent dismissal from the cheer squad
- ~~2nd DAEP or Offense Warranting the Action as determined by the Campus Principal = Permanent removal~~
- ~~Severe Offenses (All severe offenses will be reviewed by the campus principal and the sponsor)~~

All squad members must enter the random drug testing program at Olton ISD. All squad members are bound by the rules and regulations of the Olton ISD drug testing policy.

- Use or possession of illegal drugs (including steroids) Use or possession of alcohol, tobacco and e-cigarettes/Vape products.

Disciplinary actions to be taken for drug, alcohol, and tobacco use or possession:

First Offense

- The student will be suspended from all in season athletic events for 15 consecutive school days. During the suspension, practices will be mandatory and the student shall complete a district-approved substance abuse counseling course. The athlete and his/her parents will be required to sign a *Cheer Probationary Contract*.

Second Offense

- The student will be suspended from all in season athletic events for 30 consecutive school days. During the suspension, practices will be mandatory and the student shall complete a district-approved substance abuse counseling course. The athlete and his/her parents will be required to sign a *Cheer Probationary Contract*.

Third Offense

- The student will be suspended from all in season athletic events for no less than one calendar year. During the suspension, practices will be mandatory and the student shall complete a district-approved substance abuse counseling course. The athlete and his/her parents will be required to sign a *Cheer Probationary Contract*.

Fourth Offense

- The student will be permanently removed from cheerleading.

Conviction of a felony offense will result in immediate removal from cheerleading. A squad member that has been charged or is under indictment of a felony offense will be removed from cheerleading until the issue has been resolved. Once the issue has been resolved, the squad member may be reinstated upon a review by the sponsor.

~~• In the event a situation occurs not specifically addressed in these documents, the sponsor and principal will make a determination of measures to be taken to address the situation.~~

- **Suspension due to academic failure:**

- If a squad member fails a class, the UIL Extracurricular Activity Guidelines will be in effect.
- Squad members are still responsible for showing up to practices and any other activities (not in uniform).
- If the squad member fails two six weeks or more, the member may be dismissed from the squad.

Please Note:

~~• While in ISS, Suspended or placed in DAEP, the student is ineligible to participate in any extracurricular practice, activity, or contest and may be assigned additional consequences by the sponsor or removed from the squad.~~

*****NOTE*****

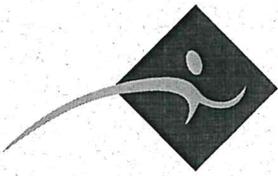
Any member ~~who is dismissed from the squad for any reason or who voluntarily resigns from the squad will be considered dismissed from the squad unless otherwise approved by the Principal.~~ ~~forfeits participation in the cheer squad for Olton ISD for the current cheer year. The student may be allowed to try out for the following year upon completion of 20 hours of community service before the tryout date with approval by the sponsor and administration.~~

The final decision regarding standards of behavior and disciplinary consequences rest with the cheer sponsor and school administration, including those not specifically mentioned in this document.

**RULES AND REGULATIONS IN THIS HANDBOOK
MAY NOT BE ALL INCLUSIVE. WHILE EVERY
ATTEMPT HAS BEEN MADE TO AS
ENCOMPASSING AS POSSIBLE, SITUATIONS MAY
ARISE THAT ARE SUBJECT TO INTERPRETATION.
IT IS THE RESPONSIBILITY OF THE SPONSOR AND
PRINCIPAL TO MAKE THE DETERMINATIONS TO
AREAS NOT SPECIFICALLY COVERED.**

Cheerleader Signature: _____ Date: _____

Parent Signature: _____ Date: _____



**LUBBOCK
Sports Medicine**

CONTRACT FOR ATHLETIC TRAINING SERVICES

KEVIN CRAWFORD, MD

DIPLOMATE,
AMERICAN BOARD OF
ORTHOPAEDIC SURGERY

FELLOW,
AMERICAN ACADEMY OF
ORTHOPAEDIC SURGEONS

MEMBER,
AMERICAN ORTHOPAEDIC
SOCIETY FOR SPORTS
MEDICINE

ROBERT KING, MD

DIPLOMATE,
AMERICAN BOARD OF
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MEDICINE

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JOEL CAMPBELL, MD

BOARD ELIGIBLE,
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LINDA BROWN, FNP-C

NURSE PRACTITIONER FOR
ROBERT KING, MD

ABIGAIL SIMPSON, PA-C

PHYSICIAN'S ASSISTANT FOR
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EMMANUEL HERNANDEZ, PA-C, ATC, LAT

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PHYSICIAN'S ASSISTANT FOR
KEVIN CRAWFORD, MD

HOLLY SHORT, PA-C

PHYSICIANS' S ASSISTANT FOR
DAVID M. SHEPHARD, MD

June 15th, 2020

Mr. Kevin McCasland
Superintendent, Olton ISD
7th and Ave G
Olton, TX 79064

RE: Athletic Training Coverage for the 2020-2021 School Year

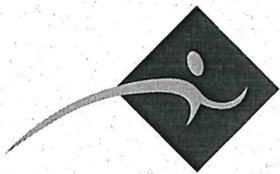
Dear Mr. McCasland:

Thank you for your continued relationship with Lubbock Sports Medicine. Our goal is to provide your school district with outstanding care for your student athletes. LSM is proud to offer Olton and the surrounding area our unmatched expertise in sports medicine and orthopedic surgery. LSM also offers Saturday injury clinics during football season, assistance with athletic physicals, physical therapy, and the most advanced concussion management and prevention.

During the 2020-2021 school year, Lubbock Sports Medicine ("LSM") will provide the following athletic training contract services to Olton High School, Olton, Texas ("OHS").

1. Fall: Cover two-a-day football practices as needed. Provide practice coverage Monday through Thursday two (2) times per week. Cover home and away varsity football games. Cover home and playoff varsity volleyball games. Total of three (3) visits per week.

TELEPHONE: 806-792-4329
TOLL FREE: 800-765-4330
FAX: 806-792-2255
FAX: 806-795-0484
4110 22ND PLACE
LUBBOCK, TEXAS 79410
www.lubbocksportsmed.com



LUBBOCK Sports Medicine

Mr. Kevin McCasland
June 15th, 2020
Page 2

KEVIN CRAWFORD, MD

DIPLOMATE,
AMERICAN BOARD OF
ORTHOPAEDIC SURGERY

FELLOW,
AMERICAN ACADEMY OF
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MEMBER,
AMERICAN ORTHOPAEDIC
SOCIETY FOR SPORTS
MEDICINE

- 2. Winter: Provide practice coverage Monday through Friday as needed.
Cover home varsity basketball games, including varsity tournaments.
Cover home power lifting meets.
Total of two (2) visits per week.

ROBERT KING, MD

DIPLOMATE,
AMERICAN BOARD OF
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MEDICINE

- 3. Spring: Provide practice coverage Monday through Friday as needed.
Cover home varsity track meets.
Cover home varsity baseball games, including tournaments.
Cover home powerlifting meets.
Total of two (2) visits per week (unless required by tournament/game coverage).

DAVID M. SHEPHARD, MD

DIPLOMATE,
AMERICAN BOARD OF
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FELLOW,
AMERICAN ACADEMY OF
ORTHOPAEDIC SURGEONS

- 4. ImPACT: Provide ImPACT Concussion Management baseline and post-testing for all athletes for the 2020-2021 school year.

JOEL CAMPBELL, MD

BOARD ELIGIBLE,
AMERICAN BOARD OF
ORTHOPAEDIC SURGERY

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LSM recognizes the importance to OHS and its community of maintaining established professional relationships and is committed to working with the local medical community.

In consideration for LSM providing to OHS during the 2020-2021 school year the services described in this Contract for Services, OHS will compensate LSM the total amount of **Twenty-Six Thousand Nine Hundred and Seventy Five Dollars (\$26,975.00)**.

LINDA BROWN, FNP-C

NURSE PRACTITIONER FOR
ROBERT KING, MD

ABIGAIL SIMPSON, PA-C

PHYSICIAN'S ASSISTANT FOR
ROBERT KING, MD

In addition, OHS will adhere to the guidelines set forth by the University Scholastic League (UIL) regarding concussion protocol and management. OHS will not allow any athlete to participate in any practice and/or game that has not been released to return to play by a medical doctor after being diagnosed with a concussion by a licensed medical professional. LSM reserves the right to negate and void this agreement pending non-compliance of concussion guidelines.

EMMANUEL HERNANDEZ, PA-C, ATC, LAT

PHYSICIAN'S ASSISTANT FOR
KEVIN CRAWFORD, MD

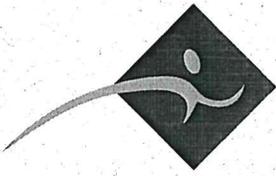
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LUBBOCK Sports Medicine

Mr. Kevin McCasland
June 15th, 2020
Page 3

COVID-19 Rider

With the highly uncertain nature that sports presents under the current COVID-19 crisis, this contract amount will be to secure athletic training outreach services for the 2020-2021 school year with known possibilities that interscholastic competition may be forfeited. Even if such an event occurs, fulfillment of the fully contracted amount will be required with neither amendment nor refund.

Please indicate OHS' agreement to the terms specified in this Contract for Services by signing where indicated below and returning a fully executed copy of the agreement to me.

Respectfully,


Josh Woolbright
Outreach Athletic Training Coordinator
Lubbock Sports Medicine

AGREED TO AND ACCEPTED this _____ day of _____, 2020.

By: _____
Kevin McCasland, Superintendent

KEVIN CRAWFORD, MD

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Olton ISD

Contribution & Coverage Summary (CCS)

Coverage under this CCS is contingent upon concurrent participation in the Fund's Auto, Liability, Property, and Workers' Compensation programs.

Participation Period: September 1, 2020 through August 31, 2021

PROPERTY	Per Occurrence Limit	Deductible	Contribution
Risk of Direct Physical Loss to Buildings, Personal Property, and Other Structures			
All Perils Except Wind, Hurricane, and Hail	Blanket Replacement Cost \$34,929,200	\$5,000	\$63,350
Wind, Hurricane, and Hail		\$100,000	Included
Flood	\$2,000,000	\$50,000	Included
Earthquake	\$2,000,000	\$50,000	Included
Crime	\$100,000	\$5,000	Included
Additional Sublimits and/or Deductibles			
Sublimit for Wind, Hurricane, and Hail Loss to single ply membrane roofs and accompanying roof systems; all other deductibles apply	\$1,000,000	\$100,000	Included
Equipment Breakdown			
Equipment Breakdown	Property Limit not to exceed \$100,000,000	\$5,000	Included
SCHOOL LIABILITY	Per Claim/Occurrence Limit	Deductible	Contribution
Professional Legal Liability Subject to \$1,000,000 Maximum Annual Aggregate	\$1,000,000	\$2,500	\$3,500
General Liability	\$1,000,000	\$0	Included
Employee Benefits Liability	\$100,000	\$0	Included
PRIVACY & INFORMATION SECURITY		Deductible	Contribution
\$250,000 Limit		\$0	\$2,500

AUTOMOBILE	Limit	Deductible	Contribution
Automobile Liability \$100,000 per Person Bodily Injury Limits/\$300,000 per Occurrence Bodily Injury Limits/\$100,000 per Occurrence Property Damage Limits	\$100/\$300/\$100	\$1,000	\$3,010
Automobile Physical Damage			\$4,142
Comprehensive	Actual Cash Value	\$1,000	Included
Collision	Actual Cash Value	\$1,000	Included
Catastrophic Automobile Physical Damage	Actual Cash Value	\$10,000	Included

WORKERS' COMPENSATION AGGREGATE DEDUCTIBLE

Estimated Payroll and Contribution - Subject to Audit

Classification	Estimated Payroll	Net Annual Rate	Estimated Contribution
7380 - Bus Drivers	\$98,617	0.006482	\$639
7720 - Police Officers	\$0	0.008076	\$0
8810 - Clerical	\$370,991	0.000425	\$158
8868 - Professional	\$3,828,638	0.001148	\$4,395
9101 - All Other	\$339,173	0.008501	\$2,883
Totals	\$4,637,419		\$8,075

	A.	Estimated Contribution	\$8,075
Claims Liability Calculation	B.	Aggregate Deductible Rate	0.003694943
	C.	Estimated Payroll per above	\$4,637,419
	D.	Estimated Claims Liability (B x C)	\$17,135
	E.	Estimated Maximum Program Cost (A+D) for the Participation Period	\$25,210

Ancillary Coverage	Per Occurrence Limit	Deductible	Contribution
Violent Acts	\$250,000	\$0	\$0

TOTAL CONTRIBUTION

\$84,577

This is not an Invoice.

Conditions

Property

Named Windstorm: All Loss and damage directly caused by, resulting from, or arising out of Hurricane, Typhoon, Tropical Cyclone, Tropical Storm, or Tropical Depression that is designated by name or number by the National Weather Bureau or National Hurricane Center, including Loss caused by flood, storm surge, wave wash, surface water, overflow of bodies of water, or spray from any of these.

The term "Tier 1" shall mean the Texas Counties of Aransas, Brazoria, Calhoun, Cameron, Chambers, Galveston, Jackson, Jefferson, Kenedy, Kleberg, Matagorda, Nueces, Refugio, San Patricio and Willacy.

The term "Tier 2" shall mean the Texas Counties of Bee, Brooks, Fort Bend, Goliad, Hardin, Hidalgo, Jasper, Jim Wells, Liberty, Live Oak, Newton, Orange, Victoria and Wharton.

The term "Harris County" shall mean the Texas County of Harris.

Location: A single street address where Covered Property is sited.

Flood Zone Exclusions: As to the Flood endorsement, Fund Member properties are excluded from coverage if they are located in certain Special Flood Hazard Areas (SFHA) identified on the Flood Insurance Rate Map. Fund Member property in the following SFHAs are excluded: Zone A, Zone AO, Zone AH, Zones A1-A30, Zone AE, Zone A99, Zone AR, Zone AR/AE, Zone AR/AO, Zone AR/A1-30, Zone AR/A, Zone AR/AH, Zone V, Zone VE, Zone VO, and Zones V1-V30. Fund Members with such properties should seek coverage under the National Flood Insurance Program (NFIP) or other Flood Program.

Other Limits: If more than one Per Occurrence Limit may be applicable, the Fund shall determine which limit will apply.

Statement of Values: Fund Member has provided the Fund with the most current and accurate statement of values for all applicable property, including a complete and accurate listing of vehicles owned by the Fund Member. Fund Member agrees to allow the Fund to conduct property appraisals of the Fund Member's property on a periodic basis and agrees to accept values provided by the Fund.

Salvage: The Fund will have the right, in its sole discretion, to exercise rights of salvage to any damaged property paid for or replaced under the terms of this Agreement.

Claims Reporting: Fund Member will provide to the Fund timely notice of all claims as required in the Interlocal Participation Agreement and the Fund's Coverage Agreement.

Single Ply Membrane: 'Single Ply Membrane' is synthetic roofing material that includes but is not limited to EPDM, TPO, and PVC membranes.

Liability

Prior Acts: Fund Member certifies that all known or reported acts for which it is reasonably believed may result in a legal claim against the Member, have been fully disclosed. Additionally, Fund Member acknowledges that this coverage excludes any claims arising from such known or reported acts. This Agreement does not void coverage afforded to Fund Member under any previous Fund Agreement.

Claims Reporting: Fund Member will provide to the Fund timely notice of all claims as required in the Interlocal Participation Agreement and the Fund's Coverage Agreement.

Automobile

Statement of Values: Fund Member has provided the Fund with the most current and accurate statement of values for all applicable property, including a complete and accurate listing of vehicles owned by the Fund Member. Fund Member agrees to allow the Fund to conduct property appraisals of the Fund Member's property on a periodic basis and agrees to accept values provided by the Fund.

Salvage: The Fund will have the right, in its sole discretion, to exercise rights of salvage to any damaged property paid for or replaced under the terms of this Agreement.

Claims Reporting: Fund Member will provide to the Fund timely notice of all claims as required in the Interlocal Participation Agreement and the Fund's Coverage Agreement

Workers' Compensation - Aggregate Deductible

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

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

Claim Reporting: For Workers' Compensation claims arising during the CCS participation period, the Fund Member agrees that it will report those claims solely to the Fund. The report of Workers' Compensation claims to any other entity, regardless of reporting sequence, will waive all Fund liability under this agreement for those claims.

General

Coverage: Coverage terms and limits provided are as set out in this CCS and the Fund's Coverage Agreement for this participation period.

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

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

Termination: This CCS may be terminated by either party with termination to be effective on any successive renewal date by giving written notice to the other party no later than 30 days prior to automatic renewal in accordance with Section 4(a) of the Interlocal Participation Agreement. If this CCS is not terminated, the renewal CCS becomes effective on the automatic renewal date and the member shall be bound by the terms of the renewal CCS.

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

Program Coordinators

Coordinator:

The Fund Member is required to designate a Program Coordinator (Coordinator) with express authority to represent and bind the Fund Member in all program matters. Below are the current program coordinators as we have listed.

Property - Fran Trotter

Liability - Fran Trotter

Automobile - Fran Trotter

Workers' Compensation - Fran Trotter

If a Coordinator's name and contact information is not provided above, the current designated Coordinator and contact information will need to be completed below:

Program	Name	Title	Address	Phone	Email
Property					
Liability					
Automobile					
Workers' Compensation					

Fund Member Authorization:

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

Authorized signature

Date

Printed name

Title



Endorsement

Member: Olton ISD
Member ID: 140905

Contract No: RP140905-2020-1
Coverage Period: 09/01/2020 to 08/31/2021

Endorsement No.: 1
Effective Date: 09/01/2020
Line of Coverage: Property Coverage

As requested by the Member, the indicated Contribution and Coverage Summary for the above referenced term is amended as follows:

This Endorsement provides additional limits for the difference between the Member’s wind/hail deductible of \$100,000 as shown on the CCS and \$50,000 per occurrence for covered wind or hail losses.

The maximum limit available under this endorsement is \$50,000.

Additional Contribution: \$5,400

This endorsement amends the CCS for Property Coverage for the Coverage Period shown above.

To accept and bind this Endorsement, this endorsement form must be signed, dated and returned to the TASB Risk Management Fund (tasbrmf@tasbrmf.org) not later than 10 days prior to the Effective Date shown above.

Authorized Signature

Date

Issued: 06/19/2020

Authorized By:



Auto, Liability, and Property

Detailed Claims Report as of June 23, 2020

* Estimate of damage reserves pending

Coverage Period from September 01, 2015 thru September 01, 2020

Olton ISD

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
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Auto Liability Contract Number P140905-2015-1 Coverage Period: 09/01/2015 to 09/01/2016

No claims reported for this coverage term.

Auto Liability Contract Number P140905-2016-1 Coverage Period: 09/01/2016 to 09/01/2017

2017067312	68	*	1/28/17	Close	0	0	0	0	0	MV was hit while parked/unoccupied.
2017067416	251	Rodriguez*Maria	2/14/17	Close	6,760	5,760	0	1,000	0	MV hit CV while turning.
Totals : 09/01/2016 to 09/01/2017					6,760	5,760	0	1,000	0	COUNT OF CLAIMS
										2

Auto Liability Contract Number P140905-2017-1 Coverage Period: 09/01/2017 to 09/01/2018

No claims reported for this coverage term.

Auto Liability Contract Number P140905-2018-1 Coverage Period: 09/01/2018 to 09/01/2019

No claims reported for this coverage term.

Auto Liability Contract Number P140905-2019-1 Coverage Period: 09/01/2019 to 09/01/2020

No claims reported for this coverage term.

Totals for Auto Liability :					6,760	5,760	0	1,000	0	COUNT OF CLAIMS
										2



Auto, Liability, and Property
Detailed Claims Report as of June 23, 2020

* Estimate of damage reserves pending

Coverage Period from September 01, 2015 thru September 01, 2020

Olton ISD

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
--------------	--------------	---------------	--------------	--------	----------------	-----------	------------	-------------	-------------------	----------------------

Auto Physical Damage

Contract Number P140905-2015-1 Coverage Period: 09/01/2015 to 09/01/2016

No claims reported for this coverage term.

Auto Physical Damage

Contract Number P140905-2016-1 Coverage Period: 09/01/2016 to 09/01/2017

2017067312	67		1/28/17	Close	2,387	1,387	0	1,000	0	MV was hit while parked/unoccupied.
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Totals : 09/01/2016 to 09/01/2017					2,387	1,387	0	1,000	0	COUNT OF CLAIMS	1
--	--	--	--	--	-------	-------	---	-------	---	-----------------	---

Auto Physical Damage

Contract Number P140905-2017-1 Coverage Period: 09/01/2017 to 09/01/2018

2018071154	341		3/22/18	Close	4,744	3,744	0	1,000	0	District owned bus hit a deer. Pictures will be emailed.
------------	-----	--	---------	-------	-------	-------	---	-------	---	--

Totals : 09/01/2017 to 09/01/2018					4,744	3,744	0	1,000	0	COUNT OF CLAIMS	1
--	--	--	--	--	-------	-------	---	-------	---	-----------------	---

Auto Physical Damage

Contract Number P140905-2018-1 Coverage Period: 09/01/2018 to 09/01/2019

No claims reported for this coverage term.

Auto Physical Damage

Contract Number P140905-2019-1 Coverage Period: 09/01/2019 to 09/01/2020

No claims reported for this coverage term.

Totals for Auto Physical Damage :					7,130	5,130	0	2,000	0	COUNT OF CLAIMS	2
--	--	--	--	--	-------	-------	---	-------	---	-----------------	---



Auto, Liability, and Property
Detailed Claims Report as of June 23, 2020

* Estimate of damage reserves pending

Coverage Period from September 01, 2015 thru September 01, 2020

Olton ISD

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
<p>Crime Contract Number P140905-2015-1 Coverage Period: 09/01/2015 to 09/01/2016</p> <p>No claims reported for this coverage term.</p>										
<p>Crime Contract Number P140905-2016-1 Coverage Period: 09/01/2016 to 09/01/2017</p> <p>No claims reported for this coverage term.</p>										
<p>Crime Contract Number P140905-2017-1 Coverage Period: 09/01/2017 to 09/01/2018</p> <p>No claims reported for this coverage term.</p>										
<p>Crime Contract Number P140905-2018-1 Coverage Period: 09/01/2018 to 09/01/2019</p> <p>No claims reported for this coverage term.</p>										
<p>Crime Contract Number P140905-2019-1 Coverage Period: 09/01/2019 to 09/01/2020</p> <p>No claims reported for this coverage term.</p>										



Auto, Liability, and Property
Detailed Claims Report as of June 23, 2020

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Coverage Period from September 01, 2015 thru September 01, 2020

Olton ISD

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
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Equipment Breakdown

Contract Number P140905-2015-1 Coverage Period: 09/01/2015 to 09/01/2016

No claims reported for this coverage term.

Equipment Breakdown

Contract Number P140905-2016-1 Coverage Period: 09/01/2016 to 09/01/2017

No claims reported for this coverage term.

Equipment Breakdown

Contract Number P140905-2017-1 Coverage Period: 09/01/2017 to 09/01/2018

No claims reported for this coverage term.

Equipment Breakdown

Contract Number P140905-2018-1 Coverage Period: 09/01/2018 to 09/01/2019

No claims reported for this coverage term.

Equipment Breakdown

Contract Number P140905-2019-1 Coverage Period: 09/01/2019 to 09/01/2020

No claims reported for this coverage term.



Auto, Liability, and Property
Detailed Claims Report as of June 23, 2020

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Coverage Period from September 01, 2015 thru September 01, 2020

Olton ISD

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
General Liability										
No claims reported for this coverage term.										
Contract Number P140905-2015-1 Coverage Period: 09/01/2015 to 09/01/2016										
General Liability										
No claims reported for this coverage term.										
Contract Number P140905-2016-1 Coverage Period: 09/01/2016 to 09/01/2017										
General Liability										
No claims reported for this coverage term.										
Contract Number P140905-2017-1 Coverage Period: 09/01/2017 to 09/01/2018										
General Liability										
No claims reported for this coverage term.										
Contract Number P140905-2018-1 Coverage Period: 09/01/2018 to 09/01/2019										
General Liability										
No claims reported for this coverage term.										
Contract Number P140905-2019-1 Coverage Period: 09/01/2019 to 09/01/2020										



Auto, Liability, and Property
Detailed Claims Report as of June 23, 2020

* Estimate of damage reserves pending

Coverage Period from September 01, 2015 thru September 01, 2020

Olton ISD

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description	
Privacy & Information Security										Contract Number P140905-2016-1	Coverage Period: 09/01/2016 to 09/01/2017
No claims reported for this coverage term.											
Privacy & Information Security										Contract Number P140905-2017-1	Coverage Period: 09/01/2017 to 09/01/2018
No claims reported for this coverage term.											
Privacy & Information Security										Contract Number P140905-2018-1	Coverage Period: 09/01/2018 to 09/01/2019
No claims reported for this coverage term.											
Privacy & Information Security										Contract Number P140905-2019-1	Coverage Period: 09/01/2019 to 09/01/2020
No claims reported for this coverage term.											



Auto, Liability, and Property
Detailed Claims Report as of June 23, 2020

* Estimate of damage reserves pending

Coverage Period from September 01, 2015 thru September 01, 2020

Olton ISD

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
--------------	--------------	---------------	--------------	--------	----------------	-----------	------------	-------------	-------------------	----------------------

Property

Contract Number P140905-2015-1 Coverage Period: 09/01/2015 to 09/01/2016

No claims reported for this coverage term.

Property

Contract Number P140905-2016-1 Coverage Period: 09/01/2016 to 09/01/2017

No claims reported for this coverage term.

Property

Contract Number P140905-2017-1 Coverage Period: 09/01/2017 to 09/01/2018

2018071506	868	Olton ISD	4/13/18	Close	1,043	1,043	0	0	0	District received very high winds that damaged the light poles at the district athletic fields.
2018072466	333	Olton ISD	8/1/18	Close	4,688	4,688	0	0	0	District reported roof leaks over the weekend. 8-1-2018 is an estimated date of hail/wind.

