

Regular Meeting
Tuesday, August 13, 2024 7:00 PM

Harleton Independent School District
17000 S.H. 154
Harleton, Texas 75651

Agenda

1. Call to Order
2. Roll Call of Board Members
3. Pledge of Allegiance and Invocation
4. Consent Agenda
 - 4.A. Approval of Board Minutes
 - 4.B. Obligations and Vouchers
 - 4.C. Financial Statement
5. Discussion Items
 - 5.A. Discussion of ESSER Use of Funds Plan and RIPICS Plan
 - 5.B. Conduct 2024-2025 Budget Workshop
 - 5.C. Student Handbooks
6. Action Items
 - 6.A. Consider/Take Action on Approving the Interlocal Agreement with the Harrison County Shared Service Arrangement for Special Education Services for the 2024-2025 School Year
 - 6.B. Consider/Take Action on setting August 27, 2024 at 6:30 for Public Hearing Concerning 2024-2025 Budget and Tax Rate
 - 6.C. Consider/Take Action on Auxiliary Pay Scale
 - 6.D. Consider/Take Action on Harleton ISD Stipend Scale
 - 6.E. Consider/Take Action on adopting the T-TESS Appraisal Calendar for 2024-2025
 - 6.F. Consider/Take Action on Update 123
 - 6.G. Consider/Take Action on Proposed Harleton ISD Budget.
 - 6.H. Consider/Take Action on proposed Tax Rate.
 - 6.I. Consider/Take Action on Joint Election Agreement between Harleton ISD and Harrison County Elections Office for School Board Election to be held on November 5th, 2024
 - 6.J. Consider/Take Action on 2024-2025 Insurance Quote Proposal for Harleton ISD with Gans and Smith Insurance Agency, Inc.
 - 6.K. Consider/Take Action on Student Code of Conduct at All Campuses
 - 6.L. Consider/take action on increasing the District's Monthly Insurance Contribution to \$325 per month.
7. Closed Session
 - 7.A. Pursuant to Texas Government Code Sections 551.074 for the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee and 551.072 Deliberations

about Real Property - A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property is deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

8. Superintendent Report
 - 8.A. Enrollment Report
 - 8.B. Resignations and New Hires
9. Board Input
10. Adjourn

Harleton ISD

Regular Meeting: July 16, 2024

Members Present: Jacob Muehlstein
Brian Degner
Kevin Wright
Kevin Evers
Harvey Fox
Pat Mc Gill

Members Absent: Brad Nixon

The meeting was called to order at 7:01 PM with a roll call of members.

Pledge was led by Jacob Muehlstein and invocation was offered by Jay Ratcliff.

The consent agenda was approved by general consent which consisted of:

- June 11, 2024 Regular Board Minutes
- June 27, 2024 Special Board Minutes
- Obligations and Vouchers
- Financial Statement

Discussion Items

- ESSER Use of Funds and RIPICS Plan
- STAAR and Accountability Report for 2023-2024

Motion by Brian Degner and second by Harvey Fox to approve Band Field Trip as presented. Voting for: Kevin Evers, Kevin Wright, Pat Mc Gill and Jacob Muehlstein. Voting against: None. Motion carried.

Motion by Kevin Wright and second by Kevin Evers to approve hiring Goff and Herrington, P.C., to conduct the 2023-2024 School District Independent Financial Audit as presented. Voting for: Harvey Fox, Pat Mc Gill, Brian Degner, and Jacob Muehlstein. Voting against: None. Motion carried.

Table approving Update 123.

Motion by Kevin Evers and second by Pat Mc Gill to approve the Region 7 ESC eAgreements for the school year 2024-2025. Voting for: Pat Mc Gill, Brian Degner, Kevin Wright and Jacob Muehlstein. Voting against: None. Motion carried.

The Board convened into Closed Session at 8:05 PM pursuant to Texas Government Code Sections 551.074 for the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

The Board reconvened at 8:26 PM.

Superintendent Report

- Update on Projects
- New Hires/Resignations
- 2024-2025 Budget Considerations for Projects

Motion by Kevin Wright and second by Harvey Fox to adjourn at 8:27 PM. Voting for: Brian Degner, Kevin Evers, Pat Mc Gill and Jacob Muehlstein. Voting against: None. Motion carried.

Jacob Muehlstein, President

Harvey Fox, Secretary

Date Run: 08-09-2024 11:54 AM			Check Payments				Program: FIN1300	
Cnty Dist: 102-905			HARLETON ISD				Page: 2 of 8	
From To							File ID: C	
For the Month of July								
Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
071201	07-12-2024	WEX Bank	010752	98063639	199-11-6311.00-001-422000	Fuel Bill	624.89	N
			010752	98063639	199-34-6311.00-999-499000	Fuel Bill	624.89	N
			010752	98063639	199-51-6311.00-999-499000	Fuel Bill	624.88	N
Totals for Check 071201							1,874.66	
078817	07-09-2024	Agency 405 - TXDPS	010363	CRS2024062883	199-41-6299.00-701-499000	Criminal History Background	5.00	N
078818	07-09-2024	Crystal Brock	012698	mileage	199-23-6411.00-001-499000	Mileage Reimbursement	409.38	N
078819	07-09-2024	Postmaster	012690	postage charges	199-11-6399.02-001-411000	Post Office stamps	726.00	N
			012690	postage charges	199-11-6399.02-041-411000	Post Office stamps	330.00	N
			012690	postage charges	199-11-6399.16-101-411000	Post Office stamps	132.00	N
			012690	postage charges	199-41-6399.01-750-499000	Post Office stamps	786.00	N
			012690	postage charges	240-35-6319.00-999-4990LR	Post Office stamps	66.00	N
Totals for Check 078819							2,040.00	
078820	07-09-2024	Honey Ratcliff	012697	mileage	199-31-6411.00-001-499000	Mileage Reimbursement	366.80	N
078821	07-09-2024	Hailey Pyland	012599	meal money	199-11-6411.00-101-436000	Splash Conference-Meals/Travel	200.00	N
078822	07-09-2024	Acp Direct	012641	0248117	199-11-6399.00-001-428000	Chromebook Cart for DAEP	571.00	N
078823	07-09-2024	Apple, Inc	010758	MA74509063	199-11-6649.03-001-411000	iPad for Tech Department	281.06	N
			010758	MA75020153	199-11-6649.03-041-411000	iPad for Tech Department	199.34	N
			010758	9063& 0153	199-11-6649.03-101-411000	iPad for Tech Department	417.55	N
Totals for Check 078823							897.95	
078824	07-09-2024	JP Gould Baxter - Longvie	012691	353612	199-51-6319.01-999-499000	Janitorial Supplies	551.75	N
078825	07-09-2024	Harleton Hardware LLC	011499	June -2024	199-51-6319.00-999-499000	Maintenance Supply	302.22	N
078826	07-09-2024	Region 7 Education Servic	012695	094423	199-11-6239.00-001-411000	Region 7 Contract	1,186.51	N
			012695	094423	199-11-6239.00-041-411000	Region 7 Contract	1,020.48	N
			012695	094423	199-11-6239.00-101-411000	Region 7 Contract	1,842.53	N
			012695	094423	199-11-6239.01-001-421000	Region 7 Contract	577.51	N
			012695	094423	199-11-6239.01-041-421000	Region 7 Contract	496.69	N
			012695	094423	199-11-6239.01-101-421000	Region 7 Contract	896.80	N
			012695	094423	199-12-6239.00-999-499000	Region 7 Contract	193.75	N
			012695	094423	199-13-6239.00-001-411000	Region 7 Contract	415.37	N
			012695	094423	199-13-6239.00-041-411000	Region 7 Contract	357.25	N
			012695	094423	199-13-6239.00-101-411000	Region 7 Contract	896.80	N
			012695	094423	199-13-6239.02-999-499000	Region 7 Contract	225.00	N
			012695	094423	199-41-6239.00-750-499000	Region 7 Contract	2,556.12	N
			012695	094423	211-11-6239.00-101-424000	Region 7 Contract	1,211.25	N
			Totals for Check 078826					
078827	07-09-2024	Sherwin Williams Co	012622	5855,9809,5433,	199-51-6319.00-999-499000	district paint	1,729.32	N
078828	07-09-2024	Christi Speer	012700	meal money	199-11-6411.01-001-4110BD	meals for band conference	688.00	N
078829	07-09-2024	TASBO	012661	417728 & 29	199-12-6411.01-999-499000	PEIMS training	570.00	N
078830	07-09-2024	Balfour	011658	1488105	199-11-6499.05-001-411000	Diplomas, Diploma Covers	699.97	N