Totals : 09/01/2017 to 09/01/2018					5,731	5,731	0	0	0	COUNT OF CLAIMS	2
--	--	--	--	--	-------	-------	---	---	---	------------------------	---

Property

Contract Number P140905-2018-1 Coverage Period: 09/01/2018 to 09/01/2019

2018073327	898	Olton ISD	10/27/18	Close	10,209	5,209	0	5,000	0	Elementary storage building with athletic equipment contents burned down. The fire marshal said it was arson.
2019075348	422	Olton ISD	5/7/19	Close	2,059	2,059	0	0	0	1.0-1.25" Hail

Totals : 09/01/2018 to 09/01/2019					12,269	7,269	0	5,000	0	COUNT OF CLAIMS	2
--	--	--	--	--	--------	-------	---	-------	---	------------------------	---



Auto, Liability, and Property
Detailed Claims Report as of June 23, 2020

* Estimate of damage reserves pending

Coverage Period from September 01, 2015 thru September 01, 2020

Olton ISD

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
--------------	--------------	---------------	--------------	--------	----------------	-----------	------------	-------------	-------------------	----------------------

Property

Contract Number P140905-2019-1 Coverage Period: 09/01/2019 to 09/01/2020

No claims reported for this coverage term.

Totals for Property :	17,999	12,999	0	5,000	0	COUNT OF CLAIMS	4
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**Auto, Liability, and Property
Detailed Claims Report as of June 23, 2020**

* Estimate of damage reserves pending

Coverage Period from September 01, 2015 thru September 01, 2020

Olton ISD

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description
--------------	--------------	---------------	--------------	--------	----------------	-----------	------------	-------------	-------------------	----------------------

School Crisis Coverage

Contract Number P140905-2019-1 Coverage Period: 09/01/2019 to 09/01/2020

No claims reported for this coverage term.



Auto, Liability, and Property
Detailed Claims Report as of June 23, 2020

* Estimate of damage reserves pending

Coverage Period from September 01, 2015 thru September 01, 2020

Olton ISD

Event Number	Claim Ref. #	Claimant Name	Date of Loss	Status	Total Incurred	Fund Paid	Recoveries	Member Paid	Total Outstanding	Accident Description	
SP Legal Liability					Contract Number P140905-2015-1 Coverage Period: 09/01/2015 to 09/01/2016						
No claims reported for this coverage term.											
SP Legal Liability					Contract Number P140905-2016-1 Coverage Period: 09/01/2016 to 09/01/2017						
No claims reported for this coverage term.											
SP Legal Liability					Contract Number P140905-2017-1 Coverage Period: 09/01/2017 to 09/01/2018						
No claims reported for this coverage term.											
SP Legal Liability					Contract Number P140905-2018-1 Coverage Period: 09/01/2018 to 09/01/2019						
No claims reported for this coverage term.											
SP Legal Liability					Contract Number P140905-2019-1 Coverage Period: 09/01/2019 to 09/01/2020						
No claims reported for this coverage term.											
Grand Total:					31,890	23,890	0	8,000	0	COUNT OF CLAIMS	8

OLTON ISD

	<u>2019-2020</u>	<u>2020-2021</u>
Property/Building Value	\$34,922,380	\$34,929,200
Property Contribution	\$59,752	\$63,350
Professional Legal Liability	\$3,500	\$3,500
Privacy & Information Security	\$0	\$2,500
Auto Liability	\$2,536	\$3,010
Auto Physical Damage	\$3,630	\$4,142

Workers' Compensation:

Estimated Contribution (Line A)	\$8,625	\$8,075
Estimated Payroll (Line C)	\$4,789,611	\$4,637,419
Estimated Claims Liability (Line D)	\$17,412	\$17,135
Estimated Maximum Cost (Line E)	\$26,037	\$25,210
Total	\$78,043	\$84,577

OLTON ISD

	<u>2019-2020</u>	<u>2020-2021</u>
Property/Building Value	\$34,922,380	\$34,929,200
Property Contribution	\$59,752	\$63,350
Professional Legal Liability	\$3,500	\$3,500
Privacy & Information Security	\$0	\$2,500
Auto Liability	\$2,536	\$3,010
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Workers' Compensation:

Estimated Contribution (Line A)	\$8,625	\$8,075
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Estimated Claims Liability (Line D)	\$17,412	\$17,135
Estimated Maximum Cost (Line E)	\$26,037	\$25,210
Total	\$78,043	\$84,577



Workers' Compensation Program
 Detail Claims Report - PDF as of June 23, 2020

Olton ISD

Accident Date Range: 09/01/2015 thru 09/01/2020

Claim Number	Claimant Name	Accident Date	Stat	Claim Type	Paid to Date				Case Base Incurred				Reserve	Body			
					Comp	Medical	Expense	Total Pd	Comp	Medical	Expense	Total Inc		Nature	Part	Cause	
<i>Coverage Period: 2019-09-01 thru 2020-09-01</i>																	
1945129	VILLANUEVA, JOE	12/09/19	C	R	0	0	0	0	0	0	0	0	0	0	52	38	56
				Totals :	1	0	0	0	0	0	0	0	0	0			
				Report Totals:	1	0	0	0	0	0	0	0	0	0			



Because learning changes everything.®

QUOTE PREPARED FOR:

Olton Isd
7TH AVE G
OLTON, TX 79064
ACCOUNT NUMBER: 408211

SUBSCRIPTION/DIGITAL CONTACT:

Kelli Smith
ksmith@oltonisd.org

CONTACT:

Kelli Smith
ksmith@oltonisd.org

SALES REP INFORMATION:

Kristin McCann
kristin.mccann@mheducation.com
(469) 815-3346

Section Summary	Value of All Materials	Free Materials	Product Subtotal
Texas StudySync	\$30,587.85	(\$1,584.00)	\$29,003.85
PRODUCT TOTAL*	\$30,587.85	(\$1,584.00)	\$29,003.85
ESTIMATED S&H**			\$1,297.69
ESTIMATED TAX**			\$0.00
GRAND TOTAL*			\$30,301.54

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

A new state law was passed in 2019 that allows for reimbursement of shipping charges for state-adopted materials. Beginning with Proclamation 2020 materials, there will be shipping charges on your invoice for the print materials ordered from this quote. For orders placed in EMAT, McGraw-Hill will invoice TEA directly for any shipping costs. For orders placed by purchase order directly to McGraw-Hill, districts can get reimbursement from TEA. These shipping costs are paid from a TEA freight fund and will not be subtracted from your district's instructional materials allotment.

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw-Hill | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 04/16/2020
QUOTE NUMBER: BNELS-04162020-003

ACCOUNT NAME: Olton Isd
ACCOUNT #: 408211

EXPIRATION DATE: 05/31/2020
PAGE #: 1



Because learning changes everything.®

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
Texas StudySync					
STUDYSYNC GR9 TX STANDARD HARDCOVER STUDENT BUNDLE 8YR PRT AND DGTL	978-0-07-685775-3	57	\$125.97	\$0.00	\$7,180.29
STUDYSYNC GR10 TX STANDARD HARDCOVER STUDENT BUNDLE 8YRS PRT AND DGTL	978-0-07-685779-1	45	\$125.97	\$0.00	\$5,668.65
STUDYSYNC GR11 TX STANDARD HARDCOVER STUDENT BUNDLE 8YRS PRT AND DGTL	978-0-07-685782-1	45	\$125.97	\$0.00	\$5,668.65
STUDYSYNC GR12 TX STANDARD HARDCOVER STUDENT BUNDLE 8YRS PRT AND DGTL	978-0-07-685783-8	58	\$125.97	\$0.00	\$7,306.26
STUDYSYNC GRADE 9 TEXAS EOC PREM 2 VOL STUDENT BNDL 8 YEARS PRINT DIGITAL	978-1-26-414481-5	5	\$159.00	\$0.00	\$795.00
STUDYSYNC GRADE 10 TEXAS EOC PREM 2 VOL STUDENT BNDL 8 YEARS PRINT DIGITAL	978-1-26-414482-2	5	\$159.00	\$0.00	\$795.00
STUDYSYNC TEXAS ACT/SAT PREMIUM 2 VOLUME STUDENT 8 YR SUB BUNDLE GRADE 11	978-1-26-414696-3	5	\$159.00	\$0.00	\$795.00
STUDYSYNC GRADE 12 TEXAS ACT SAT PREM 2 VOL STUDENT BNDL 8 YEARS PRINT DIGITAL	978-1-26-414484-6	5	\$159.00	\$0.00	\$795.00
STUDYSYNC GRADE 9 TEXAS TEACHER ONLINE 8Y SUBSCRIPTION	978-0-07-678977-1	2	\$198.00	\$396.00	*Free Materials
STUDYSYNC GRADE 10 TEXAS TEACHER ONLINE 8 YEAR SUBSCRIPTION	978-0-07-699934-7	2	\$198.00	\$396.00	*Free Materials
STUDYSYNC GRADE 11 TEXAS TEACHER ONLINE 8 YEAR SUBSCRIPTION	978-0-07-699940-8	2	\$198.00	\$396.00	*Free Materials
STUDYSYNC GRADE 12 TEXAS TEACHER ONLINE 8 YEAR SUBSCRIPTION	978-0-07-699948-4	2	\$198.00	\$396.00	*Free Materials
Texas StudySync Subtotal:				\$1,584.00	\$29,003.85

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw-Hill | PO Box 182605 | Columbus, OH 43218-2605
 Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 04/16/2020
 QUOTE NUMBER: BNELS-04162020-003

ACCOUNT NAME: Olton lsd
 ACCOUNT #: 408211

EXPIRATION DATE: 05/31/2020
 PAGE #: 2



Because learning changes everything.®

QUOTE PREPARED FOR:

Olton Isd
7TH AVE G
OLTON, TX 79064
ACCOUNT NUMBER: 408211

CONTACT:

Kelli Smith
ksmith@oltonisd.org

VALUE OF ALL MATERIALS	\$30,587.85
FREE MATERIALS	(\$1,584.00)
PRODUCT TOTAL*	\$29,003.85
ESTIMATED SHIPPING & HANDLING**	\$1,297.69
ESTIMATED TAX**	\$0.00
GRAND TOTAL	\$30,301.54

SUBSCRIPTION/DIGITAL CONTACT:

Kelli Smith
ksmith@oltonisd.org

Comments:

A new state law was passed in 2019 that allows for reimbursement of shipping charges for state-adopted materials. Beginning with Proclamation 2020 materials, there will be shipping charges on your invoice for the print materials ordered from this quote. For orders placed in EMAT, McGraw-Hill will invoice TEA directly for any shipping costs. For orders placed by purchase order directly to McGraw-Hill, districts can get reimbursement from TEA. These shipping costs are paid from a TEA freight fund and will not be subtracted from your district's instructional materials allotment.

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Terms of Service:

By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. Subject to Subscriber's payment of the fees set out above, McGraw Hill LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the Subscriber shall renew for additional one (1) year terms (each a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

[Terms Of Service](#)

[Provisions required by Subscriber State law](#)

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting www.mheducation.com (or www.mhecoast2coast.com).

School Purchase Order Number: _____

Name of School Official (Please Print)

Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw-Hill | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 04/16/2020

ACCOUNT NAME: Olton Isd

EXPIRATION DATE: 05/31/2020

QUOTE NUMBER: BNELS-04162020-003

ACCOUNT #: 408211

PAGE #: 3



Kevin McCasland <kmccasland@oltonisd.org>

Chromebook Cases and Organizers

1 message

Stephen Miller <smiller@oltonisd.org>
To: Kevin McCasland <kmccasland@oltonisd.org>

Wed, Jul 8, 2020 at 9:31 AM

SHI	1 \$13.59 \$13.59
Quotation #: 19101611 Qty 600	
Kensington Universal - Notebook sleeve - 11.6" - black Kensington - Part#: K62609WW 13.59/each	

SHI	
Quotation #: 19108067 Qty 600	
Targus Work-In Essentials - Notebook carrying case - 13" - 14" - gray, black	600 \$25.49 \$15,294.00
Targus - Part#: TED007GL 25.49/each	

Additional Comments: Targus has a no returns policy.

Because of the large difference in price, however, I think that this should be considered seriously..
 I obtained verbal feedback from a couple of other potential vendors and can provide additional background information.
 I would not recommend the Kensington sleeve unless price is the only consideration since it provides little protection and does not have the pockets for carrying power supplies or hot spots.

I hope that this gives you the options you need!
 Stephen
 RSI Support for OISD Technology
 806-778-4213

Quote#007012876 -600 Nutkase Premium Organizers

Client ID: Olton ISD

Quote Date: 7/2/2020

Expiration: 7/17/2020

Item	Qty	Description	Unit Price	Extension
1	600	NutKase Always On Big Pocket 14" Premium Chromebook Organizer	\$45.95	\$27,570.00
				\$27,570.00

Email Purchase Orders for this quote to: stephen.miller@responsive-services.com

Mail Purchase Orders for this quote to: 6401 Indiana Ave., Ste. B, Lubbock, TX 79413

Questions? Call 1-800-658-2086 ext. 110 - Quote Prepared by: LGS

Unless otherwise noted, Quotes are good for 45 days from the date at the top of the page.

The information in this proposal may contain confidential RSI information. As such, it may not be shared with other vendors or distributed outside of its purpose in supplying a requested quotation for products and services for Springlake-Earth Independent School District

Approved: _____

Date: _____



July 13, 2020

Bid Proposal

Olton Independent School District
To provide fuel for the Transportation Department
September 1, 2020 – August 31, 2021

We will provide unleaded gasoline (up to 10% ethanol) and clear diesel (up to 5% bio-diesel) at our Olton location.

We agree to contract with OISD at a discounted rate of 13 cents below our posted retail price, less taxes,

Retail pricing as of July 13, 2020

Clear Diesel-5% bio	\$2.299	E-10	\$1.899
Less discount	\$0.13	Less discount	\$0.013
Less taxes	\$0.444	less taxes	\$0.384
Today's price	\$1.725	Today's price	\$1.385

AG PRODUCERS COOP

A handwritten signature in black ink that reads "Brian Martin". The signature is written in a cursive, flowing style.

Brian Martin
Marketing Manager

BM/rlc

8. Qualifications of Bidder:

Bidders must at the request of the District, furnish satisfactory evidence of their ability to furnish products as requested. The District, reserves the right to make the final determination as to the bidders ability.

**OLTON INDEPENDENT SCHOOL DISTRICT
BID PROPOSAL**

Provide fuel for the Transportation Department September 1, 2020 – August 31, 2021.

PROVIDE FUEL AT YOUR LOCATION

<u>FUEL TYPE</u>	<u>UNLEADED</u>	<u>DIESEL</u>
Price per Gallon Posted Terminal Price 07/13 /20	<u>20¢</u>	<u>20¢</u>
Constant Price	<u> </u>	<u> </u>

these PRICES ARE ABOVE BASK PRICES

NOTE: During term of contract:

Posted Terminal Price – Fluctuation Allowed.
Constant – No Increase Allowed.

Bid submitted by:

Company: WTG-FUELS, INC.

Address: P.O. BOX 810

Telephone: 806-285-7165

Print/Type Name: JESUS "CHUY" DE LA CRUZ

Signature: *Jesus Chuy*

Title: MANAGER

Date: 7-14-2020

Olton ISD Appraisal Calendar

2020-2021

- ❖ September 1 – Goal Setting and Professional Development Plan is due
- ❖ September 8 – Formal Observations may begin
- ❖ March 22nd – End of Year Conferences begin
- ❖ April 8th – End of Year Conferences end

Olton ISD Second Appraisers

2020-2021

- ❖ Kevin McCasland -Superintendent
- ❖ Gregg Ammons - High School Principal
- ❖ Colby Huseman - Junior High Principal
- ❖ Stacie Ramage - Elementary Principal

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

*Mid-Year Pay
Increases*

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

Noncontract
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See EB for the authority to close schools]

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Premium Pay
During Disasters

Nonexempt employees who are required to work, when other employees are not required to work, during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of one and one half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings. The Board may limit the amount of time that premium pay is issued to employees depending on the length of the emergency closing or reduced operations.

~~Nonexempt employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of one and one half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.~~

Class Rank Calculation

Beginning with the 2007–08 school year, class rank shall be based on weighted grade point average (GPA) using semester grades earned in grades 9–12 and in any high school course taken in grade 8 for state graduation credit. These semester grades shall be converted to grade points according to the District’s weighted grade point scale.

All grades earned in classes that are recognized by the state of Texas or the District as a requirement for graduation shall be included in this calculation, **except for grades earned in the 5th and 6th six weeks of the 2019-2020 school year**. These courses have a valid state identification number, and students shall follow the approved Texas Essential Knowledge and Skills (TEKS). Courses taken for local credit shall not be included in this calculation.

Class rank shall be calculated at the end of the fifth six-week grading period of the senior year. Students completing the District’s Options Program shall not be included.

Weighted Grade Scale

For purposes of class rank, courses shall be designated as Regular courses and Advanced Placement (AP)/dual credit courses in accordance with the student handbook.

In accordance with provisions of this policy, courses shall be classified and weighted as Regular courses and AP/dual credit courses.

The weighted grade scale shall be as follows:

Grade	Regular Courses	AP/ Dual Credit Courses
100	5.0	7.0
99	4.9	6.9
98	4.8	6.8
97	4.7	6.7
96	4.6	6.6
95	4.5	6.5
94	4.4	6.4
93	4.3	6.3
92	4.2	6.2
91	4.1	6.1
90	4.0	6.0
89	3.9	5.9
88	3.8	5.8
87	3.7	5.7

86	3.6	5.6
85	3.5	5.5
84	3.4	5.4
83	3.3	5.3
82	3.2	5.2
81	3.1	5.1
80	3.0	5.0
79	2.8	4.8
78	2.6	4.6
77	2.4	4.4
76	2.2	4.2
75	2.0	4.0
74	1.8	3.8
73	1.6	3.6
72	1.4	3.4
71	1.2	3.2
70	1.0	3.0
Below 70	0.0	0.0

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must have been continuously enrolled in the District high school for the four semesters preceding graduation, must have completed the Recommended Program or the Advanced/Distinguished Achievement Program for graduation, and must be graduating in exactly eight semesters.

Honor Graduates

A student whose average for all academic curriculum courses is 90 or above shall be designated as an honor graduate.

Memorandum

Date: 06/09/2020

To: ALL ENTITIES

From: Glenda Johnson

**RE: 2021 PROPOSED BUDGET, PROPOSED ALLOCATIONS AND
PROPOSED SALARIES**

Per Sec 6.06 of the Tax Code please find the following:

2021 Proposed Budget, 2021 Proposed Allocations and 2021 Proposed Salaries and Benefits.

The allocation is subject to change pending certification of values in July and the Board's approval of 2021 budget and salaries in September. If you have any questions please give Nikki Branscum a call. Our phone number is 806-293-4226.

Thank You



Glenda Johnson

Administrative Assistant

2021 PROPOSED BUDGET

	APPROVED 2019 BUDGET	AMENDED 2019 BUDGET	APPROVED 2020 BUDGET	AMENDED 2020 BUDGET	PROPOSED 2021 BUDGET	% OF BUDGET	\$ INCREASE (DECREASE)
REVENUES							
PLV CITY	116,390.33	116,390.33	145,892.98				
HC CITY	5,104.79	5,104.79	5,321.27				
PE CITY	4,511.19	4,511.19	4,804.35				
ABY CITY	11,030.40	11,030.40	9,623.65				
HALE CO	227,879.96	227,879.96	231,914.77				
PLV ISD	261,352.54	261,352.54	256,305.85				
HC ISD	22,862.15	22,862.15	22,832.22				
PE ISD	12,790.10	12,790.10	18,776.32				
CC ISD	7,325.07	7,325.07	7,936.25				
ABY ISD	154,647.18	154,647.18	144,752.65				
OLTON ISD	3,466.40	3,466.40	2,356.89				
HPWD	2,379.89	2,379.89	2,637.79				
**LOCKNEY ISD	350.00	350.00	350.00				
**WEED	350.00	350.00	350.00				
INTEREST INCOME							
TOTAL	830,440.00	830,440.00	853,854.99	0.00	0.00		
EXPENDITURES							
2000 SALARIES							
2001 ADMIN (1)	78,500.00	78,500.00	80,830.00		83,249.00	9.48%	2,419.00
2002 ASST ADMIN (2)	82,500.00	82,500.00	84,890.00		87,427.00	9.93%	2,537.00
2003 SKILL TECH (3)	136,500.00	136,500.00	140,660.00		148,414.00	16.63%	5,754.00
2004 CLERKS (4)	133,000.00	133,000.00	136,890.00		140,981.00	16.01%	4,091.00
2005 EMPLOYEE APPRECIATION	0.00	1,000.00	1,000.00		1,000.00	0.11%	0.00
2007 LONGEVITY	12,000.00	12,000.00	12,864.00		13,728.00	1.56%	864.00
2008 UNUSED SICK	4,200.00	4,200.00	4,200.00		4,200.00	0.48%	0.00
2010 BENEFITS							
2011 HEALTH INSURANCE	77,500.00	77,500.00	80,500.00		82,450.00	9.37%	1,950.00
2012 LIFE INSURANCE	540.00	540.00	540.00		540.00	0.06%	0.00
2020-01 RETIREMENT / 1899 EMPLOYER'S	48,250.00	48,250.00	50,050.00		52,126.00	5.92%	2,076.00
2020-02 RETIREMENT / DISABILITY	3,750.00	3,750.00	3,750.00		3,714.00	0.42%	-36.00
2020-03 RETIREMENT / LIFE	8,300.00	8,300.00	8,300.00		8,291.00	0.94%	-9.00
2030 TEXAS EMPLOYMENT	1,000.00	1,000.00	1,620.00		1,000.00	0.11%	-620.00
2040 WORKMAN'S COMP	2,400.00	2,400.00	2,400.00		2,400.00	0.27%	0.00
2050 MEDICARE	6,300.00	6,300.00	6,430.00		6,642.00	0.75%	212.00
3000 OFFICE SUPPLIES & EXP							
3001 OFFICE SUPPLIES	18,000.00	16,639.00	18,000.00		18,000.00	2.04%	0.00
3003 POSTAGE & FREIGHT	18,000.00	18,000.00	18,000.00		19,000.00	2.16%	1,000.00
3004 LEGAL PUBLICATIONS	12,000.00	12,000.00	12,000.00		12,000.00	1.36%	0.00
3005 DUES & MEMBERSHIPS	4,200.00	4,200.00	4,200.00		4,200.00	0.48%	0.00
3006 BOOKS & SUBSCRIPTIONS	4,200.00	4,200.00	4,200.00		4,200.00	0.48%	0.00
3007 FORMS & PRINTING	1,400.00	1,400.00	1,400.00		1,400.00	0.16%	0.00
3008 EDUCATION & TRAINING	3,000.00	3,000.00	3,000.00		3,000.00	0.34%	0.00
3020 BUILDING MAINT & REPAIR							
3020 BUILDING MAINT & REPAIR	3,000.00	3,000.00	3,000.00		3,000.00	0.34%	0.00
3021 EQUIP MAINT	1,800.00	1,800.00	1,800.00		1,800.00	0.20%	0.00
3022 VEHICLE MAINT & REPAIR	2,000.00	2,000.00	2,000.00		2,000.00	0.23%	0.00
3030 MAINTENANCE AGREEMENTS							
3031 TRUE AUTOMATION	45,100.00	45,100.00	46,650.00		51,180.00	5.81%	4,530.00
3032 PRINTERS	550.00	550.00	550.00		550.00	0.06%	0.00
3034 NEW COPIER (ikon)	1,100.00	1,100.00	1,100.00		1,100.00	0.12%	0.00
3035 POSTAGE MET (neopost)	2,200.00	2,200.00	2,200.00		2,200.00	0.25%	0.00
3038 GIS MAPPING MAINT	12,900.00	12,900.00	12,935.00		12,982.00	1.47%	47.00
3039 BIS MAINTENANCE					1,320.00	0.15%	1,320.00
3040 INSURANCE							
3041 PROPERTY COVERAGE	2,600.00	2,981.00	3,200.00		3,200.00	0.36%	0.00
3042 LIABILITY COVERAGE	1,500.00	1,500.00	1,500.00		1,500.00	0.17%	0.00
3044 BONDING & NOTARIES	1,710.00	1,710.00	1,700.00		1,700.00	0.19%	0.00

**2021 PROPOSED
BUDGET**

	APPROVED 2019 BUDGET	AMENDED 2019 BUDGET	APPROVED 2020 BUDGET	AMENDED 2020 BUDGET	PROPOSED 2021 BUDGET	% OF BUDGET	\$ INCREASE (DECREASE)
3050 TRAVEL							
3051 TRAVEL OUT OF COUNTY	3,500.00	3,500.00	3,000.00		3,000.00	0.34%	0.00
3052 VEHICLE & MEAL EXP	2,500.00	2,500.00	2,500.00		2,500.00	0.28%	0.00
							0.00
3060 UTILITIES							
3061 TELEPHONE	3,600.00	3,600.00	3,600.00		3,600.00	0.41%	0.00
3062 ELECTRICITY	8,000.00	8,000.00	8,000.00		8,000.00	0.91%	0.00
3063 GAS	2,100.00	2,100.00	2,100.00		2,100.00	0.24%	0.00
3064 WATER	1,450.00	1,450.00	1,450.00		1,450.00	0.16%	0.00
3075 MISCELLANEOUS	500.00	500.00	500.00		500.00	0.08%	0.00
4000 ADMIN & PROF EXPENSE							
4001 BOARD OF DIRECTORS	1,200.00	1,200.00	1,200.00		1,200.00	0.14%	0.00
4002 APPRAISAL REVIEW BOARD	2,000.00	2,000.00	2,000.00		2,000.00	0.23%	0.00
4003 APPRAISAL SERVICES	37,500.00	37,500.00	39,000.00		40,000.00	4.54%	1,000.00
4004 LEGAL SERVICES	2,000.00	2,000.00	2,000.00		2,000.00	0.23%	0.00
4005 DATA PROC SERVICES	6,500.00	6,500.00	6,500.00		6,500.00	0.74%	0.00
4006 ACCOUNTING SERVICES	12,700.00	12,700.00	12,550.00		13,052.00	1.48%	502.00
4007 JANITORIAL SERVICES	4,140.00	4,140.00	4,346.00		4,505.00	0.51%	159.00
4008 FEES	3,000.00	3,000.00	3,000.00		2,500.00	0.28%	-500.00
4009 MICROFICHE SERVICES	750.00	750.00	750.00		0.00	0.00%	-750.00
4010 BANK SERVICE CHARGES	0.00	0.00	0.00		0.00	0.00%	0.00
5000 CAPITAL OUTLAY							
5001 VEHICLE	0.00	37,694.85	0.00		0.00	0.00%	0.00
5002 OFFICE FURN & EQUIP	3,000.00	3,000.00	3,000.00		3,000.00	0.34%	0.00
5003 COMP EQUIP & SOFT	3,000.00	3,000.00	3,000.00		3,000.00	0.34%	0.00
5004 BUILDING IMPROVE	3,000.00	3,000.00	3,000.00		3,000.00	0.34%	0.00
TOTAL	830,440.00	868,134.85	853,855.00	0.00	880,401.00	100.00%	26,546.00

2021 PROPOSED BUDGET ALLOCATION

ENTITY	2020 TAX LEVY	2020 SALES TAX REVENUE	2020 TOTAL REVENUE	2020 % OF TOTAL REVENUE	PROPOSED 2021 BUDGET	ANNUAL DISTRIBUTION	MONTHLY DISTRIBUTION
PLV CITY	7,266,710.05	1,391,861.16	8,658,571.21	17.4525%	879,701.00	153,530.15	12,794.18
HC CITY	302,318.28	0.00	302,318.28	0.6094%	879,701.00	5,360.58	446.72
PE CITY	302,908.27	0.00	302,908.27	0.6106%	879,701.00	5,371.04	447.59
ABY CITY	534,787.18	78,467.46	613,254.64	1.2361%	879,701.00	10,873.97	906.16
HALE CO	11,740,453.75	1,659,015.97	13,399,469.72	27.0085%	879,701.00	237,593.77	19,799.48
PLV ISD	13,155,081.74	0.00	13,155,081.74	26.5159%	879,701.00	233,260.39	19,438.37
HC ISD	1,303,781.66	0.00	1,303,781.66	2.6280%	879,701.00	23,118.11	1,926.51
PE ISD	4,249,721.84	0.00	4,249,721.84	8.5659%	879,701.00	75,354.28	6,279.52
CC ISD	416,741.12	0.00	416,741.12	0.8400%	879,701.00	7,389.48	615.79
ABY ISD	6,925,126.68	0.00	6,925,126.68	13.9585%	879,701.00	122,793.44	10,232.79
OLTON ISD	125,366.59	0.00	125,366.59	0.2527%	879,701.00	2,222.95	185.25
HPWD	159,762.22	0.00	159,762.22	0.3220%	879,701.00	2,832.84	236.07
SUB TOTAL	46,482,759.38	3,129,344.59	49,612,103.97	100.0000%	879,701.00	879,701.00	73,308.42
**LOCKNEY ISD	1,829.65	0.00	1,829.65	0.0037%	350.00	350.00	0.00
**WEED	18,565.80	0.00	18,565.80	0.0374%	350.00	350.00	0.00
INTEREST INCOME	0.00	0.00	0.00		0.00	0.00	0.00
	46,503,154.83	3,129,344.59	49,632,499.42	100.0000%	880,401.00	880,401.00	73,308.42

**LESS THAN .10% REQUIRED TO PAY \$350 ANNUALLY

**ALLOCATION BASED ON BUDGET MINUS WEED MINUS LOCKNEY ISD

880,401.00
 -350.00
-350.00
 879,701.00 PROPOSED BUDGET FOR ALLOCATION

2021 PROPOSED SALARIES									
2020 BASE SALARIES									
	CURRENT SALARIES		3% COST OF LIVING		4% COST OF LIVING		5% COST OF LIVING		
POSITION	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR	
CHIEF APPRAISER (NIKKI)	6735.29	80823.48	6937.35	83248.18	7004.70	84056.42	7072.05	84864.65	
COLLECTIONS CLERK I (ALECIA)	3121.41	37456.92	3215.05	38580.63	3246.27	38955.20	3277.48	39329.77	
APPRAISER I (CAROLYN)	4300.33	51603.96	4429.34	53152.08	4472.34	53668.12	4515.35	54184.16	
APPRAISAL CLERK I (MARY)	3038.95	36467.40	3130.12	37561.42	3160.51	37926.10	3190.80	38290.77	
APPRAISER II (GREG)	4088.22	49058.64	4210.87	50530.40	4251.75	51020.99	4292.63	51511.57	
COMPUTER OPERATOR (MATILDA)	3380.90	40570.80	3482.33	41787.92	3516.14	42193.63	3549.95	42599.34	
SECRETARY (GLENDA)	3692.42	44309.04	3803.19	45638.31	3840.12	46081.40	3877.04	46524.49	
APPRAISER III (KEVIN) (INCLUDES \$1500.00 FOR RPA)	3457.18	41486.16	3560.80	42730.74	3595.47	43145.61	3630.04	43560.47	
APPRAISAL CLERK II (SANDRA)	2734.29	32811.48	2816.32	33795.82	2843.66	34123.94	2871.00	34452.05	
COLLECTIONS CLERK II (JUANITA)	2511.53	30138.36	2586.88	31042.51	2611.99	31343.89	2637.11	31645.28	
	37060.52	444726.24	38172.34	458068.03	38542.94	462515.29	38913.55	466962.55	

BUDGET CATEGORIES					
CHIEF APPRAISER	2001	80823.48	83248.18	84056.42	84864.65
ADM ASSISTANTS	2002	84879.84	87426.24	88275.03	89123.83
SKILLED TECH'S	2003	142148.76	146413.22	147834.71	149256.20
CLERKS	2004	136874.16	140980.38	142349.13	143717.87
		<u>444726.24</u>	<u>458068.03</u>	<u>462515.29</u>	<u>466962.55</u>

	2020 BENEFIT PACKAGE	2019 LONGEVITY PAY	2020 LONGEVITY PAY	2021 LONGEVITY PAY
CHIEF APPRAISER (NIKKI)	32950.67	2880.00	2880.00	2880.00
COLLECTIONS CLERK 1 (ALECIA)	19615.59	1248.00	1344.00	1440.00
APPRAISER I (CAROLYN)	17210.72	1728.00	1824.00	1920.00
APPRAISAL CLERK I (MARY)	19358.43	1248.00	1344.00	1440.00
APPRAISER II (GREG)	22630.80	1152.00	1248.00	1344.00
COMPUTER OPERATOR (MATILDA)	19632.55	480.00	576.00	672.00
SECRETARY (GLENDA)	16001.61	1536.00	1632.00	1728.00
APPRAISER III (KEVIN)	19492.04	192.00	288.00	384.00
APPRAISAL CLERK II (SANDRA)	11171.07	1152.00	1248.00	1344.00
COLLECTIONS CLERK II (JUANITA)	17124.97	384.00	480.00	576.00
TOTAL	<u>195188.45</u>	<u>0.00</u>	<u>12000.00</u>	<u>12864.00</u>

BENEFIT PACKAGE INCLUDES

RETIREMENT PLAN, HEALTH,
DISABILITY AND LIFE INSURANCE,
VACATION, SICK AND FUNERAL LEAVE

Lamb County Appraisal District
P.O. Box 950 □ 1500 E. Delano Avenue
Littlefield, Texas 79339-0950
Telephone (806) 385-6474
Toll free (800) 748-8782
Fax (806) 385-6944
E-mail lambcad@lambcad.org

June 14, 2020

Kevin McCasland
Olton ISD
P.O. Box 389
Olton, TX 79064-0389

2021 PROPOSED BUDGET

Section 6.06(a) of the Property Tax Code, titled Appraisal District Budget and Financing, requires the following:

Each year the chief appraiser shall prepare a proposed budget for the operations of the district for the following tax year and shall submit copies to each taxing unit participating in the district and to the district board of directors. He shall include in the budget a list showing each proposed position, the proposed salary for the position, all benefits proposed for the position, each proposed capital expenditure, and an estimate of the amount of the budget that will be allocated to each taxing unit. Each taxing unit entitled to vote on the appointment of board members shall maintain a copy of the proposed budget for public inspection at its principal administrative office.

This letter and enclosed proposed 2021 budget are being sent to you to comply with the Property Tax Code. The change from 2020 to 2021 represents a 0% increase and I would appreciate the opportunity to meet with you when you have time to answer any questions you might have on this proposed budget.

Lesa Kloiber, RPA/RTA
Chief Appraiser

Enclosure

2021 Budget

Lamb County Appraisal District
P.O. Box 950 □ 1500 E. Delano Avenue
Littlefield, Texas 79339-0950
Telephone (806) 385-6474
Toll Free (800) 748-8782
Fax (806) 385-6944
E-mail lambcad@lambcad.org

Lesa A. Kloiber, RPA/RTA
Chief Appraiser

Proposed:
Board of Directors
Regular Meeting
(Address Above)
May 28, 2020

2021 Budget

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Board of Directors

<u>Dewey Hukill</u>	Director	Olton	2020-2021
<u>Leroy Maxfield</u>	Director	Amherst	2020-2021
<u>James Sokora</u>	Director	Littlefield	2019-2020
<u>Tim Nix</u>	Director	Sudan	2020-2021
<u>Danny Byers</u>	Director	Springlake-Earth	2019-2020

Chief Appraiser

Lesa A. Kloiber

Amounts to be provided by taxing units

Appraisal Allocation	\$812,355.00
Units Taxing Vehicles	\$2,000.00
Collections Allocation	\$42,000.00
Total to be Provided	\$856,355.00

2021 Budgeted Revenue**\$856,355.00****Budget Line Items**

401	Salaries	\$286,125.00
402	Retirement	\$41,250.00
403	Employee Health Insurance	\$81,190.00
404	Worker's Comp. Insurance	\$2,150.00
405	T.W.C. Tax	\$1,620.00
406	Medicare Tax	\$4,500.00
407	Dependent Health Insurance	\$28,500.00
410	Board of Directors	\$1,000.00
411	Appraisal Review Board	\$3,000.00
412	Agricultural Advisory Board	\$250.00
413	Appraisal Services	\$72,570.00
414	Legal Services	\$50,000.00
415	Accounting Services	\$10,000.00
417	Postage	\$22,000.00
418	Freight	\$1,000.00
420	Capital Outlay	\$25,000.00
421	Office Supplies	\$8,000.00
422	Forms & Printing	\$8,500.00
423	Maps & Supplies	\$14,500.00
424	Legal Notices	\$4,500.00
425	Software & Support	\$75,000.00
427	Maintenance & Repair	\$5,000.00
432	Utilities	\$20,000.00
433	Janitor	\$4,000.00
434	Insurance	\$7,000.00
440	Auto Allowance	\$18,000.00
441	Travel Expense	\$16,000.00
442	Education	\$4,500.00
443	Dues & Memberships	\$2,700.00
444	Books & Subscriptions	\$4,500.00
446	Miscellaneous	\$16,000.00
447	Equipment Lease	\$10,000.00
448	Furniture & Office Equipment	\$8,000.00

Total Budgeted Expenditures**\$856,355.00**

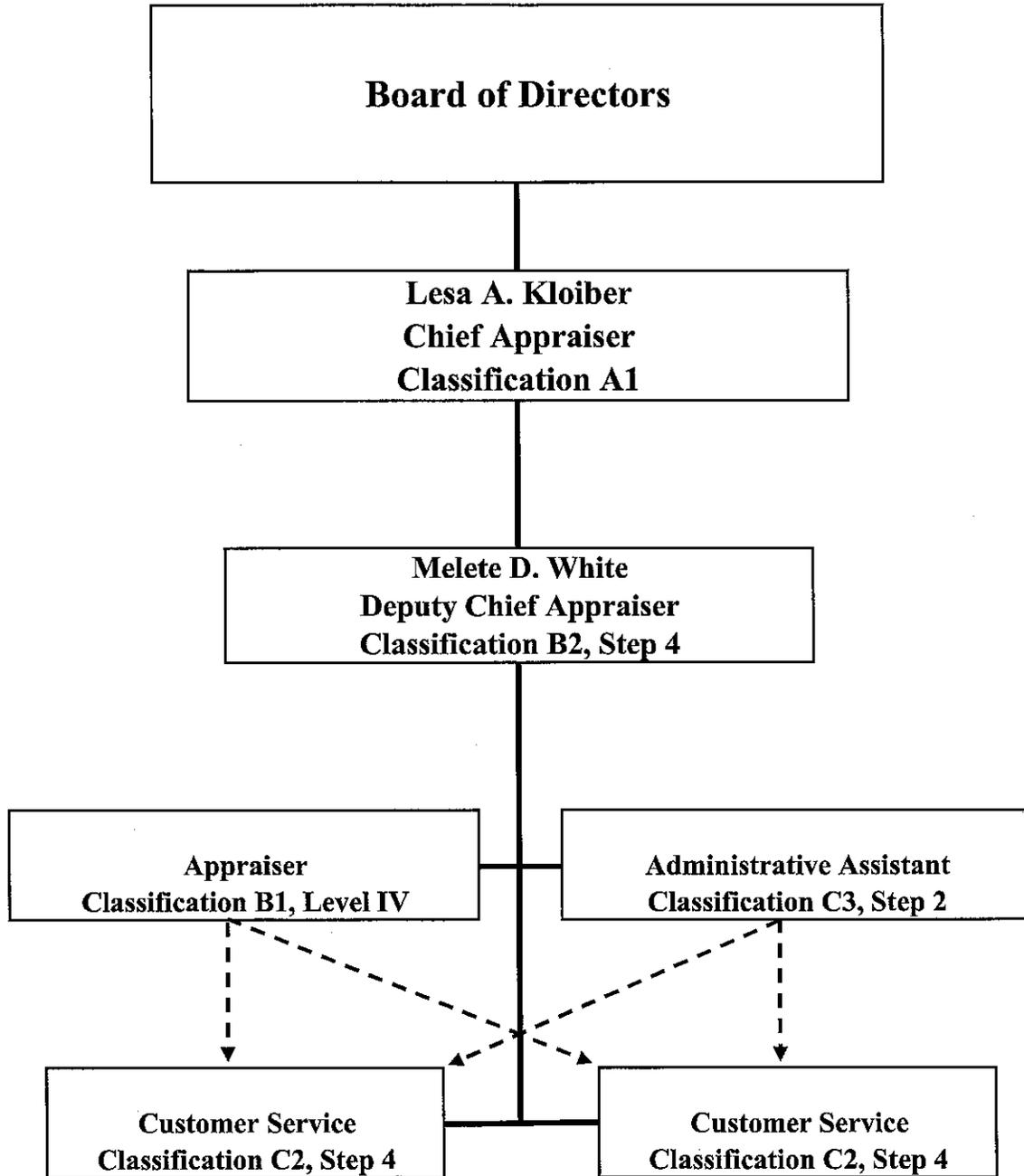
Budget Line Items	2020	2021	Change	
401 Salaries	\$286,125.00	\$286,125.00	\$0.00	0.00%
402 Retirement	\$41,250.00	\$41,250.00	\$0.00	0.00%
403 Employee Health Insurance	\$91,190.00	\$81,190.00	(\$10,000.00)	-10.97%
404 Worker's Comp. Insurance	\$2,150.00	\$2,150.00	\$0.00	0.00%
405 T.W.C. Tax	\$1,620.00	\$1,620.00	\$0.00	0.00%
406 Medicare Tax	\$4,500.00	\$4,500.00	\$0.00	0.00%
407 Dependent Health Insurance	\$28,500.00	\$28,500.00	\$0.00	0.00%
410 Board of Directors	\$1,000.00	\$1,000.00	\$0.00	0.00%
411 Appraisal Review Board	\$3,000.00	\$3,000.00	\$0.00	0.00%
412 Agricultural Advisory Board	\$250.00	\$250.00	\$0.00	0.00%
413 Appraisal Services	\$72,570.00	\$72,570.00	\$0.00	0.00%
414 Legal Services	\$50,000.00	\$50,000.00	\$0.00	0.00%
415 Accounting Services	\$10,000.00	\$10,000.00	\$0.00	0.00%
417 Postage	\$22,000.00	\$22,000.00	\$0.00	0.00%
418 Freight	\$1,000.00	\$1,000.00	\$0.00	0.00%
420 Capital Outlay	\$25,000.00	\$25,000.00	\$0.00	0.00%
421 Office Supplies	\$8,000.00	\$8,000.00	\$0.00	0.00%
422 Forms & Printing	\$8,500.00	\$8,500.00	\$0.00	0.00%
423 Maps & Supplies	\$14,500.00	\$14,500.00	\$0.00	0.00%
424 Legal Notices	\$4,500.00	\$4,500.00	\$0.00	0.00%
425 Software & Support	\$65,000.00	\$75,000.00	\$10,000.00	15.38%
427 Maintenance & Repair	\$5,000.00	\$5,000.00	\$0.00	0.00%
432 Utilities	\$20,000.00	\$20,000.00	\$0.00	0.00%
433 Janitor	\$4,000.00	\$4,000.00	\$0.00	0.00%
434 Insurance	\$7,000.00	\$7,000.00	\$0.00	0.00%
440 Auto Allowance	\$18,000.00	\$18,000.00	\$0.00	0.00%
441 Travel Expense	\$16,000.00	\$16,000.00	\$0.00	0.00%
442 Education	\$4,500.00	\$4,500.00	\$0.00	0.00%
443 Dues & Memberships	\$2,700.00	\$2,700.00	\$0.00	0.00%
444 Books & Subscriptions	\$4,500.00	\$4,500.00	\$0.00	0.00%
446 Miscellaneous	\$16,000.00	\$16,000.00	\$0.00	0.00%
447 Equipment Lease	\$10,000.00	\$10,000.00	\$0.00	0.00%
448 Furniture & Office Equip	\$8,000.00	\$8,000.00	\$0.00	0.00%
Total Budgeted Expenditures	\$856,355.00	\$856,355.00	\$0.00	0.00%

**Lamb County Appraisal District
Preliminary 2021 Budget Allocation**

Entities	2020 Estimated Levy for Appraisal purposes	Collection Parcel Count	Appraisal % Levy	Collection % Parcels	Appraisal Budget Share	Collection Budget Share	Vehicle Appraisal Budget	Total Budget
2021 Budget					\$812,355.00	\$42,000.00	\$2,000.00	\$856,355.00
						Less HPW-\$40,480		
City of Amherst	\$128,141.50	657	0.62%	1.61%	\$4,999.99	\$650.83		\$5,650.82
City of Earth	\$220,729.35	788	1.06%	1.93%	\$8,612.71	\$780.60		\$9,393.30
City of Littlefield	\$1,235,473.42	4095	5.93%	10.02%	\$48,207.33	\$4,056.52		\$52,263.85
City of Olton	\$365,604.96	1942	1.76%	4.75%	\$14,265.66	\$1,923.75		\$16,189.41
Town of Springlake	\$39,836.18	189	0.19%	0.46%	\$1,554.38	\$187.22		\$1,741.60
City of Sudan	\$286,518.25	675	1.38%	1.65%	\$11,179.75	\$668.66		\$11,848.40
Lamb County	\$8,005,872.92	15513	38.45%	37.96%	\$312,383.72	\$15,367.22		\$327,750.94
HPW	\$75,986.80	n/a	0.36%		\$2,964.95	\$1,520.00		\$4,484.95
Amherst ISD	\$556,646.98	1247	2.67%	3.05%	\$21,719.99	\$1,235.28		\$22,955.27
Antton ISD	\$210,464.58	n/a	1.01%		\$8,212.18			\$8,212.18
Littlefield ISD	\$2,287,067.52	5816	10.99%	14.23%	\$89,239.82	\$5,761.35		\$95,001.17
Muleshoe ISD	\$149,072.02	n/a	0.72%		\$5,816.69			\$5,816.69
Olton ISD	\$1,243,228.26	3907	5.97%	9.56%	\$48,509.92	\$3,870.29		\$52,380.21
Springlake-Earth ISD	\$682,483.15	2732	3.28%	6.69%	\$26,630.03	\$2,706.33	\$2,000	\$31,336.36
Sudan ISD	\$5,287,340.41	3303	25.40%	8.08%	\$206,308.43	\$3,271.96		\$209,580.39
Whiteface ISD	\$44,835.64	n/a	0.22%		\$1,749.46			\$1,749.46
Totals	\$20,819,301.94	40864						

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2021
Lamb County Appraisal District
Organization & Staff Level Chart



2021 Salary Schedule

Chief Appraiser's salary set annually by the Appraisal District Board of Directors

Chief Appraiser

2013	2014/2015	2016/2017	2018/2019	2020/2021
\$56,593.91	\$57,726.00	\$60,612.48	\$63,643.20	\$68,734.80

Deputy Chief Appraiser

		Step 1	Step 2	Step 3	Step 4
B2	Annually	\$55,448.90	\$58,358.30	\$61,269.78	\$64,327.90

Appraiser

		Level I	Level II	Level III	Level IV
B1	Annually	\$36,361.44	\$40,698.96	\$46,223.52	\$52,785.36

Office Staff

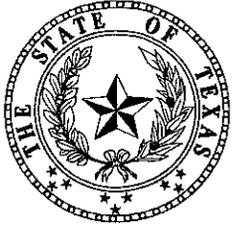
		Step 1	Step 2	Step 3	Step 4
C3	Hourly	\$16.17	\$16.68	\$17.29	\$17.83
C2	Hourly	\$13.55	\$14.06	\$14.66	\$15.14
C1	Hourly	\$10.44	\$11.51	\$11.91	\$12.51

* System Administrator to receive \$2,600 annually.

2021 Total Personnel Cost by Position

Classification	Position	Salary	Retirement	Health & Life Ins.	Dependent Health Ins.	Medicare Tax	Total
A1	Chief Appraiser	\$68,734.80	\$10,089.20	\$11,068.08	\$0.00	\$1,083.65	\$90,975.73
B2 Step 4	Deputy Chief Appraiser	\$64,327.90	\$9,494.27	\$11,068.08	\$5,700.00	\$1,019.75	\$91,610.00
	System Administrator	\$2,600.00	\$351.00			\$37.70	\$2,988.70
B1 Level IV	Appraiser	\$52,785.36	\$7,936.02	\$11,068.08	\$5,700.00	\$852.39	\$78,341.85
Appraisal Totals		\$188,448.06	\$27,870.49	\$33,204.24	\$11,400.00	\$2,993.50	\$263,916.28

C3 Step 2	Administrative Assistant	\$34,694.40	\$4,683.74	\$11,010.00	\$5,700.00	\$503.07	\$56,591.21
C2 Step 4	Customer Service Representative	\$31,491.20	\$4,251.31	\$11,002.08	\$5,700.00	\$456.62	\$52,901.21
C2 Step 4	Customer Service Representative	\$31,491.20	\$4,251.31	\$10,996.80	\$5,700.00	\$456.62	\$52,895.93
Office Staff Totals		\$97,676.80	\$13,186.37	\$33,008.88	\$17,100.00	\$1,416.31	\$162,388.36
Total Cost		\$286,124.86	\$41,056.86	\$66,213.12	\$28,500.00	\$4,409.81	\$426,304.65



64th & 242nd
JUDICIAL DISTRICTS

HALE COUNTY JUVENILE PROBATION

P.O. Box 410, Plainview, Texas 79073-0410
Telephone (806) 291-5259 Fax (806) 291-5300

ERYBERTO SUBEALDEA
Chief Juvenile Probation Officer

June 16, 2020

Olton Independent School District
P.O. Box 388
Olton, Tx 79064

Dear Mr. McCasland:

Please find the enclosed Memorandum of Understanding between the Hale County Juvenile Probation Board and Olton ISD for the upcoming school year 2020/2021. Please sign and return the original to our department. Once all signatures are obtained, I will return the file marked copy to you.

Should you have any questions, please feel free to give me a call.

Thanks,

A handwritten signature in black ink, appearing to read "Jolina Flowers".

Jolina Flowers
Administrative Assistant
Hale County Juvenile Probation
806-291-5259
jflowers@halecojpd.org

INTERLOCAL AGREEMENT AND MEMORANDUM OF UNDERSTANDING

I. Parties

The Hale County Juvenile Board and the Olton Independent School District.

II. Background

Pursuant to the requirements of Texas Education Code 37.008 and 37.011, the Hale County Juvenile Probation Board in cooperation with all public school districts located in Hale County has established a Disciplinary Alternative Education Program. Olton ISD (OISD) desires to contract with HCJPB to provide educational services as required by Texas Education Code 37.008 to those OISD students removed from the regular classroom for offenses listed in Texas Education Code 37.006 and the OISD Student Code of Conduct, and the HCJPB is willing to provide those services under the terms set out in this Memorandum of Understanding. Unless otherwise stated, all references to section and chapter numbers are to the Texas Education Code.

III. Purpose

This Memorandum of Understanding between the HCJPB and the OISD is intended to comply with §37.001 and §37.007.

IV. Goals

The parties agree that the goals for the DAEP are: 1.) To provide a continuum of educational services to students, 2.) To establish consistency, predictability, and appropriateness of student placement following removal to an alternative education program under Texas Education Code 37.006 and OISD Student Code of Conduct, 3.) To return students to the regular school setting when appropriate, and 4.) To impress upon the student that there are progressive sanctions for misconduct in public school settings.

V. Composition of Governing Body

The DAEP shall operate as a function of the HCJPB, separate and apart from the OISD. It shall not be an independent political subdivision, nor shall it operate under the direction or control of the OISD.