Date Run: 08-09-2024 11:54 AM					Check Payments		Program: FIN1300	
Cnty Dist: 102-905					HARLETON ISD		Page: 3 of 8	
From To							File ID: C	
For the Month of July								
Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
078831	07-09-2024	SystemsGo	012580	3677	199-11-6399.02-001-421000	Rocket Expense for Return	25.00	N
078832	07-09-2024	ABC AUTO PARTS, LTD	012715	18IN190158	199-34-6319.00-999-423000	Trans/ Grounds supplies	42.27	N
			012715	18IN191045	199-51-6319.02-999-499000	Trans/ Grounds supplies	310.88	N
			Totals for Check 078832					
078833	07-09-2024	Accelerate Learning	012685	91975	410-11-6399.00-001-411000	Grades 5-12 science curriculum	1,908.15	N
			012685	91975	410-11-6399.00-041-411000	Grades 5-12 science curriculum	1,902.21	N
			012685	91975	410-11-6399.00-101-411000	Grades 5-12 science curriculum	495.04	N
Totals for Check 078833						4,305.40		
078834	07-09-2024	Valley Athletics	012689	54343	199-36-6399.02-001-491000	baseball supplies	484.07	N
078835	07-09-2024	A1 Party and Tent Rental	012421	83242	199-36-6269.00-001-499000	Graduation	956.25	N
078836	07-09-2024	Complete Supply Inc.	012721	343404-1	199-51-6319.01-999-499000	Janitorial Supplies	314.65	N
078837	07-10-2024	Hobby Lobby	012644	item# 132057374	199-11-6399.01-041-411000	Back To School-JH	151.55	N
078838	07-10-2024	Home Depot Credit Servic	012612	or#WM71242785	199-31-6639.00-101-499000	Blinds/Light Coverings	171.98	N
			010894	auth012329	199-51-6319.00-999-499000	Maintenance Supply	397.81	N
			Totals for Check 078838					
078839	07-10-2024	Lowe's Home Center	012585	June -2024	199-41-6399.01-701-499000	Superintendent Supplies	1,089.92	N
			010505	June -2024	199-51-6319.00-999-499000	Monthly Supplies	5,113.85	N
			012705	June -2024	199-51-6319.02-999-499000	Grounds supplies	56.96	N
Totals for Check 078839						6,260.73		
078840	07-10-2024	Office Depot Business Cre	012596	366835041,2998	199-11-6399.00-041-422000	Binders & Dry Erase	774.62	N
			012347	366876290	199-11-6399.03-041-411000	art supplies	87.00	N
			012347	366876290	199-11-6399.03-041-411000	art supplies	9.05	N
Totals for Check 078840						870.67		
078841	07-10-2024	Capital One	012613	June -2024	199-13-6499.00-001-411000	DEIC Lunch	104.40	N
			012193	June -2024	199-31-6339.00-001-499000	Testing Snacks/Water	243.44	N
			012384	June -2024	199-36-6499.00-101-4990EL	staff incentives	59.49	N
			012505	apr v 007263	199-41-6499.01-750-499000	End of year luncheon supplies	335.62	N
Totals for Check 078841						742.95		
078842	07-10-2024	Republic Services #070	010614	007003484216	199-51-6259.05-999-499000	Monthly Service charge	1,872.24	N
078843	07-11-2024	Chick-fil-a	012498	or# 12407852	199-36-6499.00-001-4990HS	Staff incentives	153.35	N
078844	07-11-2024	Coburns	012714	116258535	199-51-6639.01-999-499000	maint supplies	10,698.16	N
078845	07-11-2024	Dairy Queen Store	011606	or # 104	199-36-6412.06-001-491000	STUDENT MEALS	131.96	N
078846	07-11-2024	Discount School Supply	012382	0102& 0101	199-11-6399.03-101-411000	school start up suppliesKG	489.29	N
078847	07-11-2024	Union Grove ISD -	012731	Final charges	199-36-6499.00-999-499000	UIL District 2 1AA	1,581.99	N
078848	07-11-2024	Zana Shaver	012601	447210	199-51-6249.06-999-499000	district painting (Zana)	2,600.00	N
078849	07-11-2024	Chance Marett	012730	Baseball offici	199-36-6219.00-001-491000	Baseball Officials	475.00	N
078850	07-11-2024	Cynergy Technology by C	011970	LV67614	199-11-6649.03-101-411000	Newline Interactive Display	1,929.54	N
078851	07-11-2024	Whataburger:	012482	3283872	199-36-6412.04-001-491000	round 2 meal 2	232.61	N
			012481	3279392	199-36-6412.04-001-491000	round 2 meal 1	225.79	N
			012552	1466608	199-36-6412.04-001-491000	round 4 meal 1	219.50	N

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Cnty Dist: 102-905				HARLETON ISD			Page: 4 of 8	
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For the Month of July								
Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			012553	3274469	199-36-6412.04-001-491000	round 4 meal 2	258.11	N
			012072	1455616	199-36-6412.10-001-491000	tennis team meals	84.58	N
						Totals for Check 078851	1,020.59	
078852	07-11-2024	Christi Siler	012633	406419086152	199-36-6499.00-999-491000	TGCA renewal fee reimbursement	72.50	N
078853	07-11-2024	Phillip Stepherson	012724	apr v # 024150	199-34-6499.00-999-499000	Bus Driver Physical	75.00	N
078854	07-11-2024	D&J Plumbing LLC	012600	1066	199-51-6249.08-999-499000	Plumbing labor/ materials	10,500.00	N
078855	07-11-2024	James E Ross	012729	Baseball offiic	199-36-6219.00-001-491000	Baseball Officials	475.00	N
078856	07-11-2024	Sheila Clark	012725	sponsorship	199-11-6499.00-001-411000	Etex fishing sponsorship Mason	200.00	N
078857	07-15-2024	Meagan Walker	012734	mileage	199-23-6411.00-101-499000	Mileage Reimbursement	200.43	N
078858	07-15-2024	School Specialty, LLC	012536	20813971412	199-11-6399.00-101-411000	tack boards	430.26	N
078859	07-15-2024	Wesley Kyle Little	012745	meal money	199-36-6411.00-001-491000	Coaches Meals/Retreat	500.00	N
			012745	meal money	199-36-6411.01-041-491000	Coaches Meals/Retreat	1,500.00	N
						Totals for Check 078859	2,000.00	
078860	07-15-2024	Rainbow Floral	012717	005404	199-41-6499.01-750-499000	Flowers Bubba Irvine	158.00	N
078861	07-15-2024	Cushing ISD	012737	240420	199-36-6412.04-001-491000	Area track fees	283.05	N
078862	07-16-2024	ACT Education Corp	012712	29662	199-11-6399.00-001-438000	Spring 2024 ACT	1,140.00	N
078863	07-16-2024	Canon Financial Services I	010389	33826131	199-11-6269.00-001-411000	Contract TSO-3101	286.22	N
			010389	33826131	199-11-6269.00-101-411000	Contract TSO-3101	286.22	N
						Totals for Check 078863	572.44	
078864	07-16-2024	Cdw LLC	012649	RV68885	199-11-6649.03-001-411000	Projectors	1,509.00	N
078865	07-16-2024	East Tex Filters Of Longvi	010466	605427-6	199-51-6249.00-001-499000	Monthly Filter Service	220.00	N
			010466	605269-6	199-51-6249.00-041-499000	Monthly Filter Service	92.00	N
			010466	605260-6	199-51-6249.00-101-499000	Monthly Filter Service	242.75	N
						Totals for Check 078865	554.75	
078866	07-16-2024	Datamax, Inc.	010854	2513008	199-11-6269.00-001-411000	Contract TY 300-03	267.92	N
			010854	2513008	199-11-6269.00-041-411000	Contract TY 300-03	267.92	N
			010854	2513008	199-11-6269.00-101-411000	Contract TY 300-03	267.92	N
			010854	2513008	199-41-6269.00-750-499000	Contract TY 300-03	267.92	N
						Totals for Check 078866	1,071.68	
078867	07-16-2024	Edge Office Products	012692	277273-00	199-53-6649.00-999-499000	Desk for Shelley Brown	1,456.49	N
078868	07-16-2024	Elliott Electric	012716	169429301	199-51-6319.00-999-499000	Maintenance Supply	1,724.85	N
078869	07-16-2024	First To The Finish	012272	768649,& 379	199-36-6399.03-041-491000	Track Uniforms	513.35	N
078870	07-16-2024	Flatt Stationers Inc	012597	ref#274901	199-11-6399.00-101-4110PA	paper order	722.25	N
078871	07-16-2024	Jw Pepper & Son, Inc	012423	366531420 & 504	199-11-6399.02-001-4110BD	spring/summer music orders	409.51	N
078872	07-16-2024	Kirby	012750	22091,28836	240-35-6299.00-999-499000	mar/apr HS lease missing invoi	238.00	N
078873	07-16-2024	Lone Star Learning	012656	62128	410-11-6399.00-101-411000	math & reading spiral review	1,608.00	N

Date Run: 08-09-2024 11:54 AM					Check Payments		Program: FIN1300	
Cnty Dist: 102-905					HARLETON ISD		Page: 5 of 8	
From To							File ID: C	
For the Month of July								
Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
078874	07-16-2024	Marshall Welding Supply I	010532	812573	199-11-6269.01-001-411000	Monthly Service charge	26.13	N
			010532	812573	199-11-6399.03-001-422000	Monthly Service charge	26.13	N
			010532	812573	199-36-6499.00-101-4990EL	Monthly Service charge	26.12	N
			010532	812573	199-51-6319.00-999-499000	Monthly Service charge	26.12	N
Totals for Check 078874							104.50	
078875	07-16-2024	Music Mountain Water Co	010520	June -2024	199-11-6499.01-001-4990HS	Monthly Water Service	18.00	N
			010520	June-2024	199-11-6499.01-041-4990JH	Monthly Water Service	13.95	N
			010520	June-2024	199-11-6499.01-101-4990EL	Monthly Water Service	100.94	N
			010520	June-2024	199-41-6419.00-702-499000	Monthly Water Service	13.95	N
Totals for Check 078875							146.84	
078876	07-16-2024	Hughes Spring Athletics	012096	entry fees	199-36-6499.01-041-491000	Track Entry Fee for Hughes Spr	600.00	N
078877	07-16-2024	Goodheart-Wilcox Publish	012677	0007565100	410-11-6399.00-001-411000	health courses curriculum	5,120.25	N
078878	07-16-2024	Gecko Pest Control LLC	010479	258913	199-51-6249.04-999-499000	Monthly Pest Control	292.41	N
			010479	258913	240-51-6249.01-999-499000	Monthly Pest Control	87.59	N
Totals for Check 078878							380.00	
078879	07-16-2024	Kane Security Company	010416	33608	199-51-6249.00-001-499000	Monthly Fire Alarm Monitoring	30.00	N
078880	07-16-2024	Melissa Fitts	012746	reimbursement	199-13-6239.00-101-411000	Test Reimbursement	118.87	N
078881	07-16-2024	MSB School Service LLC	012718	216596	199-41-6219.00-750-499000	Tx SHARS admin	3.90	N
			012694	216333	199-41-6219.00-750-499000	Tx SHARS admin	23.62	N
Totals for Check 078881							27.52	
078882	07-16-2024	Game One	011449	10256084	199-36-6249.01-001-491000	helmet reconditioning	1,819.00	N
			012295	96113406	199-36-6399.00-001-491000	Athletic Equipment	581.31	N
			012295	96113406	199-36-6399.01-001-491000	Athletic Equipment	1,411.56	N
			012295	96113406	199-36-6399.03-041-491000	Athletic Equipment	400.00	N
			012295	96113406	199-36-6399.05-041-491000	Athletic Equipment	372.86	N
			012295	96113406	199-36-6649.00-001-491000	Athletic Equipment	1,534.02	N
Totals for Check 078882							6,118.75	
078883	07-17-2024	School Specialty, LLC	012254	308104509925	199-11-6399.03-101-411000	Kindergarten supplies	447.00	N
078884	07-17-2024	Paw Prints	012136	092324	199-36-6399.04-041-491000	shirts	437.00	N
078885	07-17-2024	NCS Pearson Inc	012673	25140815	199-11-6499.00-001-438000	CCMR Testing	1,134.00	N
078886	07-17-2024	Promaxima Manufacturing,	011738	134883	199-36-6649.00-001-491000	GH Rollers	1,505.00	N
078887	07-17-2024	Really Good Stuff LLC	012405	8532730	199-11-6399.03-101-411000	Kindergarten supplies	101.66	N
078888	07-17-2024	Scholastic Classroom Mag	012571	M7521070 8	199-11-6399.15-101-411000	reading supplement	1,934.33	N
078889	07-17-2024	Sherwin Williams Co	012622	6146 & 0120	199-51-6319.00-999-499000	district paint	682.33	N
078890	07-17-2024	Renay Stringfellow	012748	reimbursement	199-51-6411.00-999-499000	Reimbursement	507.07	N
078891	07-17-2024	Sunbelt Rentals	012445	1406999250016	199-51-6269.00-999-499000	Equipment Rental scissor lift	625.31	N
078892	07-17-2024	Texas High School Coach	012702	membership	199-36-6499.01-001-491000	Membership Fee	770.00	N
078893	07-17-2024	QuaverEd, Inc	012658	49698-1	410-11-6399.00-101-411000	music curriculum subscription	1,575.00	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.-So-Org-Prog	Reason	Amount	EFT
078894	07-17-2024	Texas Defence Articulation	012747	1019	199-52-6299.00-999-499000	Security Training	300.00	N
078895	07-17-2024	Longview Insulating LLC	011172	11182380	199-51-6249.00-101-499000	Insulating PE building	7,200.00	N
			011172	11182380	199-51-6249.07-999-499000	Insulating PE building	4,100.00	N
						Totals for Check 078895	11,300.00	
078896	07-18-2024	BSN	012395	926079019	199-36-6399.09-001-491000	Catchers Gear and Helmets	709.22	N
078897	07-18-2024	Datamax, Inc.	010830	LG00392061	199-11-6269.00-041-411000	Lease G-00392	286.22	N
			010842	LE00344091	199-11-6269.00-101-411000	Lease E-00344	117.38	N
			010842	LE00344091	199-41-6269.00-750-499000	Lease E-00344	117.38	N
						Totals for Check 078897	520.98	
078898	07-18-2024	Traci Jones	012756	reimbursement	199-41-6499.01-750-499000	convocation supplies	102.10	N
078899	07-18-2024	Sherwin Williams Co	012622	6430,6391,0158	199-51-6319.00-999-499000	district paint	687.43	N
078900	07-18-2024	TASB Inc.	012678	659195	199-41-6299.00-701-499000	Board Policy complete reprint	346.74	N
078901	07-18-2024	Tatum Music Company Inc	012674	July-2024	199-11-6249.01-001-4110BD	sousaphone repairs	1,282.37	N
078902	07-18-2024	Zana Shaver	012601	447211	199-51-6249.06-999-499000	district painting (Zana)	2,800.00	N
078903	07-18-2024	Laxton Electric	012758	7100	199-51-6249.07-999-499000	electrical Elem PE	3,542.06	N
078904	07-18-2024	Macquarie Equipment Cap	010915	209353	199-11-6269.00-001-411000	Lease Payment	209.45	N
078905	07-18-2024	Teacher Synergy LLC	012684	A00057850	410-11-6399.00-001-411000	TPT Subscription	3,253.33	N
			012684	A00057850	410-11-6399.00-041-411000	TPT Subscription	3,253.33	N
			012684	A00057850	410-11-6399.00-101-411000	TPT Subscription	3,253.34	N
						Totals for Check 078905	9,760.00	
078906	07-18-2024	Coufal -Prater Equipment	012760	ref#13201405	199-51-6249.03-999-499000	Grounds supplies	271.70	N
078907	07-18-2024	Game One	012472	80013900	199-36-6399.12-041-491000	Jr High VB Cloth	1,622.25	N
			012485	10277184	199-36-6639.00-001-491000	VB Net System #2	10,645.00	N
						Totals for Check 078907	12,267.25	
078908	07-18-2024	The Certified Welding &Te	012105	45571424	199-11-6499.00-001-438000	AWS Certifications	330.00	N
078909	07-18-2024	Jacqueline Rena Lowry	012759	mileage	199-31-6411.00-101-499000	Mileage Reimbursement	165.06	N
078910	07-18-2024	JT Blackburn	012719	39	199-51-6249.00-041-499000	Painting/Jr High Gym	41,000.00	N
078911	07-23-2024	Apple, Inc	012740	MA91844438,	199-11-6399.15-101-411000	iPads for mCLASS testing	1,515.80	N
078912	07-23-2024	Cdw LLC	012709	SJ53562,7006	199-11-6399.12-001-411000	Lenovo Laptop Chargers	174.44	N
			012709	SJ53562,7006	199-11-6399.12-041-411000	Lenovo Laptop Chargers	87.23	N
			012709	SJ53562,7006	199-11-6399.12-101-411000	Lenovo Laptop Chargers	87.23	N
						Totals for Check 078912	348.90	
078913	07-23-2024	Coburns	012766	116261756	199-51-6319.00-999-499000	Maintenance Supply	480.00	N
078914	07-23-2024	Grainger	012767	9176205004	199-51-6319.00-999-499000	Maintenance Supply	349.41	N
078915	07-23-2024	Home Depot Credit Servic	012701	9623397	199-11-6399.08-001-411000	Wet Dry Vac	173.91	N
			010895	4153724	199-51-6319.00-999-499000	Maintenance Supply	77.58	N
						Totals for Check 078915	251.49	