VI. Student Eligibility

OISD students age 10-18 can be placed in the DAEP by an appropriate OISD official for engaging in any one of the offenses listed in Texas Education Code 37.006 that require placement in an alternative education program and for any offense listed in the OISD Student Code of Conduct permitting placement in an alternative education program.

VII. Student Placement Terms and Conditions

OISD students assigned to the DAEP will remain for the period of the individual student's removal.

VIII. Funding

The OISD will be responsible to pay **\$30.00** per day per student.

The Hale County Juvenile Probation Director has the authority to limit the number of students per day.

The OISD will also be responsible for paying a **\$12.25** fee for each required student uniform provided by Hale County to each OISD student.

IX. Current Revenues

When paying for the performance of governmental functions or services, the HCJPB and the OISD must make those payments from current revenues in compliance with Government Code §791.011(d)(3).

X. Qualified Employees

The Hale County Juvenile Probation Board/Department shall be responsible for actively recruiting, screening, interviewing, hiring, and reference checking the best-qualified and available candidates for employment at the DAEP. The Hale County Juvenile Probation Board/Department shall have sole responsibility for training and supervision of employees in the DAEP program.

XI. Duration and Renewal

This Memorandum of Understanding is effective August 12, 2020 through May 21, 2021. The DAEP instructional services shall be provided in accordance with the Plainview ISD School Calendar. Renewal may be made only by written agreement between the HCJPB and OISD.

XII. Responsibilities

The Plainview ISD shall be responsible for providing meal(s) to the students placed in the program.

The OISD will be billed on or before the 10th day of each month, directly from the Hale County Juvenile Probation Board/Department for each student that is in attendance from the OISD.

The OISD shall be responsible for providing Special Education services for OISD students.

The OISD shall be responsible for the transportation of OISD students to and from the Hale County DAEP facility.

Both the HCJPB and the OISD will seek and through consensus to establish financial and non-financial collaborative agreements for the provision of instructional and support services to the students.

XIII. Termination

Either the HCJPB or the OISD may terminate this agreement prior to the expiration date if either party refuses or fails to perform any of its obligations under this agreement. The other party shall give a 30 day written notice for termination of the agreement.

XIV. Immunity

Neither the HCJPB nor the OISD waive or relinquish any immunity or defense on behalf of themselves, their trustees, commissioners, officers, employees, and agents as a result of execution of this agreement and performance of the functions and obligations described herein.

XV. Legal Requirements

The HCJPB and the OISD agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules and regulations in connection with the programs contemplated under this agreement. This agreement is subject to all applicable present and future valid laws governing juvenile justice programs applicable to school districts and/or county juvenile probation departments. In the event that any of the participants hereto are required by law or regulation to perform any act inconsistent with this agreement, or to cease performing any act required by this agreement, the agreement shall be deemed to have been modified to conform with the requirements of such law or regulation.

XVI. Indemnity

The HCJPB agrees, to the extent authorized by constitutions and laws of the State of Texas, to indemnify and hold harmless the OISD and its officers and employees against any and all claims, actions, liabilities and losses, by whomever asserted of acts, errors, or omissions on the part of HCJPB, its officers, agents and employees arising out of any activity in performance of this agreement.

XVII. Execution

The execution and performance of this agreement by the HCJPB and the OISD has been duly authorized and this agreement constitutes the valid and enforceable obligations of HCJPB and OISD in accordance with its terms.

EXECUTED THIS THE _____ DAY OF _____, 2020.

HALE COUNTY JUVENILE BOARD

SIGNATURE (AUTHORIZED AGENT)

David B. Mull, Chairman of Board
PRINTED NAME AND TITLE

OLTON INDEPENDENT SCHOOL DISTRICT

SIGNATURE (AUTHORIZED AGENT)

Kevin McCasland, Superintendent
PRINTED NAME AND TITLE

OLTON ISD

RESOLUTION OF THE BOARD OF TRUSTESS REGARDING PAYMENT OF EMPLOYEES AND AUTHORIZATION OF THE SUPERINTENDENT DURING EMERGENCY SCHOOL CLOSURE

WHEREAS, the Olton Independent School District Board of Trustees (Board) recognizes that officials in the State of Texas and the United States Government have declared a disaster and emergency regarding coronavirus/COVID-19 (hereafter "COVID-19") and its potential spread;

WHEREAS, the territory included in Olton Independent School District is within the areas declared a disaster and an emergency area;

WHEREAS, on or about March 13, 2020, the President of the United States declared a national emergency and the Governor of the State of Texas declared a statewide disaster regarding COVID-19;

WHEREAS, on or about March 18, 2020, the County of Lamb, Texas, declared a local state of disaster for public health emergency regarding COVID-19;

WHEREAS, the Board recognizes that COVID-19 is an unforeseen and unavoidable emergency of urgent public necessity, that the World Health Organization has declared COVID19 a pandemic, and that additional emergency declarations may follow in the coming days and weeks;

WHEREAS, the Board and Administration are following advice and directives from federal, state and local authorities in responding to the COVID-19 Virus;

WHEREAS, the Board has a substantial public interest in protecting the health and safety of its students, staff, and community and therefore desires to ensure that the school district and community are prepared to the fullest extent possible to protect the health and safety of students, staff, and community in light of COVID-19;

WHEREAS, the District is on spring break during this week but is announcing emergency school closings at least through April 3, 2020 (although remote delivery of instruction will begin on March 24) and may determine a need exists to implement further school closings in response to the health needs of our families and our community;

WHEREAS, the District's public purpose is served by promoting conscientious health choices, including individual quarantines as may be necessary while working to deliver instruction remotely and/or when classes officially resume, and to continue compensation of staff members during such times;

WHEREAS, the District's public purpose is served by working with students, families, and staff to the extent possible to support continued learning during times of school suspension and/or quarantine;

WHEREAS, the Board seeks to retain its employees, reduce turnover, increase morale, help employees focus on work-related matters while working, and facilitate the eventual return to full-time duty of employees after during the alternative delivery and

instruction and until schools re-open and believes that an additional public purpose exists in doing so;

WHEREAS, the Board supports future decisions the Superintendent may make under the authority of this resolution regarding the continuation of wage payments to all regular employees—contractual and non-contractual, salaried and non-salaried—who suffer a loss in pay due to the emergency closing and during time of alternative methods of delivery of instruction, as continuation of wage payments will serve the public purposes of maintaining morale, reducing turnover, and ensuring continuity of District staffing when schools officially reopen; and

WHEREAS, employees who are instructed not to report to work or who are instructed to work less hours than usual may suffer a loss of pay unless the workdays are made up at a later date. The Board concludes that continuing wage payments to all employees, contractual and non-contractual, salaried and non-salaried, who might otherwise suffer a loss in pay due to the emergency closing of the school and during times of alternative delivery of instruction, in an amount equal to all employees regularly scheduled pay, serves the public purposes of maintaining morale, reducing turnover, and ensuring continuity of District staffing when schools officially reopen.

WHEREAS, the Board believes the public purposes described above are fulfilled by efficiently and effectively making certain delegations, as described more fully herein, to the Superintendent, in order to address this ever-changing emergency situation in the best interest of the health, safety, and well-being of its students, staff, community, and the citizenship at-large.

IT IS THEREFORE RESOLVED THAT the Board of Trustees finds a substantial public purpose exists in protecting the health and safety of its students, staff, and community and therefore in ensuring that the school district and community are prepared to the fullest extent possible to protect the health and safety of students, staff, and community in light of COVID-19.

In furtherance of these public purposes, the Board of Trustees makes the following delegations to the Superintendent, and designee(s):

1. The authority to act in the place of the Board under Policy DEA (LOCAL) and thus make all decisions regarding payment of employees during the current emergency closure and and possible extended future closures (while instruction is being delivered remotely and/or in alternative methods) due to Covid-19, to implement the provisions of Board Policy DEA(LOCAL), and to make determinations regarding the purpose and parameters of any such payments;
2. The authority to alter the Olton ISD 2019-2020 school calendar by changing and/or adding school/instructional hours and work/school days as necessitated by any emergency closure or related concerns;
3. The authority to act in place of the Board under Policy DEC (Local) regarding employee leave and thus create guidelines and make decisions regarding absences, leave time, leave days, and compensation of any employee who is quarantined as a

result of COVID19 and/or who tests positive for COVID-19 and who presents appropriate medical documentation regarding themselves and/or an immediate family member, in compliance with Texas and federal law;

4. The authority to seek any necessary waivers from the Texas Education Agency or appropriate state and federal agencies without further action of the Board of Trustees regarding missed instructional days, low attendance, or any matters related to the current emergency closure and possible extended future closures due to Covid-19, as part of this Resolution;

5. The authority to declare a catastrophe and take all actions as appropriate in accordance with Texas Government Code, Section 552.233, regarding temporary suspension of the Texas Public Information Act during the current closure and possible extended future closures due to Covid-19;

6. The authority to act in place of the Board under Policies CH, COA and CV (Local), during the current emergency closure and possible extended future closures due to Covid-19, regarding procurement, and thus the authority to procure, negotiate, and execute contracts for goods and services that are necessary to mitigate, prevent, restore, and repair damage caused to District equipment, personal property, and facilities, to purchase equipment or services necessary in order to enable the District to ensure continued distance instruction as required by the Texas Education Agency, and to protect the safety of students and staff, related to COVID-19 and its potential spread. Such authority being necessary to prevent delays posed by competitive procurement of contracts that will prevent or substantially impair the continuation of instruction, return to regular classes, or other essential school functions and activities; and

7. In the event other waivers or immediate actions are needed, the Superintendent is authorized to take other action and to submit/apply for other waivers in accordance with guidance and instructions from the national and state authorities and/or agencies.

IT IS THEREFORE FURTHER RESOLVED THAT the delegations made by this Resolution shall remain in effect until further action by the Board.

Adopted this _____ (date) day of _____(month) of _____(year), by the Board of Trustees.

Board President

Board Secretary

**OLTON INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

**Board Resolution for Modification of Policies and Procedures on Grading, Promotion,
Class Rank and Related Instructional Issues During Periods of School Closure
Due to COVID-19**

WHEREAS, the Olton Independent School District Board of Trustees (the Board) recognizes that officials in the State of Texas and the United States Government have declared a disaster and emergency regarding Coronavirus/COVID-19 (COVID-19) and its potential spread; and

WHEREAS, the Board recognizes that COVID-19 is an unforeseen and unavoidable emergency of urgent public necessity, that the World Health Organization has declared COVID-19 a pandemic, and that additional emergency declarations may follow in the coming days and weeks; and

WHEREAS, the Board and District Administration are following advice and directives from federal, state and local authorities in responding to COVID-19; and

WHEREAS, due to the outbreak of COVID 19, the normal operations of the District closed on March 23, 2020, and Governor Abbott has ordered all schools remain closed through at least May 4, 2020; and

WHEREAS, the District has implemented procedures for continuity of instruction to the extent possible during the closure of its schools and/or suspension of normal District operations; and

WHEREAS, the District will be unable to resume normal instruction for an extended period of time and administering the current policies and guidelines for student grading, promotion, and class rank will be impossible or impractical; and

WHEREAS, the Board recognizes that disparity exists with regard to student access to technology and home learning environments and that temporary suspension or modification of certain policies and guidelines related to student grading, promotion, and class rank will ensure fairness in the process for all students; and

WHEREAS, Board Policy EIC (LOCAL) currently states that the determination of class rank, local recognition for top ten percent, and all related academic honors for graduating seniors ("Graduation Honors") shall be determined by averaging all eligible grades available as of the end of the fifth six-week grading period; and

WHEREAS, due to the inability to provide normal instruction during the period of school closure, the calculation of grade point averages for graduating seniors, including the determination of Graduation Honors, shall be determined by using all eligible grades available as of the end of the fourth six-week grading period; and

WHEREAS, notwithstanding other provisions of this resolution, the District will continue to calculate class rank for purposes of applications to Texas institutions of higher education as required by state law; and

WHEREAS, Board Policy EIA (LOCAL) includes requirements and guidelines for student grading, student assignments to ensure mastery of course objectives, as well as progress reporting to parents every six weeks; and

WHEREAS, any requirement in Board Policy or regulation that students be issued numerical grades, that teachers provide a specific number of assignments or that the District issue regular progress reports shall be suspended until the District resumes normal instruction; and

WHEREAS, Board Policy EIE (LOCAL) includes minimum grade requirements and/or percentage standards for purposes of determining student retention, promotion, and the award of course credit; and

WHEREAS, student engagement and grades received prior to the school closure, as well as evidence of learning that demonstrates mastery of standards during distance instruction, may be used to determine whether a student has mastered the course objectives or grade level, and such information may be considered in making decisions regarding end of semester grades, student retention and promotion, and the awarding of credit; and

WHEREAS, these one-time modifications of Board policies and grading procedures are intended to ensure fairness to all students in light of the current unprecedented circumstances; and

WHEREAS, the Board will continue to provide controls and oversight for the District authority granted to the Superintendent herein, by requiring that the Superintendent timely report to the Board all actions taken under this grant of authority.

Now therefore it be resolved by the Board that:

1. The Board determines that a temporary modification of Board Policy EIC (LOCAL) shall be implemented to allow calculation of grade point averages, for all purposes in the policy, using those grades available as of the end of the fourth six-week grading period; and
2. The District shall continue to calculate class rank for purposes of applications to Texas institutions of higher education as required by state law; and
3. The Board determines that a temporary modification of Board Policies EIA (LOCAL) and EIE (LOCAL) may be implemented to allow a determination of or “Pass” and “Incomplete” to serve in place of some or all numerical grades during the time of school closure, and that this standard may be used to assist in making decisions regarding end of semester grades, retention and promotion, and the award of course credit; and
4. The Board hereby authorizes the Superintendent to take any other actions as necessary to fulfill the purpose of this Resolution and to determine procedures and standards for awarding grades for any grading period after the closure of school, including second semester grades, and suspend any other grading policies, procedures, regulations, rules or practices made impossible or impractical due to the school closure and issues related to distance learning; and

5. Any temporary modifications to or suspensions of policies, regulations, and procedures apply only for the 2019-2020 school year.

Adopted by the vote of the majority of members of the Board of Trustees of the Olton ISD present and voting at an open meeting of the Board on the 13th day of April, 2020, at which a quorum was present:

BY: _____
Board President,
Olton Independent School District

BY: _____
Board Secretary,
Olton Independent School District

**SUPPLMENTAL RESOLUTION
OF THE OLTON INDEPENDENT SCHOOL DISTRICT
REGARDING PURCHASING AND PROCUREMENT AND
DELEGATION OF TEMPORARY PURCHASING
AUTHORITY TO THE SUPERINTENDENT**

WHEREAS, the coronavirus (COVID-19) pandemic has resulted in the closure of Olton ISD schools and/or significant modification of District operations and on March 19, 2020, the Governor ordered all schools temporarily closed at least through April 3, 2020, and prohibited gatherings of more than 10 people;

WHEREAS, under the Governor's Executive Order, the COVID 19 pandemic constitutes an unforeseen "operational failure" suffered by educational institutions and their physical facilities, as contemplated under Texas Education Code Section 44.031(h);

WHEREAS, as a result of the pandemic, the District has been preparing for and will begin Virtual Home Based Learning at least through April 3, 2020 which will likely require the purchase of computer equipment, computer related equipment, bandwidth, wireless hot spots for students and staff, consulting services, and other goods and services;

WHEREAS, the Board recognizes that the District may need to make purchases necessary to address COVID-19 or related emergency caused by school closure and to meet the education needs of the District and supports the Superintendent's ability to make those decisions as the educational leader of the District;

WHEREAS, Policy CH (Local) requires Board authority for the District to make a budgeted purchase of goods or services that costs \$15,000 or more unless the purchase is of a continuing or periodic nature under a Board approved contract or bid;

WHEREAS, there is a need to expedite the purchase of goods and services that are required for the District to shift its operations to include Virtual Home Based Learning, particularly given current and anticipated demands and/or potential supply-side delays or shortages to needed goods and services arising from the pandemic;

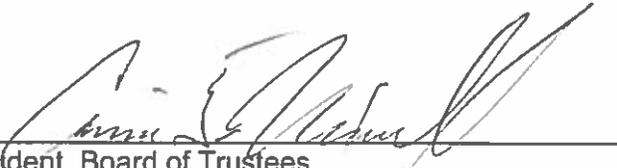
WHEREAS, as a result of the pandemic, compliance with Policy CH (Legal), CH (Local), Texas Education Code, Section 44.031(a), and the requirement for Board purchasing approval and competitive procurement methods will result in delays to the procurement of good and services that will prevent or substantially impair the District's ability to launch, maintain or enhance its virtual learning platform, the provision of classes or other essential school activities; and

WHEREAS, during the duration of the Declaration of Disaster and resulting Executive Orders of the Governor, alternative purchasing methods other than those required in Policy CH (Legal), CH Local), and Texas Education Code, Section 44.031(a) are necessary to replace traditional classroom facilities and instructional equipment with alternative goods, including, but not limited to, computer, technology, cleaning, disinfection, air quality and testing goods and services.

NOW THEREFORE BE IT RESOLVED

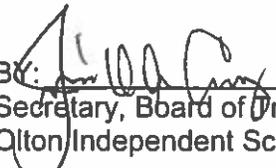
1. The Board finds that the recitals noted above are true and correct and hereby adopted;
2. The Board determines that, for the duration of the Declaration of Disaster and resulting Executive Orders of the Governor, the delay posed by the methods provided for in Texas Education Code Section 44.031 would prevent or substantially impair the conduct of classes or other essential school functions;
3. The Board finds that to the extent possible, the term of any contracts awarded pursuant to Texas Education Code Section 44.031(h) shall not extend longer than reasonably necessary to respond to the Declaration of Disaster and comply with Executive Orders of the Governor;
4. The Board finds that the District's best interests are served by delegating authority to the Superintendent to procure, negotiate and contract for goods and services that are required to respond to District needs caused by COVID 19, subject to compliance with the scope set forth in this Resolution;
5. The Board specifically delegates the authority under CH (LOCAL) to the Superintendent to make budgeted purchases for goods or services related to COVID-19. The District further delegates the authority to the Superintendent to make purchases of goods or services whether budgeted or unbudgeted related to COVID-19 up to \$ 50,000 for the duration of this emergency. The purchasing authority limit for the Superintendent under CH (LOCAL) is otherwise suspended during the emergency or until the Board otherwise takes action; until then, this provision will govern. Any single purchase of goods or services over the above-referenced amount, regardless of whether they are competitively purchased, shall require Board approval before a transaction may take place;
6. The suspension of the requirements of CH (Legal), CH (Local), and Texas Education Code, Section 44.031(a) is solely for the duration of the Declaration of Disaster and resulting Executive Orders of the Governor, temporary and limited, and shall not extend longer than reasonably necessary to respond to the operational failure caused by the COVID 19 pandemic in accordance with federal, state or local declarations, executive or court orders, and other governmental directives as determined by the Superintendent.
7. The Superintendent will report all purchases of goods and services under this resolution to the Board and will present to the Board budget amendments for contracts entered into under the authority of this Resolution, as soon as reasonably practicable; and
8. This Resolution shall take effect immediately upon its passage and until otherwise revoked by Board action.

PASSED AND ADOPTED this 26th day of March, 2020.

BY: 

President, Board of Trustees
Olton Independent School District

ATTEST

BY: 

Secretary, Board of Trustees
Olton Independent School District

OLTON INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

A RESOLUTION DELEGATING AUTHORITY TO THE SUPERINTENDENT DURING THE 2020-2021 SCHOOL YEAR

WHEREAS, the Olton Independent School District Board of Trustees (Board) recognizes that the State of Texas and the United States Government have declared a disaster and emergency regarding Coronavirus/COVID-19 (hereafter "COVID-19") and its potential spread, and continue to extend these declarations;

WHEREAS, the territory included in Olton Independent School District is within the areas declared a disaster and an emergency area;

WHEREAS, the Board recognizes that COVID-19 is an unforeseen and unavoidable emergency of urgent public necessity, that the World Health Organization has declared COVID-19 a pandemic, and that additional emergency declarations have been and will continue to be issued in the coming days, weeks and months;

WHEREAS, the Board and Administration are following advice and directives from federal, state and local authorities in responding to COVID-19;

WHEREAS, the Board has a substantial public interest in protecting the health and safety of its students, staff, and community and therefore desires to ensure that the school district and community are prepared to the fullest extent possible to protect the health and safety of students, staff, and community in light of COVID-19;

WHEREAS, the District is starting school for the 2020-2021 school year with some students physically returning to school and others continuing to engage in remote learning, and the District may determine a possible need exists to implement further modified operations and other District business in response to the health needs of our families and our community including but not limited to the possible re-closing of schools for on-campus instruction;

WHEREAS, the District's public purpose is served by promoting conscientious health choices, including medical examinations, individual quarantines and leaves as may be necessary;

WHEREAS, the District's public purpose is served by working with students, families, and staff to the extent possible to support continued learning and providing food if there is a return to school suspension and/or quarantine;

WHEREAS, the Board supports future decisions the Superintendent may make under the authority of this Resolution, and the Board believes the public purposes described above are fulfilled by efficiently and effectively making certain delegations, as described more fully herein, to the Superintendent to address this ever-changing emergency situation in the best interest of the health, safety, and well-being of its students, staff, community, and the citizenship at-large; and

WHEREAS, the Board continues to provide controls and oversight for the District

expenditures and authority granted to the Superintendent herein by requiring that the Superintendent communicate to the Board all actions taken under this grant of authority.

IT IS THEREFORE RESOLVED THAT the Board of Trustees finds a substantial public purpose exists in protecting the health and safety of its students, staff, and community and in taking action to help ensure that the school district and its community are prepared to the fullest extent possible to protect the health and safety of students, staff, and community in light of COVID-19.

In furtherance of these public purposes, the Board of Trustees makes the following delegations to the Superintendent and designee(s) for the 2020-21 school year unless the Board takes action to end some or all of the authority on an earlier date:

1. The authority to act in the place of the Board under Policy DEA (LOCAL) and thus make decisions regarding the employment and compensation of exempt and non-exempt employees during the 2020-2021 school year including, but not limited to, times of modified operations, to include possible premium payments to certain employees and implement those decisions and the provisions of Board Policy DEA(LOCAL), and to make determinations regarding the purpose and parameters of any such payments, modified operations and related actions;
2. The authority to approve variations from the District's 2020-2021 school calendar by changing and/or adding school/instructional hours and work/school days as necessitated by any modified operations or related concerns as provided by EB (LOCAL);
3. The authority to suspend all "business day" deadlines for the setting of hearings and District responses outlined in local policy during periods of closure and/or modified operations;
4. The authority to act in place of the Board under Policy DEC (LOCAL), DBB (LOCAL), and state and federal law regarding employee leave, accommodations, and employee medical testing, and create guidelines and make decisions regarding absences, leave time, leave days, required testing and compensation of any employee who is or should be quarantined as a result of COVID-19, and/or who tests positive for COVID-19, and/or who presents appropriate medical documentation regarding themselves and/or an immediate family member, in compliance with Texas and federal law, and/or who is exposed to someone who has tested positive for COVID-19, and/or an employee who refuses to test and has no medical documentation;
5. The authority to implement and seek any necessary waivers and to file attestations and/or instruction plans with the Texas Education Agency regarding phasing instruction, instructional days/hours, attendance, synchronous, asynchronous, hybrid instruction or any combination thereof, and for any matters related to the modified operation of schools as part of this Resolution, or any matters necessitating a waiver as a result of COVID-19 as allowed by state law and the Texas Education Agency;
6. The authority to make decisions regarding the opening and closing of school throughout the school year as may be necessary as a result of COVID-19 and/or any orders of Federal and State government;

7. The authority to declare a catastrophe and take all actions as appropriate in accordance with Texas Government Code, Section 552.233, regarding temporary suspension of the Texas Public Information Act, if appropriate based on relevant conditions;
8. The authority to determine grades for any grading period during which the District is under a Federal or State emergency order due to COVID-19, including times during which instruction was synchronous, asynchronous or a combination of the two.
9. The authority to interpret and execute all aspects of Board Policies EI (LOCAL), EIA (LOCAL), EIC (LOCAL), EIE (LOCAL), and EIF (LOCAL), in compliance with Federal and State law;
10. The authority to suspend the pre-participation physical examination requirement found in Board Policy FFAA(LOCAL) for the 2020-2021 school year, except as required by the amended UIL rules for the 2020-2021 school year;
11. The authority to determine whether students who have chosen to receive all instruction through remote instruction methods may participate in extracurricular activities and to implement local policy regarding the determination; and
12. In the event other waivers or immediate actions are needed, the authority to take other action and to submit/apply for other waivers in accordance with guidance and instructions from the national and state authorities and/or agencies.

The authority granted by this resolution is effective for the 2020-2021 school year, unless the Board takes action to authorize continuation for a longer duration or to terminate some or all of the authority granted above.

The above Resolution is passed and adopted this ____ day of July 2020 by the Board of Trustees.

APPROVED:

ATTEST:

President, Board of Trustees

Secretary, Board of Trustees

Board Report
Comparison of Revenue to Budget
OLTON INDEPENDENT SCHOOL DISTRICT
As of June

Fund 198 / 0 CAPITAL IMPROVEMENTS

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
7000 - OTHER RESOURCES					
7900 - OTHER RESOURCES/NON-OP REVENUE					
7910 - OTHER RESOURCES	402,500.00	.00	.00	402,500.00	.00%
Total OTHER RESOURCES/NON-OP REVENUE	402,500.00	.00	.00	402,500.00	.00%
Total Revenue Local-State-Federal	402,500.00	.00	.00	402,500.00	.00%

OLTON INDEPENDENT SCHOOL DISTRICT

Fund 198 / 0 CAPITAL IMPROVEMENTS

As of June

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
34 - PUPIL TRANSPORTATION-REGULAR						
6600 - CPTL OUTLY LAND BLDG & EQUIP	-210,000.00	.00	95,519.32	.00	-114,480.68	45.49%
Total Function34 PUPIL TRANSPORTATION-	-210,000.00	.00	95,519.32	.00	-114,480.68	45.49%
51 - PLANT MAINTENANCE & OPERATION						
6300 - SUPPLIES AND MATERIALS	-142,500.00	54,598.54	54,810.41	10,781.55	-33,091.05	38.46%
6600 - CPTL OUTLY LAND BLDG & EQUIP	-74,900.34	.00	17,918.65	.00	-56,981.69	23.92%
Total Function51 PLANT MAINTENANCE &	-217,400.34	54,598.54	72,729.06	10,781.55	-90,072.74	33.45%
Total Expenditures	-427,400.34	54,598.54	168,248.38	10,781.55	-204,553.42	39.37%

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE-LOCAL & INTERMED					
5710 - LOCAL REAL-PROPERTY TAXES	1,515,624.00	-25,913.56	-1,511,855.53	3,768.47	99.75%
5720 - REV FM SRVCS TO LOCAL ED AG	1,000.00	.00	-1,500.00	-500.00	150.00%
5730 - TUITION & FEES FROM PATRONS	7,000.00	.00	-8,800.00	-1,800.00	125.71%
5740 - OTHER REVENUES-LOCAL SOURCES	59,000.00	-8,923.87	-49,450.42	9,549.58	83.81%
5750 - REV.-COCURRICULAR/ENTERPRISE	20,000.00	.00	-21,116.88	-1,116.88	105.58%
Total REVENUE-LOCAL & INTERMED	1,602,624.00	-34,837.43	-1,592,722.83	9,901.17	99.38%
5800 - STATE PROGRAM REVENUES					
5810 - PER CAPITA-FOUNDATION REV	5,551,859.00	-583,491.00	-5,556,202.00	-4,343.00	100.08%
5830 - STATE REV. FROM STATE AGENCIES	395,835.00	.00	.00	395,835.00	.00%
5840 - OTHER STATE PROGRAM REVENUES	145,324.00	.00	-44,618.11	100,705.89	30.70%
Total STATE PROGRAM REVENUES	6,093,018.00	-583,491.00	-5,600,820.11	492,197.89	91.92%
5900 - FEDERAL PROGRAM REVENUES					
5910 - FEDERALLY DIST REVENUES	10,000.00	.00	.00	10,000.00	.00%
5930 - FED REV FROM TX GOVT AGENCIES	130,922.00	.00	-142,156.56	-11,234.56	108.58%
Total FEDERAL PROGRAM REVENUES	140,922.00	.00	-142,156.56	-1,234.56	100.88%
Total Revenue Local-State-Federal	7,836,564.00	-618,328.43	-7,335,699.50	500,864.50	93.61%

OLTON INDEPENDENT SCHOOL DISTRICT

Fund 199 / 0 GENERAL OPERATING FUND

As of June

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-3,535,482.00	.00	2,824,784.10	84,025.74	-710,697.90	79.90%
6200 - PURCHASE & CONTRACTED SVS	-107,068.10	6,073.75	108,184.89	669.52	7,190.54	101.04%
6300 - SUPPLIES AND MATERIALS	-136,394.19	11,739.89	73,322.89	4,379.87	-51,331.41	53.76%
6400 - OTHER OPERATING EXPENSES	-113,325.71	4,886.88	70,807.51	4,735.56	-37,631.32	62.48%
Total Function11 INSTRUCTION	-3,892,270.00	22,700.52	3,077,099.39	93,810.69	-792,470.09	79.06%
12 - INST RESOURCES/MEDIA SERVICES						
6100 - PAYROLL COSTS	-79,528.00	.00	67,307.60	542.54	-12,220.40	84.63%
6200 - PURCHASE & CONTRACTED SVS	-136,710.00	10,994.61	97,414.96	12,870.07	-28,300.43	71.26%
6300 - SUPPLIES AND MATERIALS	-34,283.00	13,049.06	40,813.50	.00	19,579.56	119.05%
6400 - OTHER OPERATING EXPENSES	-1,200.00	.00	1,200.00	.00	.00	100.00%
6600 - CPTL OUTLY LAND BLDG & EQUIP	-67,920.00	47,254.48	17,252.02	1,130.41	-3,413.50	25.40%
Total Function12 INST RESOURCES/MEDIA	-319,641.00	71,298.15	223,988.08	14,543.02	-24,354.77	70.07%
13 - CURRICULUM/INST STAFF DEVELOP.						
6200 - PURCHASE & CONTRACTED SVS	-7,200.00	.00	7,350.00	.00	150.00	102.08%
6400 - OTHER OPERATING EXPENSES	-10,325.00	.00	2,958.86	1,200.00	-7,366.14	28.66%
Total Function13 CURRICULUM/INST STAFF	-17,525.00	.00	10,308.86	1,200.00	-7,216.14	58.82%
21 - INSTRUCTIONAL LEADERSHIP						
6100 - PAYROLL COSTS	-80,610.00	.00	62,284.55	6,228.50	-18,325.45	77.27%
6200 - PURCHASE & CONTRACTED SVS	-1,000.00	.00	.00	.00	-1,000.00	-.00%
6300 - SUPPLIES AND MATERIALS	-1,800.00	100.21	907.11	.00	-792.68	50.40%
6400 - OTHER OPERATING EXPENSES	-2,800.00	50.27	767.02	.00	-1,982.71	27.39%
Total Function21 INSTRUCTIONAL	-86,210.00	150.48	63,958.68	6,228.50	-22,100.84	74.19%
23 - SCHOOL LEADERSHIP						
6100 - PAYROLL COSTS	-470,483.00	.00	366,978.64	39,488.56	-103,504.36	78.00%
6200 - PURCHASE & CONTRACTED SVS	-1,500.00	.00	1,500.00	.00	.00	100.00%
6300 - SUPPLIES AND MATERIALS	-13,950.00	176.91	6,294.14	999.99	-7,478.95	45.12%
6400 - OTHER OPERATING EXPENSES	-16,750.00	67.24	8,533.52	394.00	-8,149.24	50.95%
Total Function23 SCHOOL LEADERSHIP	-502,683.00	244.15	383,306.30	40,882.55	-119,132.55	76.25%
31 - GUIDANCE/COUNSELING/EVALUATION						
6100 - PAYROLL COSTS	-230,128.00	.00	172,188.03	17,210.01	-57,939.97	74.82%
6200 - PURCHASE & CONTRACTED SVS	-1,500.00	.00	1,500.00	.00	.00	100.00%
6300 - SUPPLIES AND MATERIALS	-5,450.00	262.99	3,182.83	.00	-2,004.18	58.40%
6400 - OTHER OPERATING EXPENSES	-4,990.00	472.21	4,850.81	.00	333.02	97.21%
Total Function31	-242,068.00	735.20	181,721.67	17,210.01	-59,611.13	75.07%
32 - SOCIAL WORK SERVICES						
6400 - OTHER OPERATING EXPENSES	-1,800.00	.00	1,200.00	.00	-600.00	66.67%
Total Function32 SOCIAL WORK SERVICES	-1,800.00	.00	1,200.00	.00	-600.00	66.67%
33 - HEALTH SERVICES						
6100 - PAYROLL COSTS	-65,912.00	.00	55,803.17	525.89	-10,108.83	84.66%
6200 - PURCHASE & CONTRACTED SVS	-1,600.00	.00	1,575.00	.00	-25.00	98.44%
6300 - SUPPLIES AND MATERIALS	-1,000.00	99.00	770.81	.00	-130.19	77.08%
6400 - OTHER OPERATING EXPENSES	-600.00	.00	600.00	.00	.00	100.00%
Total Function33 HEALTH SERVICES	-69,112.00	99.00	58,748.98	525.89	-10,264.02	85.01%
34 - PUPIL TRANSPORTATION-REGULAR						
6100 - PAYROLL COSTS	-161,644.00	.00	117,275.53	11,028.37	-44,368.47	72.55%
6200 - PURCHASE & CONTRACTED SVS	-23,500.00	289,286.94	13,169.64	3,064.54	-9,043.42	56.04%
6300 - SUPPLIES AND MATERIALS	-53,500.00	678.70	37,169.62	2,385.32	-15,651.68	69.48%
6400 - OTHER OPERATING EXPENSES	-7,966.00	.00	7,666.00	.00	-300.00	96.23%

OLTON INDEPENDENT SCHOOL DISTRICT

Fund 199 / 0 GENERAL OPERATING FUND

As of June

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
34 - PUPIL TRANSPORTATION-REGULAR						
6600 - CPTL OUTLY LAND BLDG & EQUIP	-21,118.00	.00	21,118.00	21,118.00	.00	100.00%
Total Function34 PUPIL TRANSPORTATION-	-267,728.00	1,965.64	196,398.79	37,596.23	-69,363.57	73.36%
35 - FOOD SERVICES						
6100 - PAYROLL COSTS	-7,280.00	.00	.00	.00	-7,280.00	-0.00%
Total Function35 FOOD SERVICES	-7,280.00	.00	.00	.00	-7,280.00	-0.00%
36 - COCURRICULAR/EXTRACURRICULAR						
6100 - PAYROLL COSTS	-225,820.00	.00	185,064.41	7,912.87	-40,755.59	81.95%
6200 - PURCHASE & CONTRACTED SVS	-55,030.00	206.92	56,128.84	257.28	1,305.76	102.00%
6300 - SUPPLIES AND MATERIALS	-91,315.00	32,885.99	36,089.51	2,408.15	-22,339.50	39.52%
6400 - OTHER OPERATING EXPENSES	-129,068.00	16,532.77	75,166.35	744.16	-37,368.88	58.24%
6600 - CPTL OUTLY LAND BLDG & EQUIP	-11,000.00	.00	10,400.00	.00	-600.00	94.55%
Total Function36	-512,233.00	49,625.68	362,849.11	11,322.46	-99,758.21	70.84%
41 - GENERAL ADMINISTRATION						
6100 - PAYROLL COSTS	-264,073.00	.00	198,167.83	20,127.73	-65,905.17	75.04%
6200 - PURCHASE & CONTRACTED SVS	-103,192.00	142.56	88,127.15	2,715.78	-14,922.29	85.40%
6300 - SUPPLIES AND MATERIALS	-5,400.00	115.80	3,230.75	460.00	-2,053.45	59.83%
6400 - OTHER OPERATING EXPENSES	-50,425.00	792.02	35,207.82	3,310.08	-14,425.16	69.82%
Total Function41 GENERAL ADMINISTRATION	-423,090.00	1,050.38	324,733.55	26,613.59	-97,306.07	76.75%
51 - PLANT MAINTENANCE & OPERATION						
6100 - PAYROLL COSTS	-334,412.00	.00	243,436.04	30,064.15	-90,975.96	72.80%
6200 - PURCHASE & CONTRACTED SVS	-275,500.00	10,640.78	206,869.83	12,043.65	-57,989.39	75.09%
6300 - SUPPLIES AND MATERIALS	-109,939.00	1,688.38	82,855.52	14,130.39	-25,395.10	75.36%
6400 - OTHER OPERATING EXPENSES	-74,152.00	.00	70,671.11	3,515.38	-3,480.89	95.31%
6600 - CPTL OUTLY LAND BLDG & EQUIP	-26,900.34	.00	2,062.79	.00	-24,837.55	7.67%
Total Function51 PLANT MAINTENANCE &	-820,903.34	12,329.16	605,895.29	59,753.57	-202,678.89	73.81%
52 - SECURITY & MONITORING SERVICES						
6100 - PAYROLL COSTS	-3,463.00	.00	776.73	.00	-2,686.27	22.43%
6200 - PURCHASE & CONTRACTED SVS	-8,000.00	.00	8,354.78	.00	354.78	104.43%
6300 - SUPPLIES AND MATERIALS	-8,250.00	112.89	4,038.55	.00	-4,098.56	48.95%
6400 - OTHER OPERATING EXPENSES	-1,250.00	.00	2,350.68	.00	1,100.68	188.05%
Total Function52 SECURITY & MONITORING	-20,963.00	112.89	15,520.74	.00	-5,329.37	74.04%
53 - DATA PROCESSING SERVICES						
6100 - PAYROLL COSTS	-43,472.00	.00	33,557.00	3,355.70	-9,915.00	77.19%
6200 - PURCHASE & CONTRACTED SVS	-40,700.00	8,984.39	34,547.50	.00	2,831.89	84.88%
6300 - SUPPLIES AND MATERIALS	-500.00	185.64	142.95	.00	-171.41	28.59%
6400 - OTHER OPERATING EXPENSES	-1,250.00	.00	180.00	.00	-1,070.00	14.40%
Total Function53 DATA PROCESSING	-85,922.00	9,170.03	68,427.45	3,355.70	-8,324.52	79.64%
93 - PAYMENTS TO FISCAL AGENT						
6400 - OTHER OPERATING EXPENSES	-210,922.00	.00	307,965.00	.00	97,043.00	146.01%
Total Function93 PAYMENTS TO FISCAL	-210,922.00	.00	307,965.00	.00	97,043.00	146.01%
99 - OTHER INTERGOVERNMENTAL CHARGE						
6200 - PURCHASE & CONTRACTED SVS	-53,811.00	.00	54,520.75	13,922.87	709.75	101.32%
Total Function99 OTHER	-53,811.00	.00	54,520.75	13,922.87	709.75	101.32%
8000 - OTHER USES/NON OP EXPENSES						
00 - REV/TRANSFER IN & OUT						
8900 - OTHER USES/NON-OP EXPENSES	-439,303.00	290 .00	.00	.00	-439,303.00	-0.00%
Total Function00 REV/TRANSFER IN & OUT	-439,303.00	.00	.00	.00	-439,303.00	-0.00%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
Total Expenditures	-7,973,464.34	169,481.28	5,936,642.64	326,965.08	-1,867,340.42	74.45%

Board Report
Comparison of Revenue to Budget
OLTON INDEPENDENT SCHOOL DISTRICT
As of June

Fund 211 / 0 ESEA TITLE I, PART A

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - RECEIPTS					
5900 - FEDERAL PROGRAM REVENUES					
5920 - FED REVENUE DISTRIBUTED BY TEA	216,733.00	-12,076.90	-175,259.65	41,473.35	80.86%
Total FEDERAL PROGRAM REVENUES	216,733.00	-12,076.90	-175,259.65	41,473.35	80.86%
Total Revenue Local-State-Federal	216,733.00	-12,076.90	-175,259.65	41,473.35	80.86%

OLTON INDEPENDENT SCHOOL DISTRICT

Fund 211 / 0 ESEA TITLE I, PART A

As of June

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-209,859.00	.00	129,404.27	4,766.73	-80,454.73	61.66%
Total Function11 INSTRUCTION	-209,859.00	.00	129,404.27	4,766.73	-80,454.73	61.66%
21 - INSTRUCTIONAL LEADERSHIP						
6300 - SUPPLIES AND MATERIALS	-100.00	.00	.00	.00	-100.00	-.00%
Total Function21 INSTRUCTIONAL	-100.00	.00	.00	.00	-100.00	-.00%
41 - GENERAL ADMINISTRATION						
6200 - PURCHASE & CONTRACTED SVS	-6,774.00	.00	6,774.00	.00	.00	100.00%
Total Function41 GENERAL ADMINISTRATION	-6,774.00	.00	6,774.00	.00	.00	100.00%
61 - COMMUNITY SERVICES						
6300 - SUPPLIES AND MATERIALS	.00	.00	218.61	.00	218.61	.00%
Total Function61 COMMUNITY SERVICES	.00	.00	218.61	.00	218.61	.00%
Total Expenditures	-216,733.00	.00	136,396.88	4,766.73	-80,336.12	62.93%

Board Report
Comparison of Revenue to Budget
OLTON INDEPENDENT SCHOOL DISTRICT
As of June

Fund 212 / 0 TITLE I,C-MIGRANT

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - RECEIPTS					
5900 - FEDERAL PROGRAM REVENUES					
5920 - FED REVENUE DISTRIBUTED BY TEA	172,425.00	-10,728.61	-157,518.00	14,907.00	91.35%
Total FEDERAL PROGRAM REVENUES	172,425.00	-10,728.61	-157,518.00	14,907.00	91.35%
Total Revenue Local-State-Federal	172,425.00	-10,728.61	-157,518.00	14,907.00	91.35%

OLTON INDEPENDENT SCHOOL DISTRICT

Fund 212 / 0 TITLE I,C-MIGRANT

As of June

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-23,302.00	.00	13,497.91	1,116.29	-9,804.09	57.93%
6200 - PURCHASE & CONTRACTED SVS	-1,000.00	.00	.00	.00	-1,000.00	-.00%
6300 - SUPPLIES AND MATERIALS	-12,694.00	461.65	945.58	283.35	-11,286.77	7.45%
Total Function11 INSTRUCTION	-36,996.00	461.65	14,443.49	1,399.64	-22,090.86	39.04%
21 - INSTRUCTIONAL LEADERSHIP						
6100 - PAYROLL COSTS	-13,645.00	.00	11,354.30	1,135.43	-2,290.70	83.21%
6400 - OTHER OPERATING EXPENSES	-10,000.00	57.93	5,557.39	.00	-4,384.68	55.57%
Total Function21 INSTRUCTIONAL	-23,645.00	57.93	16,911.69	1,135.43	-6,675.38	71.52%
32 - SOCIAL WORK SERVICES						
6100 - PAYROLL COSTS	-47,597.00	.00	39,736.10	3,973.61	-7,860.90	83.48%
Total Function32 SOCIAL WORK SERVICES	-47,597.00	.00	39,736.10	3,973.61	-7,860.90	83.48%
34 - PUPIL TRANSPORTATION-REGULAR						
6600 - CPTL OUTLY LAND BLDG & EQUIP	-42,000.00	.00	36,985.00	.00	-5,015.00	88.06%
Total Function34 PUPIL TRANSPORTATION-	-42,000.00	.00	36,985.00	.00	-5,015.00	88.06%
41 - GENERAL ADMINISTRATION						
6200 - PURCHASE & CONTRACTED SVS	-8,774.00	3,387.09	3,387.27	.00	-1,999.64	38.61%
Total Function41 GENERAL ADMINISTRATION	-8,774.00	3,387.09	3,387.27	.00	-1,999.64	38.61%
61 - COMMUNITY SERVICES						
6100 - PAYROLL COSTS	-13,413.00	.00	11,161.90	1,116.19	-2,251.10	83.22%
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
Total Function61 COMMUNITY SERVICES	-13,413.00	.00	11,161.90	1,116.19	-2,251.10	83.22%
Total Expenditures	-172,425.00	3,906.67	122,625.45	7,624.87	-45,892.88	71.12%

Comparison of Revenue to Budget
OLTON INDEPENDENT SCHOOL DISTRICT

Fund 240 / 0 NAT'L SCHOOL BREAKFAST/LUNCH

As of June

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE-LOCAL & INTERMED					
5750 - REV.-COCURRICULAR/ENTERPRISE	48,340.00	-280.00	-35,890.15	12,449.85	74.25%
Total REVENUE-LOCAL & INTERMED	48,340.00	-280.00	-35,890.15	12,449.85	74.25%
5800 - STATE PROGRAM REVENUES					
5820 - STATE PRGM REVENUE DIST BY TEA	3,900.00	.00	-19,153.48	-15,253.48	491.11%
Total STATE PROGRAM REVENUES	3,900.00	.00	-19,153.48	-15,253.48	491.11%
5900 - FEDERAL PROGRAM REVENUES					
5920 - FED REVENUE DISTRIBUTED BY TEA	333,000.00	.00	-239,559.47	93,440.53	71.94%
5930 - FED REV FROM TX GOVT AGENCIES	25,600.00	-53,186.07	-102,736.33	-77,136.33	401.31%
Total FEDERAL PROGRAM REVENUES	358,600.00	-53,186.07	-342,295.80	16,304.20	95.45%
7000 - OTHER RESOURCES					
7900 - OTHER RESOURCES/NON-OP REVENUE					
7910 - OTHER RESOURCES	36,803.00	.00	.00	36,803.00	.00%
Total OTHER RESOURCES/NON-OP REVENUE	36,803.00	.00	.00	36,803.00	.00%
Total Revenue Local-State-Federal	447,643.00	-53,466.07	-397,339.43	50,303.57	88.76%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
35 - FOOD SERVICES						
6100 - PAYROLL COSTS	-101,415.00	.00	80,511.88	7,839.24	-20,903.12	79.39%
6200 - PURCHASE & CONTRACTED SVS	-125,375.00	.00	95,056.61	10,415.57	-30,318.39	75.82%
6300 - SUPPLIES AND MATERIALS	-189,000.00	5,544.51	176,302.98	10,381.22	-7,152.51	93.28%
6400 - OTHER OPERATING EXPENSES	-6,253.00	.00	4,164.50	.00	-2,088.50	66.60%
6600 - CPTL OUTLY LAND BLDG & EQUIP	-25,600.00	.00	20,302.76	.00	-5,297.24	79.31%
Total Function35 FOOD SERVICES	-447,643.00	5,544.51	376,338.73	28,636.03	-65,759.76	84.07%
Total Expenditures	-447,643.00	5,544.51	376,338.73	28,636.03	-65,759.76	84.07%

Board Report
Comparison of Revenue to Budget
OLTON INDEPENDENT SCHOOL DISTRICT
As of June

Fund 242 / 0 SUMMER FEEDING PROGRAM

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - RECEIPTS					
5700 - REVENUE-LOCAL & INTERMED					
5750 - REV.-COCURRICULAR/ENTERPRISE	500.00	.00	.00	500.00	.00%
Total REVENUE-LOCAL & INTERMED	500.00	.00	.00	500.00	.00%
5900 - FEDERAL PROGRAM REVENUES					
5930 - FED REV FROM TX GOVT AGENCIES	8,000.00	.00	.00	8,000.00	.00%
Total FEDERAL PROGRAM REVENUES	8,000.00	.00	.00	8,000.00	.00%
7000 - OTHER RESOURCES					
7900 - OTHER RESOURCES/NON-OP REVENUE					
7910 - OTHER RESOURCES	2,660.00	.00	.00	2,660.00	.00%
Total OTHER RESOURCES/NON-OP REVENUE	2,660.00	.00	.00	2,660.00	.00%
Total Revenue Local-State-Federal	11,160.00	.00	.00	11,160.00	.00%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
35 - FOOD SERVICES						
6100 - PAYROLL COSTS	-4,660.00	.00	1,477.92	1,477.92	-3,182.08	31.72%
6300 - SUPPLIES AND MATERIALS	-6,000.00	.00	.00	.00	-6,000.00	-.00%
6400 - OTHER OPERATING EXPENSES	-500.00	.00	.00	.00	-500.00	-.00%
Total Function35 FOOD SERVICES	-11,160.00	.00	1,477.92	1,477.92	-9,682.08	13.24%
Total Expenditures	-11,160.00	.00	1,477.92	1,477.92	-9,682.08	13.24%

Board Report
Comparison of Revenue to Budget
OLTON INDEPENDENT SCHOOL DISTRICT
As of June

Fund 244 / 0 PERKINS

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - RECEIPTS					
5900 - FEDERAL PROGRAM REVENUES					
5950 - SHARED SERVICES-FED REVENUE	8,830.54	-284.75	-7,889.28	941.26	89.34%
Total FEDERAL PROGRAM REVENUES	8,830.54	-284.75	-7,889.28	941.26	89.34%
Total Revenue Local-State-Federal	8,830.54	-284.75	-7,889.28	941.26	89.34%

Board Report
Comparison of Expenditures and Encumbrances to Budget
OLTON INDEPENDENT SCHOOL DISTRICT
 As of June

Fund 244 / 0 PERKINS

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6300 - SUPPLIES AND MATERIALS	-8,830.54	.00	7,861.00	180.76	-969.54	89.02%
Total Function11 INSTRUCTION	-8,830.54	.00	7,861.00	180.76	-969.54	89.02%
Total Expenditures	-8,830.54	.00	7,861.00	180.76	-969.54	89.02%

Board Report
Comparison of Revenue to Budget
OLTON INDEPENDENT SCHOOL DISTRICT
As of June

Fund 255 / 0 TITLE 2 A SUP. EFFECTIVE INST.