Date Run: 08-09-2024 11:54 AM			Check Payments			Program:	FIN1300	
Cnty Dist: 102-905			HARLETON ISD			Page: 7 of	8	
From To						File ID: C		
For the Month of July								
Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
078916	07-23-2024	Kim Hopkins	012782	reimbursement	199-34-6499.00-999-499000	reimbursement for CDL	222.00	N
078917	07-23-2024	Office Depot Business Cre	012680	or#3733203991-0	199-31-6639.00-001-499000	Office Furniture-HS	129.99	N
			012665	or# 371268441,7	199-41-6419.00-702-499000	Signature Stamps, Board	150.83	N
Totals for Check 078917							280.82	
078918	07-23-2024	Outdoor Power Equipment	012778	6625	199-51-6319.02-999-499000	Grounds supplies	733.00	N
078919	07-23-2024	Reece Plumbing	012765	s117750231	199-51-6319.00-999-499000	Maintenance Supply	137.65	N
078920	07-23-2024	Region 7 Education Servic	012414	95041,40,39	199-34-6219.00-999-499000	Bus Driver Recertification	300.00	N
078921	07-23-2024	ABC AUTO PARTS, LTD	012764	2781 & 3182	199-34-6319.00-999-499000	Transportation Supply	1,800.96	N
078922	07-23-2024	Frankie Newman	012788	122024	199-51-6249.07-999-499000	HS Gym Resurfacing	3,100.00	N
078923	07-23-2024	Kraig Jones	012763	443046	199-36-6249.08-001-491000	field maintenance	4,227.93	N
078924	07-23-2024	The Advantage Press	012703	WEB0818	199-11-6399.00-001-428000	DAEP Curriculum	1,144.80	N
078925	07-23-2024	Project One Roofing LLC	012769	2365	199-51-6249.00-041-499000	Roof Repair	450.00	N
078926	07-23-2024	McGraw Hill LLC	012616	133004902001 &	410-11-6399.00-001-411000	Science Curriculums	19,651.09	N
078927	07-25-2024	BSN	012733	926156734	199-23-6649.00-101-499000	4x6 Logo Rug	340.00	N
078928	07-25-2024	Tina M Cox	012776	reimbursement	199-41-6399.01-750-499000	Reimbursement	45.73	N
			012776	reimbursement	199-41-6499.01-750-499000	Reimbursement	65.65	N
			012776	reimbursement	199-53-6399.00-750-499000	Reimbursement	21.17	N
			012776	reimbursement	199-53-6411.00-750-499000	Reimbursement	61.91	N
			012776	Reimbursement	240-35-6342.00-999-499000	Reimbursement	27.40	N
Totals for Check 078928							221.86	
078929	07-25-2024	Demco Inc	012726	7506131	199-12-6399.00-999-499000	library supplies	734.47	N
078930	07-25-2024	Datamax, Inc.	010855	2518231	199-11-6269.00-001-411000	Contract TY 300-03	208.25	N
			010831	2518178	199-11-6269.00-041-411000	Lease G-00392	251.17	N
			010855	2518231	199-11-6269.00-041-411000	Contract TY 300-03	208.25	N
			010855	2518231	199-11-6269.00-101-411000	Contract TY 300-03	208.25	N
			010855	2518231	199-41-6269.00-750-499000	Contract TY 300-03	208.25	N
Totals for Check 078930							1,084.17	
078931	07-25-2024	Jw Pepper & Son, Inc	012423	366549729	199-11-6399.02-001-4110BD	spring/summer music orders	90.00	N
078932	07-25-2024	Tatum Music Company Inc	012674	L547775	199-11-6249.01-001-4110BD	sousaphone repairs	1,347.21	N
078933	07-25-2024	Zana Shaver	012601	447212	199-51-6249.06-999-499000	district painting (Zana)	1,850.00	N
078934	07-25-2024	The Bach Company	012727	INV258563	410-11-6399.00-001-411000	TI-84 calculators	1,309.00	N
078935	07-25-2024	Trane	012777	17239123	199-51-6319.00-999-499000	Maintenance Supply	700.27	N
078936	07-25-2024	Antoine Lakael Morrow	012799	reimbursement	199-34-6219.00-999-499000	Reimbursement	191.00	N
078937	07-25-2024	Imaging Learning LLC	012653	999959	410-11-6399.00-041-411000	math curriculum	4,950.00	N
078938	07-25-2024	Longview Medical Center	012793	1165K28543	199-34-6299.01-999-499000	DOT Physical/ Ahltletic	75.00	N
078939	07-25-2024	Shannon Burks	012774	reimbursement	199-34-6499.00-999-499000	Reimbursement for CDL	204.00	N

For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
078940	07-25-2024	eSpark	012618	SI-001072	410-11-6399.00-101-411000	intervention program	1,499.00	N
078941	07-25-2024	Bowie County Schools Tra	012798	8201	199-34-6219.00-999-499000	DOT CDL Testing	150.00	N
Total Checks							257,912.87	