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - RECEIPTS					
5900 - FEDERAL PROGRAM REVENUES					
5920 - FED REVENUE DISTRIBUTED BY TEA	24,994.00	.00	-26,659.12	-1,665.12	106.66%
Total FEDERAL PROGRAM REVENUES	24,994.00	.00	-26,659.12	-1,665.12	106.66%
Total Revenue Local-State-Federal	24,994.00	.00	-26,659.12	-1,665.12	106.66%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-24,994.00	.00	34,108.29	386.52	9,114.29	136.47%
Total Function11 INSTRUCTION	-24,994.00	.00	34,108.29	386.52	9,114.29	136.47%
Total Expenditures	-24,994.00	.00	34,108.29	386.52	9,114.29	136.47%

Board Report
Comparison of Revenue to Budget
OLTON INDEPENDENT SCHOOL DISTRICT
As of June

Fund 270 / 0 TTL V B RURAL LOW INCOME

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5900 - FEDERAL PROGRAM REVENUES					
5920 - FED REVENUE DISTRIBUTED BY TEA	.00	.00	-11,747.00	-11,747.00	.00%
5940 - FED REV DIRECTLY FM FED GOV'T	29,398.00	.00	.00	29,398.00	.00%
Total FEDERAL PROGRAM REVENUES	29,398.00	.00	-11,747.00	17,651.00	39.96%
Total Revenue Local-State-Federal	29,398.00	.00	-11,747.00	17,651.00	39.96%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6300 - SUPPLIES AND MATERIALS	-29,398.00	.00	.00	.00	-29,398.00	-.00%
Total Function11 INSTRUCTION	-29,398.00	.00	.00	.00	-29,398.00	-.00%
Total Expenditures	-29,398.00	.00	.00	.00	-29,398.00	-.00%

Board Report
Comparison of Revenue to Budget
OLTON INDEPENDENT SCHOOL DISTRICT
As of June

Fund 276 / 0 INSTRUCTIONAL CONTINUITY

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - RECEIPTS					
5900 - FEDERAL PROGRAM REVENUES					
5920 - FED REVENUE DISTRIBUTED BY TEA	10,500.00	.00	.00	10,500.00	.00%
Total FEDERAL PROGRAM REVENUES	10,500.00	.00	.00	10,500.00	.00%
Total Revenue Local-State-Federal	10,500.00	.00	.00	10,500.00	.00%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
12 - INST RESOURCES/MEDIA SERVICES						
6300 - SUPPLIES AND MATERIALS	-10,500.00	.00	.00	.00	-10,500.00	-.00%
Total Function12 INST RESOURCES/MEDIA	-10,500.00	.00	.00	.00	-10,500.00	-.00%
Total Expenditures	-10,500.00	.00	.00	.00	-10,500.00	-.00%

Board Report
Comparison of Revenue to Budget
OLTON INDEPENDENT SCHOOL DISTRICT
As of June

Fund 289 / 0 TITLE IV PART A

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - RECEIPTS					
5900 - FEDERAL PROGRAM REVENUES					
5920 - FED REVENUE DISTRIBUTED BY TEA	14,849.00	.00	-16,544.28	-1,695.28	111.42%
Total FEDERAL PROGRAM REVENUES	14,849.00	.00	-16,544.28	-1,695.28	111.42%
Total Revenue Local-State-Federal	14,849.00	.00	-16,544.28	-1,695.28	111.42%

Board Report
Comparison of Expenditures and Encumbrances to Budget
OLTON INDEPENDENT SCHOOL DISTRICT
 As of June

Fund 289 / 0 TITLE IV PART A

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-14,849.00	.00	5,875.28	.00	-8,973.72	39.57%
Total Function11 INSTRUCTION	-14,849.00	.00	5,875.28	.00	-8,973.72	39.57%
Total Expenditures	-14,849.00	.00	5,875.28	.00	-8,973.72	39.57%

Board Report
Comparison of Revenue to Budget
OLTON INDEPENDENT SCHOOL DISTRICT
 As of June

Fund 410 / 0 STATE TEXTBOOK FUND

	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - RECEIPTS					
5800 - STATE PROGRAM REVENUES					
5820 - STATE PRGM REVENUE DIST BY TEA	110,570.79	.00	-71,499.27	39,071.52	64.66%
Total STATE PROGRAM REVENUES	110,570.79	.00	-71,499.27	39,071.52	64.66%
Total Revenue Local-State-Federal	110,570.79	.00	-71,499.27	39,071.52	64.66%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
11 - INSTRUCTION						
6300 - SUPPLIES AND MATERIALS	-110,570.79	.00	72,049.01	.00	-38,521.78	65.16%
Total Function11 INSTRUCTION	-110,570.79	.00	72,049.01	.00	-38,521.78	65.16%
Total Expenditures	-110,570.79	.00	72,049.01	.00	-38,521.78	65.16%

Board Report
Comparison of Revenue to Budget
OLTON INDEPENDENT SCHOOL DISTRICT
As of June

Fund 429 / 0 SCHOOL SAFETY AND SECURITY GRA

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5800 - STATE PROGRAM REVENUES					
5820 - STATE PRGM REVENUE DIST BY TEA	25,000.00	.00	-25,000.00	.00	100.00%
Total STATE PROGRAM REVENUES	25,000.00	.00	-25,000.00	.00	100.00%
Total Revenue Local-State-Federal	25,000.00	.00	-25,000.00	.00	100.00%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
12 - INST RESOURCES/MEDIA SERVICES						
6200 - PURCHASE & CONTRACTED SVS	-4,000.00	.00	.00	.00	-4,000.00	-.00%
6300 - SUPPLIES AND MATERIALS	-21,000.00	.00	.00	.00	-21,000.00	-.00%
Total Function12 INST RESOURCES/MEDIA	-25,000.00	.00	.00	.00	-25,000.00	-.00%
Total Expenditures	-25,000.00	.00	.00	.00	-25,000.00	-.00%

Statement of Unaudited Revenues and Expenditures
 OLTON INDEPENDENT SCHOOL DISTRICT
 Budget vs. Actual As of June
 ALL FUNDS

Obj / Func	Description	Annual Budget	YTD Actual	YTD Encumbrance	Variance	Percent To Total
REVENUES:						
5700	REVENUE-LOCAL & INTERMED	1,651,464.00	-1,628,612.98	.00	22,851.02	19.80%
5800	STATE PROGRAM REVENUES	6,232,488.79	-5,716,472.86	.00	516,015.93	69.50%
5900	FEDERAL PROGRAM REVENUES	985,251.54	-880,069.69	.00	105,181.85	10.70%
5000	Total Revenues	8,869,204.33	-8,225,155.53	.00	644,048.80	100.00%
EXPENDITURES:						
11	INSTRUCTION	-4,327,767.33	3,340,840.73	23,162.17	-963,764.43	48.69%
12	INST RESOURCES/MEDIA SERVICES	-355,141.00	223,988.08	71,298.15	-59,854.77	3.26%
13	CURRICULUM/INST STAFF DEVELOP.	-17,525.00	10,308.86	.00	-7,216.14	.15%
21	INSTRUCTIONAL LEADERSHIP	-109,955.00	80,870.37	208.41	-28,876.22	1.18%
23	SCHOOL LEADERSHIP	-502,683.00	383,306.30	244.15	-119,132.55	5.59%
31	GUIDANCE/COUNSELING/EVALUATION	-242,068.00	181,721.67	735.20	-59,611.13	2.65%
32	SOCIAL WORK SERVICES	-49,397.00	40,936.10	.00	-8,460.90	.60%
33	HEALTH SERVICES	-69,112.00	58,748.98	99.00	-10,264.02	.86%
34	PUPIL TRANSPORTATION-REGULAR	-519,728.00	328,903.11	1,965.64	-188,859.25	4.79%
35	FOOD SERVICES	-466,083.00	377,816.65	5,544.51	-82,721.84	5.51%
36	COCURRICULAR/EXTRACURRICULAR	-512,233.00	362,849.11	49,625.68	-99,758.21	5.29%
41	GENERAL ADMINISTRATION	-438,638.00	334,894.82	4,437.47	-99,305.71	4.88%
51	PLANT MAINTENANCE & OPERATION	-1,038,303.68	678,624.35	66,927.70	-292,751.63	9.89%
52	SECURITY & MONITORING SERVICES	-20,963.00	15,520.74	112.89	-5,329.37	.23%
53	DATA PROCESSING SERVICES	-85,922.00	68,427.45	9,170.03	-8,324.52	1.00%
61	COMMUNITY SERVICES	-13,413.00	11,380.51	.00	-2,032.49	.17%
93	PAYMENTS TO FISCAL AGENT	-210,922.00	307,965.00	.00	97,043.00	4.49%
99	OTHER INTERGOVERNMENTAL CHARGE	-53,811.00	54,520.75	.00	709.75	.79%
6000	Total Expenditures	-9,033,665.01	6,861,623.58	233,531.00	-1,938,510.43	100.02%
OPERATING TRANSFERS:						
7915	CAPITAL PROJECTS TRANSFERS IN	441,963.00	.00	.00	441,963.00	
7000	Total Other Resources/Non-Operating Rev	441,963.00	.00	.00	441,963.00	
8911	OPERATING TRANSFERS OUT	-439,303.00	.00	.00	-439,303.00	
8000	Total Other Uses/Non-Operating Exp	-439,303.00	.00	.00	-439,303.00	
	Total Operating Transfers	2,660.00	.00			
	3000 Fund Balance - September (Unaudited)	.00	.00			
	3000 Year to Date Fund Balance (Unaudited)	-161,800.68	-1,363,531.95			

End of Report



Waivers

2019-2020 Application for Other Waiver

Waiver ID: 56496

Application Information

Category: General
Creator: Kevin McCasland, District Superintendent
Status: Approved
Creation Date: 6/24/2020
Approving Superintendent: Kevin McCasland
Assigned To:

Related Waivers (5)

LEA Contact

LEA Information

Full Name: Kevin McCasland
Phone: (806) 285-2641
Email: kmccasland@oltonisd.org
LEA: OLTON ISD (140905)
Address: P O BOX 388, OLTON, TX 79064-0388
Phone: (806) 285-2641 Ext: 221

Date of LEA Board of Trustees Approval

Date: 3/19/2020

Special Instructions

This waiver allows districts and charter schools to request a waiver of a requirement, restriction, or prohibition imposed by the Texas Education Code (TEC) or rule of the board or commissioner, except as prohibited by TEC § 7.056 (e).

▼ Waiver Description

Enter a brief waiver description:

Waiver from the ASVAB requirements due to COVID-19

▼ General Questions

1. Give a brief narrative description of the requested waiver.

Waiver from the ASVAB requirements due to COVID-19

2. Does the district or campus plan reflect the need for this waiver? If yes, what is the specific objective impacted by the waiver?

N/A

3. Cite the section(s) of the Texas Education Code or the Texas Administrative Code that the district or campus wishes to waive.

TEC 29.9015

4. Describe the plan to be implemented, if the waiver is granted.

N/A

5. How will granting this waiver help achieve the district's or campus' objective?

N/A

6. Please explain how the school district or campus will evaluate the impact of the waiver towards meeting the district's or campus' goal.

N/A

Requested Years

2019-2020 (Approved)

^ LEA Attachments (2)

Title	Type	Size	Date Added	Added By
Agenda	PDF	8 kb	2020-06-24	kevin.mccasland
Resolution	PDF	115.7 kb	2020-06-24	kevin.mccasland

▲ Final Decision Comments (1)

Comment	Date Added	Added By
Waiver from the ASVAB requirements due to COVID-19	2020-06-24	Brandon Spenrath

▼ Change History

Click to expand.

Print PDF

Close

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waivers 2.18.0.6

Related Waivers (5)



Waivers

2019-2020 Application for Other Waiver

Waiver ID: 56499

Application Information

Category: General

Creator: Kevin McCasland, District Superintendent

Status: Approved

Creation Date: 6/24/2020

Approving Superintendent: Kevin McCasland

Assigned To:

Related Waivers (5)

LEA Contact

LEA Information

Full Name: Kevin McCasland

Phone: (806) 285-2641

Email: kmccasland@oltonisd.org

LEA: OLTON ISD (140905)

Address: P O BOX 388, OLTON, TX 79064-0388

Phone: (806) 285-2641 Ext: 221

Date of LEA Board of Trustees Approval

Date: 3/19/2020

Special Instructions

This waiver allows districts and charter schools to request a waiver of a requirement, restriction, or prohibition imposed by the Texas Education Code (TEC) or rule of the board or commissioner, except as prohibited by TEC § 7.056 (e).

▼ Waiver Description

Enter a brief waiver description:

Waiver from the AFR November 27th due date requirements due to COVID-19

▼ General Questions

1. Give a brief narrative description of the requested waiver.

Waiver from the Annual Financial Report November 27th due date requirements due to COVID-19

2. Does the district or campus plan reflect the need for this waiver? If yes, what is the specific objective impacted by the waiver?

N/A

3. Cite the section(s) of the Texas Education Code or the Texas Administrative Code that the district or campus wishes to waive.

TEC 44.008 and applicable rules in TAC 109.23 and the Financial Accountability System Resource Guide

4. Describe the plan to be implemented, if the waiver is granted.

N/A

5. How will granting this waiver help achieve the district's or campus' objective?

N/A

6. Please explain how the school district or campus will evaluate the impact of the waiver towards meeting the district's or campus' goal.

N/A

Requested Years

2019-2020 (Approved)

^ LEA Attachments (2)

Title	Type	Size	Date Added	Added By
Resolution	PDF	115.7 kb	2020-06-24	kevin.mccasland
Agenda	PDF	8 kb	2020-06-24	kevin.mccasland

▲ TEA Comments (1)

Comment

Date Added

The agency will accept a waiver request made pursuant to TEC, Sec. 7.056, by a superintendent, if the superintendent's board has delegated its general operational authority or waiver-specific authority to the superintendent. The agency, however, recommends, in such instances, that the board ratify the delegation and waiver request at a future meeting to ensure compliance with TEC, Chapter 11 and Section 7.056. See School Board FAQs: <https://tea.texas.gov/sites/default/files/covid/covid19-school-boards-faq.pdf>

2020-06-24

▲ Final Decision Comments (1)

Comment

Date Added

Added By

Waiver from the Annual Financial Report November 27th due date requirements for the 2019-2020 fiscal year due to COVID-19

2020-06-24

Brandon Spenrath

▼ Change History

Click to expand.

Print PDF

Close

Related Waivers (5)



Waivers

2019-2020 Application for Other Waiver

Waiver ID: 56501

Application Information

Category: General

Creator: Kevin McCasland, District Superintendent

Status: Approved

Creation Date: 6/24/2020

Approving Superintendent: Kevin McCasland

Assigned To:

Related Waivers (5)

LEA Contact

LEA Information

Full Name: Kevin McCasland

Phone: (806) 285-2641

Email: kmccasland@oltonisd.org

LEA: OLTON ISD (140905)

Address: P O BOX 388, OLTON, TX 79064-0388

Phone: (806) 285-2641 Ext: 221

Date of LEA Board of Trustees Approval

Date: 3/19/2020

Special Instructions

This waiver allows districts and charter schools to request a waiver of a requirement, restriction, or prohibition imposed by the Texas Education Code (TEC) or rule of the board or commissioner, except as prohibited by TEC § 7.056 (e).

▼ Waiver Description

Enter a brief waiver description:

Waiver of required early notice of students at risk of failure (COVID-19)

▼ General Questions

1. Give a brief narrative description of the requested waiver.

Waiver of required early notice of students at risk of failure (COVID-19 disruptions)

2. Does the district or campus plan reflect the need for this waiver? If yes, what is the specific objective impacted by the waiver?

N/A

3. Cite the section(s) of the Texas Education Code or the Texas Administrative Code that the district or campus wishes to waive.

TEC 28.0211(d)(3) and TAC 101.2009(b)

4. Describe the plan to be implemented, if the waiver is granted.

N/A

5. How will granting this waiver help achieve the district's or campus' objective?

N/A

6. Please explain how the school district or campus will evaluate the impact of the waiver towards meeting the district's or campus' goal.

N/A

Requested Years

2019-2020 (Approved)

^ LEA Attachments (2)

Title	Type	Size	Date Added	Added By
Agenda	PDF	8 kb	2020-06-24	kevin.mccasland
Resolution	PDF	115.7 kb	2020-06-24	kevin.mccasland

▲ TEA Comments (1)

Comment

Date Added

The agency will accept a waiver request made pursuant to TEC, Sec. 7.056, by a superintendent, if the superintendent's board has delegated its general operational authority or waiver-specific authority to the superintendent. The agency, however, recommends, in such instances, that the board ratify the delegation and waiver request at a future meeting to ensure compliance with TEC, Chapter 11 and Section 7.056. See School Board FAQs:<https://tea.texas.gov/sites/default/files/covid/covid19-school-boards-faq.pdf>

2020-06-24

▲ Final Decision Comments (1)

Comment

Date Added

Added By

Waiver to delay the notice requirement for students at risk of failure until the start of the 20-21 school year due to COVID-19

2020-06-24

Brandon Spenrath

▼ Change History

Click to expand.

Print PDF

Close

Related Waivers (5)

Partnership Opportunity T-Mobile & Olton ISD



Proposal Prepared for: Olton ISD

Date Issued: July 1, 2020

Offer Valid thru: July 29, 2020

Don Katello

T-Mobile Government Account Manager

Ph: 972-639-7671 | E-mail: Don.Katello@T-Mobile.com

12 Month COVID Agreement -120- Unlimited High-Speed Unlimited Data Hotspots

12 Months Unlimited Mobile Internet for Government / Monthly Cost per line \$20

- \$0 Upfront Cost Mi-Fi Hotspot (Reg. Cost \$84)
- **UNLIMITED 4GLTE high-speed data**
- Domestic data roaming included
- INCLUDES: CIPA filtering at NO additional cost
- 12 Month COVID-19 Agreement
- Dedicated Support # for your students
- Eligible once per calendar for 90 days summer suspension at \$0 cost

Commitment cost per hotspot = \$240 Total for 12 Months

Total Agreement cost for 120 Hotspots = \$28,800



Franklin T9

The T9 is a LTE Mobile Hotspot that simultaneously supports 15 device connections through built-in Wi-Fi AP. With advanced LTE technology and multi band support, T9 provides seamless wireless data connection whenever needed, wherever it goes. The OLED display with unique icons and text panel can provide easy-to-recognize device service status to customers. The stylish pocket-sized and semi-rugged design makes it easy for customers to carry it around anywhere.



Kevin McCasland <kmccasland@oltonisd.org>

Junior High Flooring

2 messages

Wes Hennigh <wes@envirocoaches.com>

Wed, Jul 1, 2020 at 4:59 PM

To: Kevin McCasland - Olton-ISD <kmccasland@oltonisd.org>

I one reply to my request for "budgeting numbers" today. His estimate for the entire job show on the floor plan I sent you a copy of was just under \$55,000 and it would take about a week to complete.

The base job, Hallways, Lobbys, & Landings was just under \$30,000.

Keep in mind this was without actually looking at the jobsite. We will hold a site visit and walk-through before the actual bidding.

I have a couple other requests out there that I haven't heard from yet, but I would expect them to be similar.

This should give you some numbers to start thinking about and I will let you know when I hear anymore.

Have a great day.

Wes Hennigh

Asbestos Consultant**Environmental Coaches, LLC**5414 90th St. - Lubbock, TX 79424**(806) 789-4913**wes@envirocoaches.com

Kevin McCasland <kmccasland@oltonisd.org>

Wed, Jul 1, 2020 at 5:52 PM

To: Wes Hennigh <wes@envirocoaches.com>

Thank you!

Sent from my iPhone

326

7/2/2020

Olton Independent School District Mail - Junior High Flooring

On Jul 1, 2020, at 4:59 PM, Wes Hennigh <wes@envirocoaches.com> wrote:

[Quoted text hidden]

Minutes of Regular Meeting

The Board of Trustees Olton ISD

A Regular Meeting of the Board of Trustees of Olton ISD was held Thursday, June 18, 2020, beginning at 7:00 PM in the OISD Cafeteria.

1. CALL TO ORDER, DECLARE A QUORUM, INVOCATION, AND PLEDGE

Connie T. Maxwell, Board President, called the meeting to order at 7:06 P.M and Mr. Struve led the Pledge and Invocation.

BOARD MEMBERS PRESENT:

Connie T. Maxwell
Alicia Sanchez:
Michael Ramage
Ruben Luera
Tullie Struve
Jesus De La Cruz
Jay Gorman

SCHOOL OFFICIALS PRESENT: Superintendent Kevin McCasland

OTHERS PRESENT: Amy Young, Fran Trotter, Colby Huseman, Brittany Huseman, and Phillip Hamilton

1.A. BOARD MISSION STATEMENT

The mission of the Board of Olton ISD is to ensure that the people in and affected by the institution have the opportunity to grow and become productive citizens of society. The trustees will delegate operational power, adopt policies, require accountability, evaluate patterns of operations, and ensure flexibility and competence. At all times the Board will maintain accountability to the taxpayers and residents of the District

1.B. PUBLIC PARTICIPATION AS ALLOWED BY POLICY BED (Limit to three minutes for each individual)

1.C. ACKNOWLEDGEMENTS/RECOGNITIONS

1.D. REWRITING OF BOARD AGREEMENT

2. DISCUSSION/ACTION ITEMS

2.A. Consider/Discuss Board Approval of Budget Amendment(s) in the 2019-2020 Budget.

Mr. Struve made the motion to approve the Budget Amendment for the 2 All-Terrain Vehicles, to increase 199-34 in the amount of \$21,118. Mr. De La Cruz seconded the motion. The motion carried (7-0-0)

Ayes: Connie T. Maxwell, Tullie Struve, Jay Gorman, Jesus De La Cruz, Michael Ramage, Alicia Sanchez and Ruben Luera
Nays: None
Abstain: None

2.B. Consider/Discuss Board Approval of 2020-2021 ESC 17 Contracts

Mr. Ramage made the motion to approve the 2020-2021 ESC 17 Contracts for the amount of \$100,560.77. Mrs. Sanchez seconded the motion. The motion carried (7-0-0)

Ayes: Connie T. Maxwell, Tullie Struve, Jay Gorman, Jesus De La Cruz, Michael Ramage, Alicia Sanchez and Ruben Luera
Nays: None
Abstain: None

2.C. Consider/Discuss Board Approval of 2020-2021 Student Handbook.

No Action Taken

2.D. Consider/Discuss Board Approval of 2020-2021 Student Code of Conduct.

No Action Taken

2.E. Consider/Discuss Board Approval of 2020-2021 Cheer Handbook.

No Action Taken

2.F. Consider/Discuss Board Approval of 2020-2021 Band Handbook.

Mr. Luera made the motion to adopt the 2020-2021 Band Handbook. Mr. Gorman seconded the motion. The motion carried (7-0-0)

Ayes: Connie T. Maxwell, Tullie Struve, Jay Gorman, Jesus De La Cruz, Michael Ramage, Alicia Sanchez and Ruben Luera
Nays: None
Abstain: None

2.G. Consider/Discuss Board Approval of the 2020-2021 Athletics Code of Conduct.

Mrs. Sanchez made the motion to adopt the 2020-2021 Athletic Code of Conduct. Mr. Tullie seconded the motion. The motion carried (7-0-0)

Ayes: Connie T. Maxwell, Tullie Struve, Jay Gorman, Jesus De La Cruz, Michael Ramage, Alicia Sanchez and Ruben Luera
Nays: None
Abstain: None

2.H. Consider/Discuss Board Approval of Internet Purchase.

No Action Taken

2.I. Consider/Discuss Board Approval of DOT Drug & Alcohol testing for Students and Employees for 2020-2021.

Mr. De La Cruz made the motion to continue using Allied Compliance for the DOT Drug & Alcohol Testing for Students and Employees for the 2020-2021 School Year. Mr. Ramage seconded the motion. The motion carried (7-0-0)

Ayes: Connie T. Maxwell, Tullie Struve, Jay Gorman, Jesus De La Cruz, Michael Ramage, Alicia Sanchez and Ruben Luera

Nays: None

Abstain: None

Went to Break at 8:30 p.m. and returned at 8:35 p.m.

3. INFORMATIONAL ITEMS

3.A. Budget Workshop: Discussion of the 2020-2021 Budget

3.B. Discussion of School Health Advisory Council (SHAC) Yearly Report

3.C. Discussion of District Usage of Drug Dog Services

3.D. Superintendent's Report

3.D.1. Financial Reports

3.D.1.a. Comparison of Budget to Revenue

3.D.2. Enrollment Report

3.D.3. Resignations and Reassignments

Micah Walters
Leslie Cherry
Katarina McGill

3.D.4. Discussion of Future Meetings and/or Agenda Items

3.D.4.a. Regular Meeting Thursday, July 16, 2020 7:00 p.m.

3.D.5. Superintendent Disclosure of Missed Instructional Days Waiver

3.D.6. Superintendent's Disclosure of Instructional Materials Inventory Waiver

3.D.7. Disclosure of District Completion and Certification of Cybersecurity Training Program

3.E. Discussion of JH and HS Flooring

4. CONSENT ITEMS

4.A. Approve Minutes from Previous Meeting(s)

4.B. Approve Payment of Bills from Previous Month(s)

Mrs. Maxell made the motion to approve the Consent Items. Mrs. Sanchez seconded the motion. The motion carried (7-0-0)

Ayes: Connie T. Maxwell, Tullie Struve, Jay Gorman, Jesus De La Cruz, Michael Ramage, Alicia Sanchez and Ruben Luera

Nays: None
Abstain: None

Went to Break at 9:22 p.m. and returned at 9:40 p.m.
Mrs. Maxwell declared the Board into Closed Session at 10:19 pm.

5. CLOSED SESSION ITEMS

5.A. §551.074 Personnel Matters: Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee

Mrs. Maxwell declared the Board back into Open Session at 11:42 pm.

6. ACTION TAKEN AFTER CLOSED SESSION

6.A. Consider/Discuss Board Action to Hire and Offer 1 Year Probationary Teacher or 1 Year Probationary Dual Teacher/Coach Contracts for the 2020-2021 School Year.

No Action Taken

6.B. Consider/Discuss Board Approval to Create New Position(s) and a Salary Schedule for the Position(s).

No Action Taken

6.C. Consider/Discuss Board Approval to Authorize Superintendent to Hire Teachers, Coaches, Nurses, Librarians, and Counselors for A Board-Designated Period of Time.

Mrs. Sanchez made the motion to Authorize Superintendent to Hire Teachers, Coaches, Nurses, Librarians, and Counselors Thru July 16, 2020. Mr. Ramage seconded the motion. The motion carried (6-0-1)

Ayes: Tullie Struve, Jay Gorman, Jesus De La Cruz, Michael Ramage, Alicia Sanchez and Ruben Luera

Nays: None

Abstain: Connie T. Maxwell

7. ADJOURN OR RECESS TO THE FOLLOWING DAY(S) FOR THE COMPLETION OF AGENDA ITEMS

Mr. Struve made the motion to adjourn the meeting. Mr. Luera seconded the motion. The motion carried. (7-0-0)

Ayes: Ayes: Connie T. Maxwell, Tullie Struve, Jay Gorman, Jesus De La Cruz, Michael Ramage, Alicia Sanchez and Ruben Luera

Nays: None

Abstain: None

The meeting adjourned at 11:42 p.m. on Thursday, June 18, 2020.

Connie T. Maxwell, President

Jesus De La Cruz, Secretary

Date

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
000006	06-01-2020	TASB HR SERVICES	002425	WORKERS	199-11-6143.01-999-099000	WC CONTRIBUTION	2,156.25	N
000061	06-10-2020	CLAIMS ADMINISTRATIV	002424	WORKERS	199-11-6143.00-002-011000	SPADE PLAN SHARING	4.00	N
000062	06-10-2020	CLAIMS ADMINISTRATIV	002424	WORKERS	199-11-6143.00-002-011000	OLTON PLAN SHARING	285.00	N
000515	06-05-2020	LAMB COUNTY ELECTRI	051065	1252242200	199-51-6259.53-999-099000	ELECTRIC BILL	55.95	N
000610	06-10-2020	ATMOS ENERGY	051186	NATURAL GAS	199-51-6259.54-999-099000	NATURAL GAS BILL	491.60	N
000625	06-25-2020	XCEL ENERGY	051226	ELEC BILL	199-51-6259.53-999-099000	PO Created by Req: 044076	3,076.29	N
	06-29-2020	XCEL ENERGY	002426	ELECTRIC	199-51-6259.53-999-099000	MONTHLY ELECTRIC	1.00	N
Totals for Check 000625							3,077.29	
004067	06-11-2020	ULTIMATE CHEER LUBB	051184	CHEER CAMP	199-36-6499.09-002-091009	CHEER CAMP	250.00	N
004068	06-11-2020	JENNIFER DEANN MCGI	051159	CHEER MEALS	199-36-6412.09-002-091000	CHEER CAMP MEALS	224.00	N
004070	06-17-2020	NIKKI SMITH	051074	VO AG MEALS	199-11-6411.05-002-022000	MEALS FOR ABILENE SHOW	330.00	N
006120	06-01-2020	ATMOS ENERGY	051148		199-51-6259.54-999-099000	NATURAL GAS BILL	491.60	N
006220	06-02-2020	ATMOS ENERGY	051085		199-51-6259.54-999-099000	NATURAL GAS BILL	47.48	N
006820	06-08-2020	ETC ELIGIBILTY TRACKI	002417	L15633	199-11-6148.00-999-099000	CONSULTING FEES	137.65	N
074530	06-08-2020	INTEGRITY BUILDING C	051171	MATERIALS	198-51-6319.01-999-099000	MATERIALS FOR BLEACHERS	10,781.55	N
074531	06-11-2020	AG PRODUCERS CO-OP	051057		199-34-6311.00-999-023000	FUEL	5.67	N
			051057		199-34-6311.00-999-099000	FUEL	440.17	N
			051058	22640	199-34-6319.00-999-099000	SUPPLIES	10.19	N
			051057		199-36-6494.00-999-099000	FUEL	20.13	N
			051057		199-41-6494.00-701-099000	FUEL	53.64	N
			051176	23213	199-51-6319.51-999-099000	PARTS	80.20	N
			051176	23211	199-51-6319.51-999-099000	PARTS	4.25	N
			051057		199-51-6494.00-999-099000	FUEL	84.56	N
Totals for Check 074531							698.81	
074532	06-11-2020	AIRGAS USA LLC- CENT	051053	9099260376	199-11-6399.06-002-022000	PO Created by Req: 043898	229.52	N
074533	06-11-2020	ALERT SERVICES, INC.	051096	5054241	199-36-6399.01-002-091900	MEDICAL SUPPLIES	1,678.25	N
074534	06-11-2020	ALLIED COMPLIANCE SE	051120	LB481664	199-34-6299.00-999-099000	ANNUAL MEMBERSHIP FEE	295.00	N
			051139	LB481665	199-36-6299.00-999-099000	STUDENT TESTING	195.00	N
Totals for Check 074534							490.00	
074535	06-11-2020	APRIL BURNS-WILD PLU	051064	CAKE	199-11-6499.00-002-031000	RETIREMENT WHITAKER	78.00	N
074536	06-11-2020	AUTOZONE, INC.	051077	1302303680	199-34-6319.00-999-099000	PARTS	145.48	N
074537	06-11-2020	CARD SERVICE CENTER	051034	AMAZON	199-11-6399.00-102-023000	S ROSE SUPPLIES	26.99	N
			051034	AMAZON	199-11-6399.00-102-023000	S ROSE SUPPLIES	20.86	N
			051034	AMAZON	199-11-6399.00-102-023000	S ROSE SUPPLIES	14.06	N
			051034	AMAZON	199-11-6399.00-102-023000	S ROSE SUPPLIES	4.32	N
			002423	PRIME VIDEO	199-11-6499.00-999-011000	SUPPLIES	16.23	N
			051046	NORTHERN	199-34-6249.00-999-099000	PRESSURE WASHER	2,599.99	N
			050965	NORTHERN	199-34-6319.00-999-099000	SUPPLIES	219.98	N
			051018	TAGS	199-34-6319.00-999-099000	TAGS	28.50	N

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			050967	NORTHRN	199-51-6319.00-999-099000	scaffolding	497.76	N
			050967	NORTHRN	199-51-6319.00-999-099000	scaffolding	281.43	N
			050976	BLOCK DIVI	199-51-6319.00-999-099000	PULLEYS	267.56	N
			050980	HEADPHONES	244-11-6399.00-002-022000	PERKINS-MCGILL	180.76	N
						Totals for Check 074537	4,158.44	
074538	06-11-2020	CARD SERVICE CENTER	002419	CONSTANT	199-41-6499.00-701-099000	MONTHLY CHARGE	21.00	N
			051020	TSHIRTS	199-41-6499.00-702-099000	T-SHIRTS FOR STAFF	1,653.00	N
						Totals for Check 074538	1,674.00	
074539	06-11-2020	CARD SERVICE CENTER	051002	ROSA'S	199-34-6249.00-999-099000	MEALS	45.05	N
			002418	ZIP	199-41-6411.00-701-099000	ZIP CARWASH	25.00	N
			051075	BOARD MEAL	199-41-6419.00-702-099000	BOARD TRAINING 5/21	43.42	N
			051050	ANNA'S	199-41-6499.00-701-099000	ADMIN MEALS	70.00	N
			050964	114601537	199-41-6499.01-701-099000	ZOOM	77.00	N
			051092	ZOOM	199-41-6499.01-701-099000	ZOOM	77.00	N
			002421	SHERWIN	199-51-6319.00-999-099000	PAINT SUPT. HOUSE	67.77	N
						Totals for Check 074539	405.24	
074540	06-11-2020	CARD SERVICE- 0938	051093	WATER	199-36-6399.01-002-091000	WATER FOR GRADUATION	20.00	N
			051094	POSTAGE	199-36-6399.01-002-091000	HEADSET POSTAL COST	38.80	N
						Totals for Check 074540	58.80	
074541	06-11-2020	CARD SERVICE CENTER	051063	DOLLAR	199-11-6399.00-002-011000	CHROMEBOOK CONTAINERS	20.57	N
			051038	GRAD CARD	199-11-6499.00-002-011000	GRADUATION-CARD STOCK	38.62	N
			002422	LIGHT RENTAL	199-11-6499.00-002-011000	GRADUATION LIGHTS	183.28	N
			051004	PIZZA PARLOR	199-11-6499.00-002-031000	TRANSCRIPT MEETING	24.00	N
			051005	NENAS	199-11-6499.00-002-031000	TEACHER APPRECIATION	135.00	N
			002420	DECALS	199-41-6499.00-702-099000	DECALS FOR EMPLOYEEES	735.00	N
						Totals for Check 074541	1,136.47	
074542	06-11-2020	CATHERINE FREEMAN	051076	REIMB	199-41-6499.01-701-099000	SUPPLIES FOR MASKS	148.71	N
074543	06-11-2020	CITY OF OLTON	051143	WATER BILL	199-51-6259.55-999-099000	WATER BILL	4,202.22	N
			051173	500	199-51-6319.00-999-099000	Solid Waste	64.96	N
						Totals for Check 074543	4,267.18	
074544	06-11-2020	DECKER EQUIPMENT	051160	348603	199-51-6319.50-999-099000	MATERIALS	433.78	N
074545	06-11-2020	DEAN FOODS COMPANY	051121	618541435	240-35-6341.00-999-099000	MILK FOR CAFE	252.56	N
			051166	618541577	240-35-6341.00-999-099000	MILK	360.80	N
						Totals for Check 074545	613.36	
074546	06-11-2020	GRAINGER	051150	MATERIALS	199-51-6319.00-999-099000	MATERIALS	62.28	N
074547	06-11-2020	HALL LUMBER	051158	00818	199-51-6319.00-999-099000	MATERIALS	151.36	N
074548	06-11-2020	INSECT LORE	050744	INV756739	199-11-6399.00-102-011025	LADYBUGS	101.15	N
074549	06-11-2020	JAMES BROS. IMPLME	051170	CT91822	199-51-6319.51-999-099000	SPOOLS	80.76	N
074550	06-11-2020	JOSTENS	051127	24549224	199-11-6499.00-002-011000	GRADUATION DIPLOMAS	656.16	N
			051126	1080016	199-11-6499.00-002-011000	GRADUATION-DIPLOMA SIGNATU	12.10	N
			051124	24615871	199-11-6499.00-002-011000	GRADUATION-DIPLOMA COVERS	405.57	N
			051123	24596246	199-11-6499.00-002-011000	DIPLOMA-ETHAN	19.69	N
						Totals for Check 074550	1,093.52	

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
074551	06-11-2020	KISER AUTO PARTS	051110	14887-162297	199-34-6319.00-999-099000	PARTS	111.83	N
			051078	14887-161974	199-34-6319.00-999-099000	PARTS	20.01	N
			051079	161934	199-34-6319.00-999-099000	PARTS	217.41	N
			051080	161936	199-34-6319.00-999-099000	PARTS	145.30	N
			051081	161935	199-34-6319.00-999-099000	PARTS	278.40	N
			051168	163006,162688	199-51-6319.00-999-099000	TRUCK REPAIR	220.65	N
						Totals for Check 074551	993.60	
074552	06-11-2020	LABATT FOOD SERVICE	051040	453137	240-35-6341.00-999-099000	FOOD CAFE	4,476.68	N
			051125	453137	240-35-6341.00-999-099000	FOOD CAFE	4,613.33	N
			051040	453137	240-35-6342.00-999-099000	FOOD CAFE	136.65	N
						Totals for Check 074552	9,226.66	
074553	06-11-2020	LAMB CO APPRAISAL DI	051177	1469	199-99-6213.00-999-099000	APPRAISAL AND COLLECTIONS	13,922.87	N
074554	06-11-2020	LUBBOCK-COOPER ISD	051104	TRAINING	199-13-6411.00-999-099000	TRAINING	1,200.00	N
074555	06-11-2020	MARC	051087		199-51-6319.51-999-099000	WEED KILLER	340.63	N
074556	06-11-2020	MARY LOU DELACRUZ	051189	BOARD MEAL	199-41-6499.00-702-099000	BOARD MEAL 6/18	180.00	N
074557	06-11-2020	MCCOY'S CORPORATIO	051086	68-06890841	199-51-6319.00-999-099000	2 x4 x10 for band hadhall	58.02	N
			051021	6890127	199-51-6319.00-999-099000	ENT TERMINAL ADAPTER	21.41	N
			051163	681323	199-51-6319.00-999-099000	MATERIALS	11.68	N
						Totals for Check 074557	91.11	
074558	06-11-2020	MCDONALD TRADING P	051169	473460	199-51-6319.00-999-099000	SAW BLADES	124.29	N
074559	06-11-2020	NIKKI SMITH	051190	REIMB FUEL	199-11-6411.05-002-022000	Reimburse for fuel	114.54	N
074560	06-11-2020	OLTON WELDING & MAC	051070	20392	199-51-6319.00-999-099000	tillman gloves	13.16	N
074561	06-11-2020	PITNEY BOWES GLOBEL	051179	3311318639	199-41-6269.01-701-099000	POSTAGE MACHINE LEASE	902.88	N
074562	06-11-2020	U.S. POSTAL SERVICE	051107	POSTAGE	199-23-6399.00-002-0990BO	POSTAGE	333.33	N
			051107	POSTAGE	199-23-6399.00-041-0990BO	POSTAGE	333.33	N
			051107	POSTAGE	199-23-6399.00-102-0990BO	POSTAGE	333.33	N
						Totals for Check 074562	999.99	
074563	06-11-2020	POWERSCHOOL GROUP	051138	10017965	199-12-6249.51-999-099000	APPLICANT TRACKING SYSTEM	1,005.07	N
074564	06-11-2020	QUALITY AIR SERVICE C	051136	052623	199-51-6249.00-999-099000	REPAIR AC TECH ROOM	404.00	N
074565	06-11-2020	REJINO BARBEQUE	051098	255	199-11-6499.00-002-011000	RETIREMENT/END OF YEAR MEA	350.00	N
074566	06-11-2020	RESPONSIVE SERVICES	051151	13518	199-12-6249.00-999-099000	MONTHLY BILLING	4,430.00	N
			051146	13507	199-12-6249.51-999-099000	YR WEB SECURITY GATEWAY	7,009.00	N
						Totals for Check 074566	11,439.00	
074567	06-11-2020	RODNEY SMITH	051191	VO AG MEAL	199-11-6411.05-002-022000	Meals for Jr. Shorthorn Show	330.00	N
074568	06-11-2020	SCHOLASTIC BOOK CLU	050751	21339173	199-11-6399.00-102-011025	CLASS SUPPLIES ROOM 25	60.33	N
074569	06-11-2020	SCRIPT OFFICE PRODU	051106	58423	199-41-6499.00-701-099000	BOARD BOOK PAPER	127.20	N
			051088	58428	199-51-6319.00-999-099000	OFFICE SUPPLIES	119.98	N
						Totals for Check 074569	247.18	

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
074570	06-11-2020	SIDELINE POWER	050986	4643	199-36-6399.01-002-091000	HEADSET RECONDITIONING	460.00	N
074571	06-11-2020	SIERRA SPRINGS	051180	53120	199-51-6269.00-999-099000	WATER FOR BUILDINGS	198.00	N
074572	06-11-2020	SPADE WATER SUPPLY	051140	59	199-51-6259.55-999-099000	WATER BILL	42.15	N
074573	06-11-2020	SUDAN INDEPENDENT S	051142	EP11319-87	199-36-6499.00-999-099000	OAP AWARDS	158.95	N
074574	06-11-2020	SUPERIOR CHEER	051023	C006686	199-36-6399.09-002-091000	CHEER POMS	211.10	N
074575	06-11-2020	T&M HEATING &	051091	5234	199-11-6399.06-002-022000	Electrical Work Plasma Table	390.03	N
			051108	5252	199-51-6249.00-999-099000	REPAIR AC UNIT	85.00	N
Totals for Check 074575							475.03	
074576	06-11-2020	TASB RISK MANAGEME	051178	578414	199-41-6499.00-702-099000	LOCAL UPDATES	34.00	N
074577	06-11-2020	TEACHER DIRECT	050809	2020/747/35	199-11-6399.00-102-011007	ELEM ROOM 8 CLASS SUPPLIES	56.08	N
074578	06-11-2020	TEPSA	051114	RAMAGE	199-23-6495.00-102-099000	YEARLY DUES RAMAGE	394.00	N
074579	06-11-2020	TERMINIX, INC.	051164	588512	199-51-6319.00-999-099000	MONTHLY SERVICE	127.50	N
074580	06-11-2020	TEXAS A&M AGRILIFE E	051172	21488	199-51-6319.51-999-099000	Rooks Laws & Regulations	90.00	N
074581	06-11-2020	TEXAS DEPARTMENT P	051084	CRS2020011877	199-41-6211.00-702-099000	BACKGROUND CHECKS	6.00	N
			051145	CRS2020021899	199-41-6299.01-750-099000	BACKGROUND CHECKS	3.00	N
Totals for Check 074581							9.00	
074582	06-11-2020	TODAY'S CLASSROOM	050831	20-2381	199-11-6399.00-102-023000	HORSESHOE TABLE- ROSE	353.86	N
074583	06-11-2020	TOSHIBA AMERICA BUSI	051167	5010590227	199-11-6269.00-002-011000	MONTHLY COPIERS	167.38	N
			051167	5010590227	199-11-6269.00-041-011000	MONTHLY COPIERS	167.38	N
			051167	5010590227	199-11-6269.00-102-011000	MONTHLY COPIERS	334.76	N
			051167	5010590227	199-36-6249.00-999-099000	MONTHLY COPIERS	62.28	N
			051167	5010590227	199-41-6249.00-701-099000	MONTHLY COPIERS	167.40	N
Totals for Check 074583							899.20	
074584	06-11-2020	WAGNER SUPPLY	051157	I015278	199-51-6319.50-999-099000	WAX/SEALER/BLACKPADS	1,672.34	N
			051157	I015303	199-51-6319.50-999-099000	WAX/SEALER/BLACKPADS	248.40	N
			051105	L014739	199-51-6319.50-999-099000	EXTRACTOR/GLOVES/DEGREAS	1,976.86	N
			051105	L014920	199-51-6319.50-999-099000	EXTRACTOR/GLOVES/DEGREAS	490.24	N
Totals for Check 074584							4,387.84	
074585	06-11-2020	WALSH GALLEGOS	051131	20922	199-41-6211.00-702-099000	LEGAL CONSULTANT	1,632.50	N
074586	06-11-2020	WATERMASTER IRRIGA	051175	235559	199-51-6319.00-999-099000	MATERIALS	85.03	N
			051071	23555	199-51-6319.51-999-099000	CONTROLLER	85.03	N
Totals for Check 074586							170.06	
074587	06-11-2020	WEST PLAINS TELECOM	051147	8062852641	199-51-6259.52-999-099000	PHONE BILL	748.36	N
074588	06-11-2020	WEST TEXAS TIRE WOR	051162	852630	199-51-6319.51-999-099000	TIRE REPAIR	10.50	N
074589	06-11-2020	WESTERN EQUIPMENT	051101	7111578	199-34-6631.03-999-099000	2 ATVS	21,118.00	N
			051165	2942164	199-51-6319.00-999-099000	TRUCK REPAIR	16.56	N
			051072	2926540	199-51-6319.51-999-099000	OIL FUEL PUMP	189.20	N
			051109	2934984	199-51-6319.51-999-099000	OIL & OIL FILTER	36.41	N
Totals for Check 074589							21,360.17	

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
074649	06-30-2020	A+ FOOD SERVICES, LL	051208	1357	240-35-6219.00-999-099000	ADMIN FEE COSTS&OTHER EXPE	10,415.57	N
074650	06-30-2020	ABC CLUB	051187	12180	199-51-6499.00-999-099000	REIMB FOR SIGN	3,000.00	N
074651	06-30-2020	ACT	051195	139358	199-11-6339.00-002-011000	ACT State/District Test 2/2020	1,575.00	N
074652	06-30-2020	AG PRODUCERS CO-OP	051156	965225	199-11-6494.00-999-022000	FUEL	29.44	N
			051156	965225	199-34-6311.00-999-023000	FUEL	176.59	N
			051219	260541	199-34-6319.00-999-099000	SUPPLIES	64.67	N
			051220	23287	199-34-6319.00-999-099000	SUPPLIES	10.78	N
			051221	260072	199-34-6319.00-999-099000	SUPPLIES	18.73	N
			051224	259620	199-34-6319.00-999-099000	PARTS	20.36	N
			051153	23017	199-34-6319.00-999-099000	SUPPLIES BUS BARN	67.58	N
			051156	965225	199-36-6494.00-999-099000	FUEL	91.08	N
			051156	965225	199-41-6494.00-701-099000	FUEL	65.11	N
			051156	965225	199-51-6494.00-999-099000	FUEL	116.63	N
			051156	965225	199-51-6494.51-999-099000	FUEL	314.19	N
Totals for Check 074652							975.16	
074653	06-30-2020	AUTOZONE, INC.	051152	1302399883	199-34-6319.00-999-099000	SUPPLIES	55.63	N
074654	06-30-2020	BALFOUR	050933	958	199-41-6399.00-702-099000	END OF YEAR SERVICE PINS	460.00	N
074655	06-30-2020	BOOKBINDING &	051207	6-23-2020	199-11-6399.00-102-011005	Classroom Instruction	400.00	N
			051207	6-23-2020	199-11-6399.00-102-021000	Classroom Instruction	35.00	N
Totals for Check 074655							435.00	
074656	06-30-2020	DAFFERN STEEL	050828	123211	199-11-6321.06-002-022000	SUPPLIES IND ARTS	300.31	N
074657	06-30-2020	DECKER EQUIPMENT	051233	348603a	199-51-6319.50-999-099000	MOP BUCKET /WHEELS	433.78	N
074658	06-30-2020	DOLLAR GENERAL - CH	051188	7805	199-51-6319.00-999-099000	WATER	23.60	N
074659	06-30-2020	ENVIRONMENTAL COAC	051216	6-17-2020	199-51-6249.00-999-099000	ASBESTOS CONTRACT	1,925.00	N
074660	06-30-2020	FOLLETT SCHOOL SOLU	050712	682758	199-12-6669.00-102-099000	ELEM LIBRARY BOOKS	1,130.41	N
074661	06-30-2020	DEAN FOODS COMPANY	051229	618541701	240-35-6341.00-999-099000	MILK	541.20	N
074662	06-30-2020	IBS	051222	30093892	199-34-6319.00-999-099000	SUPPLIES	242.90	N
074663	06-30-2020	JASPER WOOD FIRE EX	051232	1921	199-51-6319.00-999-099000	FIRE EXTINGUISHER SERVICE	277.00	N
			051232	1922	199-51-6319.00-999-099000	FIRE EXTINGUISHER SERVICE	453.00	N
			051232	1923	199-51-6319.00-999-099000	FIRE EXTINGUISHER SERVICE	478.50	N
			051232	1924	199-51-6319.00-999-099000	FIRE EXTINGUISHER SERVICE	126.00	N
			051232	1926	199-51-6319.00-999-099000	FIRE EXTINGUISHER SERVICE	538.00	N
Totals for Check 074663							1,872.50	
074664	06-30-2020	KISER AUTO PARTS	051223	273599	199-34-6319.00-999-099000	SUPPLIES	105.14	N
074665	06-30-2020	KJTV FOX34	051215	TV AD	199-11-6499.00-999-011000	OLTON ISD COMMERCIAL	1,500.00	N
074666	06-30-2020	MCCOY'S CORPORATIO	051201	6892081	199-51-6319.00-999-099000	MATERIALS	169.73	N
074667	06-30-2020	MCDONALD TRADING P	051199	474046	199-51-6319.00-999-099000	MATERIALS	83.50	N
			051199	474033	199-51-6319.00-999-099000	MATERIALS	85.50	N
					338	Totals for Check 074667	169.00	

For the Month of June

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
074668	06-30-2020	OLTON RURAL HEALTH	051205	ARONBIL3	199-34-6299.00-999-099000	BUS PHYSICAL	94.00	N
074669	06-30-2020	OLTON WELDING & MAC	051204	231061	199-51-6319.00-999-099000	MATERIALS	47.06	N
074670	06-30-2020	ORIENTAL TRADING CO	051134	703763484-01	199-11-6399.00-699-025000	ESL Summer School SUPPLIES	88.55	N
074671	06-30-2020	RESPONSIVE SERVICES	051231	13535	199-12-6249.51-999-099000	WEB CAMERAS FOR ADMIN	426.00	N
074672	06-30-2020	SAM'S CLUB DIRECT	051089	4548	199-51-6319.50-999-099000	SUPPLIES	283.82	N
074673	06-30-2020	SOUTH PLAINS IRRIGATI	051234	2581	199-51-6319.00-999-099000	BUSHING REDUCERS	28.12	N
074674	06-30-2020	TEACHER DIRECT	051117	2020/10642/69	199-11-6399.00-102-011000	Classroom Instruction	8.04	N
			051117	2020/10642/69	199-11-6399.00-102-011003	Classroom Instruction	291.76	N
Totals for Check 074674							299.80	
074675	06-30-2020	TERMINIX, INC.	051227	10010983	199-51-6249.00-999-099000	TERMITE RENEWAL SUPT. HOUS	275.00	N
074676	06-30-2020	TEXAS DEPARTMENT P	051225	CRS2020031913	199-41-6299.01-750-099000	SECURE SITE CCH NAME SEARC	4.00	N
074677	06-30-2020	THE COLLEGE BOARD	051194	130236156	199-11-6339.00-002-011000	AP Tests	154.00	N
074678	06-30-2020	TRACTOR SUPPLY COM	050643	IND ARTS	199-11-6499.06-002-022000	AIR FILTER PLASMA	212.93	N
074679	06-30-2020	V.A.T. ASSOC. OF TEXA	051211	LONG CONF	199-11-6411.06-002-022000	AG TEACHER CONF	300.00	N
074680	06-30-2020	WAGNER SUPPLY	051200	L015523	199-51-6319.50-999-099000	SUPPLIES	179.73	N
			051230	L015278-01	199-51-6319.50-999-099000	WAX	2,789.50	N
			051230	L0155470001	199-51-6319.50-999-099000	WAX SUPPLIES	59.99	N
Totals for Check 074680							3,029.22	
074681	06-30-2020	WALMART COMMUNITY/	051135	16700039511	199-11-6399.00-699-025000	ESL Summer School	132.36	N
			051161	P927300HK01	199-11-6399.60-699-023000	LIFESKILLS SUMMER SCHOOL	117.08	N
			051132	15400198538	199-51-6319.50-999-099000	MAINTENANCE SUPPLIES	143.56	N
			051122	15300062005	212-11-6399.00-002-024000	MIGRANT SUMMER SCHOOL SUP	120.00	N
			051122	15300062005	212-11-6399.00-041-024000	MIGRANT SUMMER SCHOOL SUP	36.57	N
			051122	015700706397	212-11-6399.00-041-024000	MIGRANT SUMMER SCHOOL SUP	37.98	N
			051122	017500104157	212-11-6399.00-041-024000	MIGRANT SUMMER SCHOOL SUP	26.65	N
			051122	016800546412	212-11-6399.00-102-024000	MIGRANT SUMMER SCHOOL SUP	62.15	N
Totals for Check 074681							676.35	
074682	06-30-2020	WEST TEXAS TIRE WOR	051218	872612	199-34-6249.00-999-099000	REPAIR	30.50	N