End of Report

	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH
ETEX TELEPHONE							
777-2372 GROUP	\$ 817.52	\$ 817.52	\$ 817.52	\$ 817.52	\$ 817.52	\$ 817.52	\$ 817.52
T-1 CIRCUIT	\$ 1,018.00	\$ 509.00	\$ 509.00			\$ 2,036.00	\$ 509.00
TOTAL	\$ 1,835.52	\$ 1,326.52	\$ 1,326.52	\$ 817.52	\$ 817.52	\$ 2,853.52	\$ 1,326.52
CENTERPOINT ENERGY-GAS							
BUS SHOP/PRIMARY-3214374-5	\$ 49.01	\$ 46.60	\$ 47.18	\$ 189.14	\$ 503.98	\$ 714.01	\$ 820.30
JH & ELEM BLDG-3214371-1	\$ 65.86	\$ 116.88	\$ 144.23	\$ 528.57	\$ 1,181.16	\$ 1,078.51	\$ 1,977.11
HIGH SCHOOL BLDG-2640504-3	\$ 49.01	\$ 76.44	\$ 88.02	\$ 155.43	\$ 139.99	\$ 461.61	\$ 602.67
FIELD HOUSE-2643737-6	\$ 58.65	\$ 65.85	\$ 73.23	\$ 72.05	\$ 61.99	\$ 55.44	\$ 65.67
TOTAL	\$ 222.53	\$ 305.77	\$ 352.66	\$ 945.19	\$ 1,887.12	\$ 2,309.57	\$ 3,465.75
UPSHUR RURAL ELECTRIC							
JH GYM-16655-001	\$ 614.56	\$ 518.05	\$ (754.18)	\$ 375.93	\$ 458.83	\$ 784.17	\$ 404.25
JH & ELEM-16655-002	\$ 6,814.70	\$ 5,937.28	\$ 3,987.14	\$ 3,504.60	\$ 3,504.60	\$ 3,504.60	\$ 3,504.60
EL PE BLDG/MUSIC RM-16655-003	\$ 1,077.77	\$ 837.63	\$ 392.13	\$ 246.77	\$ 203.32	\$ 203.84	\$ 282.18
BUS BARN-16655-004	\$ 601.51	\$ 433.02	\$ 301.00	\$ 282.04	\$ 307.36	\$ 388.74	\$ 264.53
TENNIS COURT-16655-012	\$ 27.51	\$ 26.81	\$ 30.65	\$ 37.11	\$ 31.33	\$ 26.70	\$ 36.55
FOOTBALL FIELD-16655-022	\$ 649.45	\$ 725.51	\$ 748.78	\$ 577.09	\$ 423.99	\$ 423.99	\$ 662.50
PRESS BOX/CONCESS. STD-16655-024	\$ 472.95	\$ 389.07	\$ 279.30	\$ 114.54	\$ 85.20	\$ 80.40	\$ 96.84
FLD HSE CONCESS. STD-16655-025	\$ 836.74	\$ 607.75	\$ 458.37	\$ 418.93	\$ 365.29	\$ 463.28	\$ 287.29
EL SECURITY LIGHT-16655-026	\$ 135.32	\$ 136.99	\$ 139.04	\$ 140.25	\$ 141.99	\$ 139.52	\$ 143.40
ELEM SCHOOL SIGN-16655-027	\$ 41.00	\$ 37.74	\$ 35.63	\$ 34.31	\$ 33.43	\$ 33.85	\$ 34.85
FLD HSE SEC LIGHT#2-16655-028	\$ 22.92	\$ 23.07	\$ 23.26	\$ 23.37	\$ 23.53	\$ 23.30	\$ 23.66
HIGH SCHOOL-16655-030	\$ 8,192.22	\$ 7,282.43	\$ 5,660.87	\$ 4,958.35	\$ 5,487.86	\$ 6,500.34	\$ 5,170.14
SOFTBALL FLD CONCESS-16655-031	\$ 85.17	\$ 77.32	\$ 71.00	\$ 66.74	\$ 61.69	\$ 47.42	\$ 63.10
WEIGHT ROOM-16655-032	\$ 844.95	\$ 787.90	\$ 605.88	\$ 660.23	\$ 731.41	\$ 780.40	\$ 609.35
SEC LIGHT TENNIS-16655-033	\$ 45.25	\$ 45.76	\$ 46.36	\$ 46.71	\$ 47.22	\$ 46.50	\$ 47.64
WELL-16655-.34							
SIGN- 16655-036	\$ 45.69	\$ 43.22	\$ 41.78	\$ 40.54	\$ 39.64	\$ 39.61	\$ 41.58
CONCESSION 16655-037	\$ 217.05	\$ 310.61	\$ 170.75	\$ 159.43	\$ 290.23	\$ 394.31	\$ 422.01
STADIUM DR SECURITY LIGHT 16655-040	\$ 45.25	\$ 45.76	\$ 46.36	\$ 46.71	\$ 47.22	\$ 46.50	\$ 47.64
SOFTBALL FLD HOUSE-16655-041	\$ 98.86	\$ 76.10	\$ 88.23	\$ 82.47	\$ 106.35	\$ 180.43	\$ 106.17
HS FREEZER BLDG-166550-042	\$ 283.83	\$ 447.96	\$ 486.73	\$ 502.59	\$ 494.70	\$ 471.24	\$ 439.91
ARCHERY BLDG-166550-043	\$ 23.50	\$ 24.17	\$ 92.32	\$ 236.37	\$ 272.32	\$ 444.73	\$ 305.81
TOTAL	\$21,176.20	\$ 18,814.15	\$12,951.40	\$ 12,555.08	\$13,157.51	\$ 15,023.87	\$12,994.00
HARLETON WATER SUPPLY							
ACCT # 325 OLD CAMPUS	\$ 717.60	\$ 708.43	\$ 645.71	\$ 1,212.03	\$ 1,050.73	\$ 794.96	\$ 521.09
ACCT # 006 FOOTBALL FIELD	\$ 2,065.28	\$ 1,433.42	\$ 565.55	\$ 159.29	\$ 129.14	\$ 133.67	\$ 150.75
ACCT # 800 HIGH SCHOOL	\$ 165.09	\$ 157.35	\$ 189.72	\$ 194.47	\$ 160.80	\$ 485.42	\$ 432.65
ACCT # 1594 CONCESSION STAND	\$ 52.11	\$ 64.71	\$ 59.28	\$ 67.34	\$ 50.75	\$ 67.84	\$ 50.75
ACCT #1600 BASEBALL FIELD	\$ 1,878.68	\$ 1,826.05	\$ 928.78	\$ 853.04	\$ 164.82	\$ 178.89	\$ 209.04
ACCT #652 VISITOR CONCESSION STAND	\$ 767.05	\$ 449.38	\$ 386.31	\$ 314.06	\$ 179.90	\$ 188.44	\$ 228.64
ACCT #878 PRACTICE FIELD	\$ 787.94	\$ 489.23	\$ 158.22	\$ 156.78	\$ 156.78	\$ 156.78	\$ 156.78
ACCT #964 ARCHERY BLDG					\$ 29.65	\$ 25.13	\$ 27.14
	\$ 6,433.75	\$ 5,128.57	\$ 2,933.57	\$ 2,957.01	\$ 1,892.92	\$ 2,031.13	\$ 1,776.84