Total Checks 141,080.37

End of Report

PG 1 Cafeteria Salary Schedule per Board Approval

185	Min	Mid	Max	STEP
	\$11,500	\$14,500	\$17,500	\$200.00
	\$62.16	\$78.38	\$94.59	
	\$7.77	\$9.80	\$11.82	
0	\$11,500	\$62.16	\$7.77	
1	\$11,700	\$63.24	\$7.91	
2	\$11,900	\$64.32	\$8.04	
3	\$12,100	\$65.41	\$8.18	
4	\$12,300	\$66.49	\$8.31	
5	\$12,500	\$67.57	\$8.45	
6	\$12,700	\$68.65	\$8.58	
7	\$12,900	\$69.73	\$8.72	
8	\$13,100	\$70.81	\$8.85	
9	\$13,300	\$71.89	\$8.99	
10	\$13,500	\$72.97	\$9.12	
11	\$13,700	\$74.05	\$9.26	
12	\$13,900	\$75.14	\$9.39	
13	\$14,100	\$76.22	\$9.53	
14	\$14,300	\$77.30	\$9.66	
15	\$14,500	\$78.38	\$9.80	
16	\$14,700	\$79.46	\$9.93	
17	\$14,900	\$80.54	\$10.07	
18	\$15,100	\$81.62	\$10.20	
19	\$15,300	\$82.70	\$10.34	
20	\$15,500	\$83.78	\$10.47	
21	\$15,700	\$84.86	\$10.61	
22	\$15,900	\$85.95	\$10.74	
23	\$16,100	\$87.03	\$10.88	
24	\$16,300	\$88.11	\$11.01	
25	\$16,500	\$89.19	\$11.15	
26	\$16,700	\$90.27	\$11.28	
27	\$16,900	\$91.35	\$11.42	
28	\$17,100	\$92.43	\$11.55	
29	\$17,300	\$93.51	\$11.69	
30	\$17,500	\$94.59	\$11.82	

Pay will be frozen at a salary of: \$17,500

PG 2 TA / Lifeskill Salary Schedule per Board Approval

185	Min	Mid	Max	STEP
	\$13,483	\$19,404	\$21,378	\$394.75
	\$72.88	\$104.89	\$115.56	
	\$9.11	\$13.11	\$14.44	

0	\$13,483	\$72.88	\$9.11
1	\$13,878	\$75.01	\$9.38
2	\$14,273	\$77.15	\$9.64
3	\$14,667	\$79.28	\$9.91
4	\$15,062	\$81.42	\$10.18
5	\$15,457	\$83.55	\$10.44
6	\$15,852	\$85.68	\$10.71
7	\$16,246	\$87.82	\$10.98
8	\$16,641	\$89.95	\$11.24
9	\$17,036	\$92.09	\$11.51
10	\$17,431	\$94.22	\$11.78
11	\$17,825	\$96.35	\$12.04
12	\$18,220	\$98.49	\$12.31
13	\$18,615	\$100.62	\$12.58
14	\$19,010	\$102.75	\$12.84
15	\$19,404	\$104.89	\$13.11
16	\$19,799	\$107.02	\$13.38
17	\$20,194	\$109.16	\$13.64
18	\$20,589	\$111.29	\$13.91
19	\$20,983	\$113.42	\$14.18
20	\$21,378	\$115.56	\$14.44

Pay will be frozen at a salary of: \$21,378

PG 3 Custodian Salary Schedule per Board Approval

240	Min	Mid	Max	STEP
	\$17,304	\$24,215	\$31,125	\$460.70
	\$72.10	\$100.89	\$129.69	
	\$9.01	\$12.61	\$16.21	

0	\$17,304	\$72.10	\$9.01
1	\$17,765	\$74.02	\$9.25
2	\$18,225	\$75.94	\$9.49
3	\$18,686	\$77.86	\$9.73
4	\$19,147	\$79.78	\$9.97
5	\$19,608	\$81.70	\$10.21
6	\$20,068	\$83.62	\$10.45
7	\$20,529	\$85.54	\$10.69
8	\$20,990	\$87.46	\$10.93
9	\$21,450	\$89.38	\$11.17
10	\$21,911	\$91.30	\$11.41
11	\$22,372	\$93.22	\$11.65
12	\$22,832	\$95.14	\$11.89
13	\$23,293	\$97.05	\$12.13
14	\$23,754	\$98.97	\$12.37
15	\$24,215	\$100.89	\$12.61
16	\$24,675	\$102.81	\$12.85
17	\$25,136	\$104.73	\$13.09
18	\$25,597	\$106.65	\$13.33
19	\$26,057	\$108.57	\$13.57
20	\$26,518	\$110.49	\$13.81
21	\$26,979	\$112.41	\$14.05
22	\$27,439	\$114.33	\$14.29
23	\$27,900	\$116.25	\$14.53
24	\$28,361	\$118.17	\$14.77
25	\$28,822	\$120.09	\$15.01
26	\$29,282	\$122.01	\$15.25
27	\$29,743	\$123.93	\$15.49
28	\$30,204	\$125.85	\$15.73
29	\$30,664	\$127.77	\$15.97
30	\$31,125	\$129.69	\$16.21

Pay will be frozen at a salary of: \$31,125

**PG 4 Behavior Interventionist Salary Schedule per Board
Approval**

	Min	Mid	Max	STEP
185	\$19,500	\$25,500	\$27,500	\$400.00
	\$105.41	\$137.84	\$148.65	
	\$13.18	\$17.23	\$18.58	
	0	\$19,500	\$105.41	\$13.18
	1	\$19,900	\$107.57	\$13.45
	2	\$20,300	\$109.73	\$13.72
	3	\$20,700	\$111.89	\$13.99
	4	\$21,100	\$114.05	\$14.26
	5	\$21,500	\$116.22	\$14.53
	6	\$21,900	\$118.38	\$14.80
	7	\$22,300	\$120.54	\$15.07
	8	\$22,700	\$122.70	\$15.34
	9	\$23,100	\$124.86	\$15.61
	10	\$23,500	\$127.03	\$15.88
	11	\$23,900	\$129.19	\$16.15
	12	\$24,300	\$131.35	\$16.42
	13	\$24,700	\$133.51	\$16.69
	14	\$25,100	\$135.68	\$16.96
	15	\$25,500	\$137.84	\$17.23
	16	\$25,900	\$140.00	\$17.50
	17	\$26,300	\$142.16	\$17.77
	18	\$26,700	\$144.32	\$18.04
	19	\$27,100	\$146.49	\$18.31
	20	\$27,500	\$148.65	\$18.58

Pay will be frozen at a salary of: \$27,500.00

PG 4 TA Comp / Library Salary Schedule per Board Approval

205	Min	Mid	Max	STEP
	\$15,908.00	\$22,752.50	\$25,034.00	\$456.30
	\$77.60	\$110.99	\$122.12	
	\$9.70	\$13.87	\$15.26	

	Min	Mid	Max	STEP
0	\$15,908	\$22,752.50	\$25,034	\$9.70
1	\$16,364	\$22,863.40	\$25,145.10	\$9.98
2	\$16,821	\$22,974.30	\$25,256.20	\$10.26
3	\$17,277	\$23,085.20	\$25,367.30	\$10.53
4	\$17,733	\$23,196.10	\$25,478.40	\$10.81
5	\$18,190	\$23,307.00	\$25,589.50	\$11.09
6	\$18,646	\$23,417.90	\$25,700.60	\$11.37
7	\$19,102	\$23,528.80	\$25,811.70	\$11.65
8	\$19,558	\$23,639.70	\$25,922.80	\$11.93
9	\$20,015	\$23,750.60	\$26,033.90	\$12.20
10	\$20,471	\$23,861.50	\$26,145.00	\$12.48
11	\$20,927	\$23,972.40	\$26,256.10	\$12.76
12	\$21,384	\$24,083.30	\$26,367.20	\$13.04
13	\$21,840	\$24,194.20	\$26,478.30	\$13.32
14	\$22,296	\$24,305.10	\$26,589.40	\$13.60
15	\$22,753	\$24,416.00	\$26,700.50	\$13.87
16	\$23,209	\$24,526.90	\$26,811.60	\$14.15
17	\$23,665	\$24,637.80	\$26,922.70	\$14.43
18	\$24,121	\$24,748.70	\$27,033.80	\$14.71
19	\$24,578	\$24,859.60	\$27,144.90	\$14.99
20	\$25,034	\$24,970.50	\$27,256.00	\$15.26

Pay will be frozen at a salary of: \$25,034.00

PG 5 HS Attendance, ES Secretary Salary Schedule per Board Approval

205	Min	Mid	Max	STEP
	\$18,106	\$23,226	\$28,345	\$341.30
	\$88.32	\$113.30	\$138.27	
	\$11.04	\$14.16	\$17.28	

	0	\$18,106	\$88.32	\$11.04
	1	\$18,447	\$89.99	\$11.25
	2	\$18,789	\$91.65	\$11.46
	3	\$19,130	\$93.32	\$11.66
	4	\$19,471	\$94.98	\$11.87
	5	\$19,813	\$96.65	\$12.08
	6	\$20,154	\$98.31	\$12.29
	7	\$20,495	\$99.98	\$12.50
	8	\$20,836	\$101.64	\$12.71
	9	\$21,178	\$103.31	\$12.91
	10	\$21,519	\$104.97	\$13.12
	11	\$21,860	\$106.64	\$13.33
	12	\$22,202	\$108.30	\$13.54
	13	\$22,543	\$109.97	\$13.75
	14	\$22,884	\$111.63	\$13.95
	15	\$23,226	\$113.30	\$14.16
	16	\$23,567	\$114.96	\$14.37
	17	\$23,908	\$116.62	\$14.58
	18	\$24,249	\$118.29	\$14.79
	19	\$24,591	\$119.95	\$14.99
	20	\$24,932	\$121.62	\$15.20
	21	\$25,273	\$123.28	\$15.41
	22	\$25,615	\$124.95	\$15.62
	23	\$25,956	\$126.61	\$15.83
	24	\$26,297	\$128.28	\$16.03
	25	\$26,639	\$129.94	\$16.24
	26	\$26,980	\$131.61	\$16.45
	27	\$27,321	\$133.27	\$16.66
	28	\$27,662	\$134.94	\$16.87
	29	\$28,004	\$136.60	\$17.08
	30	\$28,345	\$138.27	\$17.28

Pay will be frozen at a salary of: \$28,345

PG 5A Maintenance Salary Schedule per Board Approval

240	Min	Mid	Max	STEP
	\$27,500	\$32,500	\$37,500	\$333.33
	\$114.58	\$135.42	\$156.25	
	\$14.32	\$16.93	\$19.53	

0	\$27,500	\$114.58	\$14.32
1	\$27,833	\$115.97	\$14.50
2	\$28,167	\$117.36	\$14.67
3	\$28,500	\$118.75	\$14.84
4	\$28,833	\$120.14	\$15.02
5	\$29,167	\$121.53	\$15.19
6	\$29,500	\$122.92	\$15.36
7	\$29,833	\$124.31	\$15.54
8	\$30,167	\$125.69	\$15.71
9	\$30,500	\$127.08	\$15.89
10	\$30,833	\$128.47	\$16.06
11	\$31,167	\$129.86	\$16.23
12	\$31,500	\$131.25	\$16.41
13	\$31,833	\$132.64	\$16.58
14	\$32,167	\$134.03	\$16.75
15	\$32,500	\$135.42	\$16.93
16	\$32,833	\$136.81	\$17.10
17	\$33,167	\$138.19	\$17.27
18	\$33,500	\$139.58	\$17.45
19	\$33,833	\$140.97	\$17.62
20	\$34,167	\$142.36	\$17.80
21	\$34,500	\$143.75	\$17.97
22	\$34,833	\$145.14	\$18.14
23	\$35,167	\$146.53	\$18.32
24	\$35,500	\$147.92	\$18.49
25	\$35,833	\$149.31	\$18.66
26	\$36,167	\$150.69	\$18.84
27	\$36,500	\$152.08	\$19.01
28	\$36,833	\$153.47	\$19.18
29	\$37,167	\$154.86	\$19.36
30	\$37,500	\$156.25	\$19.53

Pay will be frozen at a salary of: \$37,500

PG 6 JH / HS Secretary Salary Schedule per Board Approval

205	Min	Mid	Max	STEP
	\$19,608	\$26,204	\$32,800	\$439.73
	\$95.65	\$127.82	\$160.00	
	\$11.96	\$15.98	\$20.00	

STEP	Min	Mid	Max	STEP
0		\$19,608	\$95.65	\$11.96
1		\$20,048	\$97.79	\$12.22
2		\$20,487	\$99.94	\$12.49
3		\$20,927	\$102.08	\$12.76
4		\$21,367	\$104.23	\$13.03
5		\$21,807	\$106.37	\$13.30
6		\$22,246	\$108.52	\$13.56
7		\$22,686	\$110.66	\$13.83
8		\$23,126	\$112.81	\$14.10
9		\$23,566	\$114.95	\$14.37
10		\$24,005	\$117.10	\$14.64
11		\$24,445	\$119.24	\$14.91
12		\$24,885	\$121.39	\$15.17
13		\$25,325	\$123.53	\$15.44
14		\$25,764	\$125.68	\$15.71
15		\$26,204	\$127.82	\$15.98
16		\$26,644	\$129.97	\$16.25
17		\$27,083	\$132.11	\$16.51
18		\$27,523	\$134.26	\$16.78
19		\$27,963	\$136.40	\$17.05
20		\$28,403	\$138.55	\$17.32
21		\$28,842	\$140.69	\$17.59
22		\$29,282	\$142.84	\$17.85
23		\$29,722	\$144.98	\$18.12
24		\$30,162	\$147.13	\$18.39
25		\$30,601	\$149.27	\$18.66
26		\$31,041	\$151.42	\$18.93
27		\$31,481	\$153.56	\$19.20
28		\$31,921	\$155.71	\$19.46
29		\$32,360	\$157.85	\$19.73
30		\$32,800	\$160.00	\$20.00

Pay will be frozen at a salary of: \$32,800

PG 6A Migrant / NGS Salary Schedule per Board Approval

226	Min	Mid	Max	STEP
		\$21,696	\$30,848	\$40,000
		\$96.00	\$136.50	\$176.99
		\$12.00	\$17.06	\$22.12

STEP	Min	Mid	Max	STEP
0		\$21,696	\$96.00	\$12.00
1		\$22,306	\$98.70	\$12.34
2		\$22,916	\$101.40	\$12.67
3		\$23,526	\$104.10	\$13.01
4		\$24,137	\$106.80	\$13.35
5		\$24,747	\$109.50	\$13.69
6		\$25,357	\$112.20	\$14.02
7		\$25,967	\$114.90	\$14.36
8		\$26,577	\$117.60	\$14.70
9		\$27,187	\$120.30	\$15.04
10		\$27,797	\$123.00	\$15.37
11		\$28,407	\$125.70	\$15.71
12		\$29,018	\$128.40	\$16.05
13		\$29,628	\$131.10	\$16.39
14		\$30,238	\$133.80	\$16.72
15		\$30,848	\$136.50	\$17.06
16		\$31,458	\$139.20	\$17.40
17		\$32,068	\$141.89	\$17.74
18		\$32,678	\$144.59	\$18.07
19		\$33,289	\$147.29	\$18.41
20		\$33,899	\$149.99	\$18.75
21		\$34,509	\$152.69	\$19.09
22		\$35,119	\$155.39	\$19.42
23		\$35,729	\$158.09	\$19.76
24		\$36,339	\$160.79	\$20.10
25		\$36,949	\$163.49	\$20.44
26		\$37,559	\$166.19	\$20.77
27		\$38,170	\$168.89	\$21.11
28		\$38,780	\$171.59	\$21.45
29		\$39,390	\$174.29	\$21.79
30		\$40,000	\$176.99	\$22.12

Pay will be frozen at a salary of: \$40,000

PG 7 Admin Office Staff Salary Schedule per Board Approval

226	Min	Mid	Max	STEP
	\$25,645	\$33,701	\$41,757	\$537.07
	\$113.47	\$149.12	\$184.77	
	\$14.18	\$18.64	\$23.10	

STEP	Min	Mid	Max
0	\$25,645	\$33,701	\$41,757
1	\$26,182	\$34,238	\$42,294
2	\$26,719	\$34,775	\$42,831
3	\$27,256	\$35,312	\$43,368
4	\$27,793	\$35,849	\$43,905
5	\$28,330	\$36,386	\$44,442
6	\$28,867	\$36,923	\$44,979
7	\$29,404	\$37,460	\$45,516
8	\$29,942	\$38,000	\$46,053
9	\$30,479	\$38,540	\$46,590
10	\$31,016	\$39,080	\$47,127
11	\$31,553	\$39,620	\$47,664
12	\$32,090	\$40,160	\$48,201
13	\$32,627	\$40,700	\$48,738
14	\$33,164	\$41,240	\$49,275
15	\$33,701	\$41,780	\$49,812
16	\$34,238	\$42,320	\$50,349
17	\$34,775	\$42,860	\$50,886
18	\$35,312	\$43,400	\$51,423
19	\$35,849	\$43,940	\$51,960
20	\$36,386	\$44,480	\$52,497
21	\$36,923	\$45,020	\$53,034
22	\$37,460	\$45,560	\$53,571
23	\$37,998	\$46,100	\$54,108
24	\$38,535	\$46,640	\$54,645
25	\$39,072	\$47,180	\$55,182
26	\$39,609	\$47,720	\$55,719
27	\$40,146	\$48,260	\$56,256
28	\$40,683	\$48,800	\$56,793
29	\$41,220	\$49,340	\$57,330
30	\$41,757	\$49,880	\$57,867

Pay will be frozen at a salary of: **\$41,757**

PG 7 Business Manager Salary Schedule per Board Approval

226	Min	Mid	Max	STEP
		\$50,000.00	\$56,000.00	\$62,000.00
	\$221.24	\$247.79	\$274.34	
	\$27.65	\$30.97	\$34.29	
	0	\$50,000	\$221.24	\$27.65
	1	\$50,600	\$223.89	\$27.99
	2	\$51,200	\$226.55	\$28.32
	3	\$51,800	\$229.20	\$28.65
	4	\$52,400	\$231.86	\$28.98
	5	\$53,000	\$234.51	\$29.31
	6	\$53,600	\$237.17	\$29.65
	7	\$54,200	\$239.82	\$29.98
	8	\$54,800	\$242.48	\$30.31
	9	\$55,400	\$245.13	\$30.64
	10	\$56,000	\$247.79	\$30.97
	11	\$56,600	\$250.44	\$31.31
	12	\$57,200	\$253.10	\$31.64
	13	\$57,800	\$255.75	\$31.97
	14	\$58,400	\$258.41	\$32.30
	15	\$59,000	\$261.06	\$32.63
	16	\$59,600	\$263.72	\$32.96
	17	\$60,200	\$266.37	\$33.30
	18	\$60,800	\$269.03	\$33.63
	19	\$61,400	\$271.68	\$33.96
	20	\$62,000	\$274.34	\$34.29

Yearly increases will continue at \$400 max after

PG 8 Teacher Salary Schedule Salary Schedule per Board Approval

	Min	Mid	Max
185	\$33,660	\$45,630	\$54,540
Daily	\$181.95	\$246.65	\$294.81

YEARS EXP	Teacher Base	Teacher Base
0	\$33,660.00	\$33,660.00
1	\$34,390.00	\$34,390.00
2	\$35,100.00	\$35,100.00
3	\$35,830.00	\$35,830.00
4	\$37,350.00	\$37,350.00
5	\$38,880.00	\$38,880.00
6	\$40,410.00	\$40,410.00
7	\$41,830.00	\$41,830.00
8	\$43,170.00	\$43,170.00
9	\$44,440.00	\$44,440.00
10	\$45,630.00	\$45,630.00
11	\$46,770.00	\$46,770.00
12	\$47,850.00	\$47,850.00
13	\$48,850.00	\$48,850.00
14	\$49,810.00	\$49,810.00
15	\$50,710.00	\$50,710.00
16	\$51,570.00	\$51,570.00
17	\$52,370.00	\$52,370.00
18	\$53,140.00	\$53,140.00
19	\$53,860.00	\$53,860.00
20	\$54,540.00	\$54,540.00

* For teachers that do not fit into this schedule (20+ years), the district will pay a \$680 step for returning the next year.

** As new information is acquired, OISD will make any necessary adjustments to budget and payroll in order to comply with requirements.

PG 9 JH/EL Counsleor Salary Schedule per Board Approval

	Min	Mid	Max
205	\$37,299	\$50,563	\$60,436
Daily	\$181.95	\$246.65	\$294.81
	0	\$33,660.00	\$37,299
	1	\$34,390.00	\$38,108
	2	\$35,100.00	\$38,895
	3	\$35,830.00	\$39,704
	4	\$37,350.00	\$41,388
	5	\$38,880.00	\$43,083
	6	\$40,410.00	\$44,779
	7	\$41,830.00	\$46,352
	8	\$43,170.00	\$47,837
	9	\$44,440.00	\$49,244
	10	\$45,630.00	\$50,563
	11	\$46,770.00	\$51,826
	12	\$47,850.00	\$53,023
	13	\$48,850.00	\$54,131
	14	\$49,810.00	\$55,195
	15	\$50,710.00	\$56,192
	16	\$51,570.00	\$57,145
	17	\$52,370.00	\$58,032
	18	\$53,140.00	\$58,885
	19	\$53,860.00	\$59,683
	20	\$54,540.00	\$60,436

* For counselors that do not fit into this schedule (20+ years), the district will pay a \$680 step for returning the next year.

**PG 9A HS Counselor & (Fed / Special Programs Coordinator)
Salary Schedule per Board Approval**

	Min	Mid	Max
226	\$49,684	\$60,851	\$72,018
Daily	\$219.84	\$269.25	\$318.66
	0	\$33,660.00	\$41,120
	1	\$34,390.00	\$42,012
	2	\$35,100.00	\$42,879
	3	\$35,830.00	\$43,771
	4	\$37,350.00	\$45,628
	5	\$38,880.00	\$47,497
	6	\$40,410.00	\$49,366
	7	\$41,830.00	\$51,100
	8	\$43,170.00	\$52,737
	9	\$44,440.00	\$54,289
	10	\$45,630.00	\$55,743
	11	\$46,770.00	\$57,135
	12	\$47,850.00	\$58,455
	13	\$48,850.00	\$59,676
	14	\$49,810.00	\$60,849
	15	\$50,710.00	\$61,948
	16	\$51,570.00	\$62,999
	17	\$52,370.00	\$63,976
	18	\$53,140.00	\$64,917
	19	\$53,860.00	\$65,797
	20	\$54,540.00	\$66,627

* For counselors / coordinators that do not fit into this schedule (20+ years), the district will pay a \$680 step for returning the next year.

**PG 10 Director Maintenance / Transportation
Hiring Pay Range Per Board Approval**

	Min	Mid	Max	
240	\$31,116.00	\$38,370.00	\$50,000.00	
Daily	\$129.65	\$159.88	\$208.33	
After a salary of		\$50,000.00	yearly increase will be \$750 max	

**PG 11 JH/EL Prin, AD
Hiring Pay Range Per Board Approval**

	Min	Mid	Max	
226	\$64,091.00	\$73,231.00	\$87,000.00	
Daily	\$283.59	\$324.03	\$384.96	
After a salary of		\$87,000.00	yearly increase will be \$1000 max	

**PG 12 HS Principal
Hiring Pay Range Per Board Approval**

	Min	Mid	Max	
226	\$68,159.00	\$81,141.00	\$97,000.00	
Daily	\$301.59	\$359.03	\$429.20	
After a salary of		\$97,000.00	yearly increase will be \$1000 max	

OISD Stipend Schedule

	OISD
Advertising and Promotions	\$2,500
Annual	\$1,500
Art Club	\$800
Band Director (Assistant)	\$3,000
Band Director (Head)	\$9,000
Baseball (Assistant)	\$2,500
Baseball (Head)	\$4,500
Basketball (JH)	\$1,500
Basketball (Assistant)	\$2,500
Basketball (Head)	\$4,500
Bus - 14 Passenger (20 Hr)	\$200
Bus - CDL w/ Endorsements	\$300
Business Manager (Assistant)	\$5,000
Cheer (HS)	\$2,500
Cheer (JH)	\$1,000
Chess Club	\$800
Coordinator (Girls)	\$5,000
Coordinator (Off Season)	\$2,000
Coordinator (CTE)	\$3,500
Cross Country	\$2,500
Dyslexia Coordinator	\$1,000
ESL Certification	\$300
ESL Testing Clerk	\$3,500
Football (Assistant)	\$2,500
Football (Coordinator)	\$4,500
Golf	\$2,500
Math (HS) Department Head	\$1,000

Life Skills Teacher	\$2,500
Life Skills Teacher Assistant	\$1,500
MASTERS	\$750
MASTERS	\$750
National Honor Society HS	\$250
National Honor Society JH	\$250
One Act Play (HS)	\$2,000
One Act Play (JH)	\$1,500
POWERLIFTING	\$2,500
Science (HS) Department Head	\$1,000
Science Fair	\$1,000
Spanish Club	\$800
Student Council (HS)	\$800
Student Council (JH)	\$200
Tennis (HS)	\$2,500
Tennis (JH)	\$1,500
Track (Assistant)	\$1,500
Track (Head)	\$3,500
Translator	\$1,000
UIL Coordinator (Elem)	\$800
UIL Coordinator (HS)	\$1,200
UIL Coordinator (JH)	\$800
UIL Elementary	\$125/event
UIL HIGH SCHOOL SUBJECT AREA	\$300
UIL JR. HIGH SUBJECT AREA	\$300
Volleyball (Assistant)	\$2,500
Volleyball (Head)	\$4,500
Volleyball (JH)	\$1,500