	APRIL	MAY	JUNE	JULY	AUGUST
ETEX TELEPHONE					
777-2372 GROUP	\$ 855.02	\$ 855.02	\$ 855.02	\$ 855.02	\$ 855.02
T-1 CIRCUIT	\$ 509.00	\$ 509.00	\$ 509.00	\$ 509.00	\$ 509.00
TOTAL	\$ 1,364.02	\$ 1,364.02	\$ 1,364.02	\$ 1,364.02	\$ 1,364.02
CENTERPOINT ENERGY-GAS					
BUS SHOP/PRIMARY-3214374-5	\$ 271.85	\$ 166.20	\$ 67.28	\$ 59.16	\$ 54.85
JH & ELEM BLDG-3214371-1	\$ 721.01	\$ 335.50	\$ 148.38	\$ 108.91	\$ 81.33
HIGH SCHOOL BLDG-2640504-3	\$ 316.76	\$ 197.03	\$ 122.43	\$ 75.38	\$ 62.95
FIELD HOUSE-2643737-6	\$ 61.88	\$ 61.81	\$ 60.79	\$ 56.45	\$ 54.30
TOTAL	\$ 1,371.50	\$ 760.54	\$ 398.88	\$ 299.90	\$ 253.43
UPSHUR RURAL ELECTRIC					
JH GYM-16655-001	\$ 322.21	\$ 300.56	\$ 444.84	\$ 425.00	
JH & ELEM-16655-002	\$ 3,504.60	\$ 4,113.71	\$ 4,947.52	\$ 4,311.03	
EL PE BLDG/MUSIC RM-16655-003	\$ 359.60	\$ 486.28	\$ 624.43	\$ 754.71	
BUS BARN-16655-004	\$ 296.56	\$ 302.61	\$ 453.94	\$ 486.56	
TENNIS COURT-16655-012	\$ 30.75	\$ 28.84	\$ 35.92	\$ 51.06	
FOOTBALL FIELD-16655-022	\$ 574.36	\$ 423.99	\$ 423.99	\$ 423.99	
PRESS BOX/CONCESS. STD-16655-024	\$ 108.75	\$ 156.21	\$ 309.50	\$ 335.29	
FLD HSE CONCESS. STD-16655-025	\$ 305.27	\$ 481.35	\$ 621.17	\$ 559.31	
EL SECURITY LIGHT-16655-026	\$ 143.18	\$ 143.29	\$ 140.03	\$ 138.03	
ELEM SCHOOL SIGN-16655-027	\$ 34.91	\$ 37.38	\$ 39.75	\$ 39.73	
FLD HSE SEC LIGHT#2-16655-028	\$ 23.64	\$ 23.65	\$ 23.35	\$ 23.17	
HIGH SCHOOL-16655-030	\$ 4,950.11	\$ 5,532.16	\$ 6,857.77	\$ 6,306.79	
SOFTBALL FLD CONCESS-16655-031	\$ 65.77	\$ 73.46	\$ 70.85	\$ 76.07	
WEIGHT ROOM-16655-032	\$ 585.61	\$ 702.65	\$ 963.39	\$ 972.56	
SEC LIGHT TENNIS-16655-033	\$ 47.58	\$ 47.61	\$ 46.64	\$ 46.05	
WELL-16655-.34					
SIGN- 16655-036	\$ 41.28	\$ 44.21	\$ 42.58	\$ 38.17	
CONCESSION 16655-037	\$ 510.60	\$ 288.67	\$ 291.20	\$ 302.95	
STADIUM DR SECURITY LIGHT 16655-040	\$ 47.58	\$ 47.61	\$ 46.64	\$ 46.05	
SOFTBALL FLD HOUSE-16655-041	\$ 92.45	\$ 144.13	\$ 137.37	\$ 165.47	
HS FREEZER BLDG-166550-042	\$ 440.12	\$ 476.80	\$ 515.61	\$ 485.26	
ARCHERY BLDG-166550-043	\$ 192.29	\$ 225.46	\$ 413.18	\$ 551.45	
TOTAL	\$ 12,677.22	\$14,080.63	\$17,449.67	\$ 16,538.70	\$ -
HARLETON WATER SUPPLY					
ACCT # 325 OLD CAMPUS	\$ 561.29	\$ 609.03	\$ 143.21	\$ 678.88	\$ 754.25
ACCT # 006 FOOTBALL FIELD	\$ 157.79	\$ 148.24	\$ 681.89	\$ 443.71	\$ 1,655.24
ACCT # 800 HIGH SCHOOL	\$ 364.31	\$ 203.51	\$ 195.98	\$ 176.88	\$ 169.85
ACCT # 1594 CONCESSION STAND	\$ 52.76	\$ 53.77	\$ 53.77	\$ 57.79	\$ 55.78
ACCT #1600 BASEBALL FIELD	\$ 202.51	\$ 229.14	\$ 231.65	\$ 254.77	\$ 2,024.07
ACCT #652 VISITOR CONCESSION STAND	\$ 176.38	\$ 449.24	\$ 439.69	\$ 366.32	\$ 705.91
ACCT #878 PRACTICE FIELD	\$ 156.78	\$ 156.78	\$ 157.28	\$ 365.32	\$ 484.91
ACCT #964 ARCHERY BLDG	\$ 28.64	\$ 27.14	\$ 26.13	\$ 26.13	\$ 31.66
	\$ 1,700.46	\$ 1,876.85	\$ 1,929.60	\$ 2,369.80	\$ 5,881.67

ACCT NAME	MATURITY DATE	INT. RATE	ACCT #	BAL AS OF 8-09-24	MARKET VALUE AS OF 7-31-2024
OPERATING		0.05%	15396	\$ 924,433.45	
DEBT SERVICE		0.05%	15479	\$ 166,035.87	
PAYROLL		0.05%	744318	\$ 89,615.16	
WORKERS COMP		0.05%	21873	\$ 4,814.59	
MONEY MARKET		0.05%	1023456	\$ 3,423.29	
			TOTAL	\$ 1,188,322.36	
WILDCAT		0.05%	15339	\$ 152,251.39	
MISCELLANEOUS		0.05%	15495	\$ 2,961.17	
				\$ 155,212.56	
ACADEMIC ACHIEVEMENT		0.05%	15487	\$ 44,768.25	
			TOTAL	\$ 1,188,322.36	
				\$ 1,388,303.17	
TOTAL CHECKING					
GENERAL OPERATING FUND					
CERTIFICATE OF DEPOSIT	9/28/2024	4.00%	56001565	\$ 566,681.05	
CERTIFICATE OF DEPOSIT	9/28/2024	4.00%	56001573	\$ 566,681.05	
CERTIFICATE OF DEPOSIT	9/28/2024	4.00%	56001581	\$ 566,680.93	
CERTIFICATE OF DEPOSIT	9/28/2024	4.00%	56001603	\$ 566,681.05	
			TOTAL	\$ 3,655,027.25	
LONE STAR INVESTMENT POOL OPERATING		5.44%	1023456-1	\$ 4,332,273.92	
LONE STAR INVESTMENT POOL DEBT SERVICE		5.44%	1023456-1	\$ 201,461.20	
				\$ 4,533,735.12	
This report is in compliance with the investment strategies as established in the District's investment policy and the reporting requirements as mandated by the Public Funds Investment Act (Chapter 2256) as amended.					
INVESTMENT OFFICER'S SIGNATURE					
INVESTMENT OFFICER'S SIGNATURE					

Fund 199 / 4 GENERAL OPERATING FUND

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE - LOCAL & INTERMED					
5710 - LOCAL REAL-PROPERTY TAXES	1,722,919.00	-20,911.46	-1,749,105.00	-26,186.00	101.52%
5720 - LOCAL REVENUE REALIZED AS A RE	41,000.00	-150.00	-33,621.88	7,378.12	82.00%
5730 - TUITION AND FEES	49,600.00	-17,250.00	-17,725.00	31,875.00	35.74%
5740 - OTHER REVENUES FROM LOCAL SOUR	62,515.00	-157.50	-119,734.24	-57,219.24	191.53%
5750 - REVENUES FROM COCURRICULAR E	32,100.00	.00	-35,908.00	-3,808.00	111.86%
Total REVENUE - LOCAL & INTERMED	1,908,134.00	-38,468.96	-1,956,094.12	-47,960.12	102.51%
5800 - STATE PROGRAM REVENUES					
5810 - PER CAPITA AND FOUNDATION SCHO	7,057,894.00	-729,798.00	-7,182,096.00	-124,202.00	101.76%
5820 - STATE PROGRAM REVENUES	.00	.00	.00	.00	.00%
5830 - STATE REVENUES FROM STATE OF T	.00	.00	.00	.00	.00%
Total STATE PROGRAM REVENUES	7,057,894.00	-729,798.00	-7,182,096.00	-124,202.00	101.76%
5900 - FEDERAL PROGRAM REVENUES					
5930 - FEDERAL REV DIST BY OTH TX GOV	50,000.00	-343.90	-7,484.61	42,515.39	14.97%
5940 - FED REV DISTRIBUTED BY FEDS	35,328.00	.00	-33,761.01	1,566.99	95.56%
Total FEDERAL PROGRAM REVENUES	85,328.00	-343.90	-41,245.62	44,082.38	48.34%
7000 - OTHER RESOURCES NON OPER REV					
7900 - OTHER RESOURCES NON OPER REV					
7910 - OTHER RESOURCES	.00	.00	.00	.00	.00%
Total OTHER RESOURCES NON OPER REV	.00	.00	.00	.00	.00%
Total Revenue Local-State-Federal	9,051,356.00	-768,610.86	-9,179,435.74	-128,079.74	101.42%

Fund 199 / 4 GENERAL OPERATING FUND

As of July

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
00 - NO FUNCTION						
6100 - SALARIES AND BENEFITS	.00	.00	.00	.00	.00	.00%
Total Function00 NO FUNCTION	.00	.00	.00	.00	.00	.00%
11 - INSTRUCTION						
6100 - SALARIES AND BENEFITS	-4,424,904.00	.00	3,540,407.55	16,543.85	-884,496.45	80.01%
6200 - CONTRACTED SERVICES	-176,941.00	75,298.15	166,648.49	11,541.40	65,005.64	94.18%
6300 - SUPPLIES AND MATERIALS	-132,675.00	13,718.95	121,852.84	13,390.35	2,896.79	91.84%
6400 - TRAVEL AND SUBSISTENCE	-86,785.00	8,861.19	46,928.87	-4,186.17	-30,994.94	54.07%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-78,786.00	7,527.25	75,608.79	4,375.20	4,350.04	95.97%
Total Function11 INSTRUCTION	-4,900,091.00	105,405.54	3,951,446.54	41,664.63	-843,238.92	80.64%
12 - INSTRUCTIONAL RESOURCES						
6100 - SALARIES AND BENEFITS	-298,488.00	.00	264,216.29	23,056.13	-34,271.71	88.52%
6200 - CONTRACTED SERVICES	-12,375.00	.00	10,926.98	193.75	-1,448.02	88.30%
6300 - SUPPLIES AND MATERIALS	-28,400.00	3,645.62	14,939.25	734.47	-9,815.13	52.60%
6400 - TRAVEL AND SUBSISTENCE	-12,800.00	650.00	13,272.65	748.03	1,122.65	103.69%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-3,000.00	.00	.00	.00	-3,000.00	-.00%
Total Function12 INSTRUCTIONAL RESOURCES	-355,063.00	4,295.62	303,355.17	24,732.38	-47,412.21	85.44%
13 - CURR DEV & INST STAFF DEV						
6100 - SALARIES AND BENEFITS	.00	.00	1,031.31	.00	1,031.31	.00%
6200 - CONTRACTED SERVICES	-13,400.00	.00	10,346.59	2,013.29	-3,053.41	77.21%
6300 - SUPPLIES AND MATERIALS	-700.00	.00	1,323.14	.00	623.14	189.02%
6400 - TRAVEL AND SUBSISTENCE	-9,230.00	516.67	2,243.47	104.40	-6,469.86	24.31%
Total Function13 CURR DEV & INST STAFF DEV	-23,330.00	516.67	14,944.51	2,117.69	-7,868.82	64.06%
23 - SCHOOL LEADERSHIP						
6100 - SALARIES AND BENEFITS	-415,574.00	.00	374,590.74	34,581.90	-40,983.26	90.14%
6200 - CONTRACTED SERVICES	-1,200.00	.00	350.00	.00	-850.00	29.17%
6300 - SUPPLIES AND MATERIALS	-7,700.00	350.00	5,305.23	.00	-2,044.77	68.90%
6400 - TRAVEL AND SUBSISTENCE	-10,700.00	2,364.59	8,411.09	3,264.23	75.68	78.61%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-1,800.00	100.00	2,140.16	340.00	440.16	118.90%
Total Function23 SCHOOL LEADERSHIP	-436,974.00	2,814.59	390,797.22	38,186.13	-43,362.19	89.43%
31 - GUIDANCE COUNSELING						
6100 - SALARIES AND BENEFITS	-221,232.00	.00	201,257.74	18,748.67	-19,974.26	90.97%
6200 - CONTRACTED SERVICES	-1,305.00	.00	2,934.60	.00	1,629.60	224.87%
6300 - SUPPLIES AND MATERIALS	-5,600.00	210.00	2,608.30	243.44	-2,781.70	46.58%
6400 - TRAVEL AND SUBSISTENCE	-4,100.00	622.32	5,689.60	1,643.78	2,211.92	138.77%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-600.00	670.01	301.97	301.97	371.98	50.33%
Total Function31 GUIDANCE COUNSELING	-232,837.00	1,502.33	212,792.21	20,937.86	-18,542.46	91.39%
33 - HEALTH SERVICES						
6100 - SALARIES AND BENEFITS	-41,588.00	.00	34,353.88	.00	-7,234.12	82.61%
6200 - CONTRACTED SERVICES	-4,800.00	.00	.00	.00	-4,800.00	-.00%
6300 - SUPPLIES AND MATERIALS	-1,500.00	.00	854.07	.00	-645.93	56.94%
6400 - TRAVEL AND SUBSISTENCE	-250.00	.00	.00	.00	-250.00	-.00%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-2,500.00	.00	119.99	.00	-2,380.01	4.80%
Total Function33 HEALTH SERVICES	-50,638.00	.00	35,327.94	.00	-15,310.06	69.77%
34 - STUDENT TRANSPORTATION						
6100 - SALARIES AND BENEFITS	-131,859.00	.00	104,980.85	889.53	-26,878.15	79.62%
6200 - CONTRACTED SERVICES	-25,200.00	360.00	45,509.96	716.00	20,669.96	180.60%
6300 - SUPPLIES AND MATERIALS	-97,600.00	11,700.00	84,311.61	2,468.12	-1,588.39	86.38%
6400 - TRAVEL AND SUBSISTENCE	-27,700.00	.00	21,837.23	1,600.48	-5,862.77	78.83%

As of July

		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Expended
6000	- EXPENDITURES						
34	- STUDENT TRANSPORTATION						
6600	- CAPITAL OUTLAY- LAND BLD EQUIP	-50,000.00	.00	142,095.00	.00	92,095.00	284.19%
Total	Function34 STUDENT TRANSPORTATION	-332,359.00	12,060.00	398,734.65	5,674.13	78,435.65	119.97%
35	- FOOD SERVICE						
6100	- SALARIES AND BENEFITS	.00	.00	.00	.00	.00	.00%
Total	Function35 FOOD SERVICE	.00	.00	.00	.00	.00	.00%
36	- EXTRACURRICULAR ACTIVITIES						
6100	- SALARIES AND BENEFITS	-340,155.00	.00	318,414.68	28,868.42	-21,740.32	93.61%
6200	- CONTRACTED SERVICES	-70,050.00	4,859.06	76,772.84	7,953.18	11,581.90	109.60%
6300	- SUPPLIES AND MATERIALS	-140,350.00	9,157.72	122,567.41	6,531.62	-8,624.87	87.33%
6400	- TRAVEL AND SUBSISTENCE	-136,250.00	2,644.92	194,871.29	7,571.79	61,266.21	143.02%
6600	- CAPITAL OUTLAY- LAND BLD EQUIP	-85,520.00	24,212.00	106,277.40	13,684.02	44,969.40	124.27%
Total	Function36 EXTRACURRICULAR ACTIVITIES	-772,325.00	40,873.70	818,903.62	64,609.03	87,452.32	106.03%
41	- GENERAL ADMINISTRATION						
6100	- SALARIES AND BENEFITS	-211,891.00	.00	186,632.82	16,300.73	-25,258.18	88.08%
6200	- CONTRACTED SERVICES	-90,600.00	638.50	86,329.97	4,584.02	-3,631.53	95.29%
6300	- SUPPLIES AND MATERIALS	-9,300.00	.00	3,569.03	1,921.65	-5,730.97	38.38%
6400	- TRAVEL AND SUBSISTENCE	-65,250.00	2,017.25	53,222.26	2,087.21	-10,010.49	81.57%
6600	- CAPITAL OUTLAY- LAND BLD EQUIP	-5,000.00	.00	64.98	.00	-4,935.02	1.30%
Total	Function41 GENERAL ADMINISTRATION	-382,041.00	2,655.75	329,819.06	24,893.61	-49,566.19	86.33%
51	- FACILITIES MAINT & OPER						
6100	- SALARIES AND BENEFITS	-502,118.00	.00	418,854.20	43,087.05	-83,263.80	83.42%
6200	- CONTRACTED SERVICES	-662,000.00	193,761.01	852,783.79	101,360.89	384,544.80	128.82%
6300	- SUPPLIES AND MATERIALS	-99,500.00	17,960.04	141,142.73	15,000.96	59,602.77	141.85%
6400	- TRAVEL AND SUBSISTENCE	-122,222.00	760.00	119,167.28	507.07	-2,294.72	97.50%
6600	- CAPITAL OUTLAY- LAND BLD EQUIP	-132,000.00	.00	15,598.16	10,698.16	-116,401.84	11.82%
Total	Function51 FACILITIES MAINT & OPER	-1,517,840.00	212,481.05	1,547,546.16	170,654.13	242,187.21	101.96%
52	- SECURITY & MONITORING						
6200	- CONTRACTED SERVICES	-59,000.00	7,360.00	69,397.80	300.00	17,757.80	117.62%
6300	- SUPPLIES AND MATERIALS	-15,000.00	.00	3,803.22	.00	-11,196.78	25.35%
6400	- TRAVEL AND SUBSISTENCE	-500.00	.00	160.14	.00	-339.86	32.03%
Total	Function52 SECURITY & MONITORING	-74,500.00	7,360.00	73,361.16	300.00	6,221.16	98.47%
53	- DATA PROCESSING						
6100	- SALARIES AND BENEFITS	-161,062.00	.00	135,306.36	11,690.09	-25,755.64	84.01%
6200	- CONTRACTED SERVICES	-32,370.00	400.00	26,164.31	.00	-5,805.69	80.83%
6300	- SUPPLIES AND MATERIALS	-3,700.00	250.00	2,474.01	21.17	-975.99	66.87%
6400	- TRAVEL AND SUBSISTENCE	-5,000.00	56.97	2,694.63	61.91	-2,248.40	53.89%
6600	- CAPITAL OUTLAY- LAND BLD EQUIP	-3,000.00	.00	2,498.12	1,456.49	-501.88	83.27%
Total	Function53 DATA PROCESSING	-205,132.00	706.97	169,137.43	13,229.66	-35,287.60	82.45%
71	- DEBT SERVICE						
6500	- DEBT SERVICE	-245,813.00	.00	245,812.50	.00	-.50	100.00%
Total	Function71 DEBT SERVICE	-245,813.00	.00	245,812.50	.00	-.50	100.00%
81	- FACILITIES ACQUISITION & CONST						
6200	- CONTRACTED SERVICES	.00	.00	.00	.00	.00	.00%
6600	- CAPITAL OUTLAY- LAND BLD EQUIP	.00	.00	.00	.00	.00	.00%
Total	Function81 FACILITIES ACQUISITION &	.00	.00	.00	.00	.00	.00%

Fund 199 / 4 GENERAL OPERATING FUND

As of July

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
93 - PAYMENTS TO FISCAL AGENTS						
6400 - TRAVEL AND SUBSISTENCE	-172,592.00	.00	172,592.32	.00	.32	100.00%
Total Function93 PAYMENTS TO FISCAL AGENTS	-172,592.00	.00	172,592.32	.00	.32	100.00%
99 - OTHER INTERGOVERNMENTAL						
6200 - CONTRACTED SERVICES	-33,000.00	.01	33,500.49	.00	500.50	101.52%
Total Function99 OTHER INTERGOVERNMENTAL	-33,000.00	.01	33,500.49	.00	500.50	101.52%
8000 - OTHER USES NON-OPER EXPENSE						
00 - NO FUNCTION						
8900 - OPERATING TRANSFERS OUT/RESIDU	.00	.00	.00	.00	.00	.00%
Total Function00 NO FUNCTION	.00	.00	.00	.00	.00	.00%
Total Expenditures	-9,734,535.00	390,672.23	8,698,070.98	406,999.25	-645,791.79	89.35%

Fund 240 / 4 NATIONAL SCHOOL LUNCH PROGRAM

As of July

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE - LOCAL & INTERMED					
5740 - OTHER REVENUES FROM LOCAL SOUR	100.00	.00	-339.16	-239.16	339.16%
5750 - REVENUES FROM COCURRICULAR E	107,015.00	.00	-128,318.22	-21,303.22	119.91%
Total REVENUE - LOCAL & INTERMED	107,115.00	.00	-128,657.38	-21,542.38	120.11%
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROGRAM REVENUES	25,000.00	-99.30	-39,739.99	-14,739.99	158.96%
5830 - STATE REVENUES FROM STATE OF T	.00	.00	.00	.00	.00%
Total STATE PROGRAM REVENUES	25,000.00	-99.30	-39,739.99	-14,739.99	158.96%
5900 - FEDERAL PROGRAM REVENUES					
5920 - FEDERAL REV FROM TEA	344,357.00	.00	-266,569.80	77,787.20	77.41%
Total FEDERAL PROGRAM REVENUES	344,357.00	.00	-266,569.80	77,787.20	77.41%
Total Revenue Local-State-Federal	476,472.00	-99.30	-434,967.17	41,504.83	91.29%

	<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 SERVICE						
6100 - SALARIES AND BENEFITS	-210,472.00	.00	170,208.36	6,010.64	-40,263.64	80.87%
6200 - CONTRACTED SERVICES	-28,300.00	238.00	20,507.21	238.00	-7,554.79	72.46%
6300 - SUPPLIES AND MATERIALS	-220,500.00	21,550.10	183,859.95	93.40	-15,089.95	83.38%
6400 - TRAVEL AND SUBSISTENCE	-700.00	.00	255.97	.00	-444.03	36.57%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-15,000.00	.00	5,187.50	.00	-9,812.50	34.58%
Total Function35 FOOD SERVICE	-474,972.00	21,788.10	380,018.99	6,342.04	-73,164.91	80.01%
51 - FACILITIES MAINT & OPER						
6200 - CONTRACTED SERVICES	-1,500.00	175.18	875.90	87.59	-448.92	58.39%
Total Function51 FACILITIES MAINT & OPER	-1,500.00	175.18	875.90	87.59	-448.92	58.39%
Total Expenditures	-476,472.00	21,963.28	380,894.89	6,429.63	-73,613.83	79.94%

	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	139,855.00	-1,709.86	-142,666.82	-2,811.82	102.01%
5740 - OTHER REVENUES FROM LOCAL SOUR	100.00	.00	-147.53	-47.53	147.53%
Total REVENUE - LOCAL & INTERMED	139,955.00	-1,709.86	-142,814.35	-2,859.35	102.04%
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROGRAM REVENUES	23,582.00	-7,550.00	-15,384.00	8,198.00	65.24%
Total STATE PROGRAM REVENUES	23,582.00	-7,550.00	-15,384.00	8,198.00	65.24%
7000 - OTHER RESOURCES NON OPER REV					
7900 - OTHER RESOURCES NON OPER REV					
7910 - OTHER RESOURCES	.00	.00	.00	.00	.00%
Total OTHER RESOURCES NON OPER REV	.00	.00	.00	.00	.00%
Total Revenue Local-State-Federal	163,537.00	-9,259.86	-158,198.35	5,338.65	96.74%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
71 - DEBT SERVICE						
6500 - DEBT SERVICE	-163,537.00	.00	148,465.55	.00	-15,071.45	90.78%
Total Function71 DEBT SERVICE	-163,537.00	.00	148,465.55	.00	-15,071.45	90.78%
8000 - OTHER USES NON-OPER EXPENSE						
00 - NO FUNCTION						
8900 - OPERATING TRANSFERS OUT/RESIDU	.00	.00	.00	.00	.00	.00%
Total Function00 NO FUNCTION	.00	.00	.00	.00	.00	.00%
Total Expenditures	-163,537.00	.00	148,465.55	.00	-15,071.45	90.78%

How to combine your Working Totals with your Pending ARB data...

Harleton ISD

<< Using the Working Totals sent 7-26-2024 >>

MARKET VALUE

Market Value of ARB Approved Accounts:		\$499,938,940
Est Market Value of Pending Cases that can be agreed to (VNID)	+	\$238,733
Total Market Value Estimate without disputed values	=	\$500,177,673
<i>Your final Market Value will vary depending upon ARB decisions on these pending cases.</i>		

NET TAXABLE VALUES - Before Freeze Adj.

Net Taxable Value (Before Frozen Adj.)		\$224,534,491
Est Net Taxable (Before Frozen Adj.) of Pending Cases that can be agreed to (VNID)	+	\$238,163
Est Total Net Taxable Value (Before Frozen Adj.) without disputed values	=	\$224,772,654
<i>Your final Net Taxable Value will vary depending upon ARB decisions on these pending cases.</i>		

NET TAXABLE VALUES - After Freeze Adj.

Net Taxable Value (AFTER Frozen Adj.) (Page 2 of Working Totals at the very bottom)		\$216,388,870
Est Net Taxable (After Frozen Adj.) of Pending Cases that can be agreed to (VNID)	+	\$238,163
Total Net Taxable Value (After Frozen Adj.) Estimate without disputed values	=	\$216,627,033
<i>Your final Net Taxable Value will vary depending upon ARB decisions on these pending cases.</i>		

Harrison Central Appraisal District

POB 818 ♦ 201 W. Grand Ave. Marshall, TX 75671 ♦ 903-935-1991

J. L. Flowers, B.S., RPA, RTA

Chief Appraiser

WORKING TOTALS

This copy of your report does not have any pending ARB data. You will use this report and add the pending data to it as shown in your instructions.

(2024) HARLETON ISD (2024) Value Certification

STATE OF TEXAS} §26.01(a) TEXAS PROPERTY TAX CODE
COUNTY OF HARRISON}

CERTIFICATION OF APPRAISAL ROLL

I, J. L. Flowers, Chief Appraiser for the Harrison Central Appraisal District, solemnly swear that the attached is that portion of the APPROVED* Appraisal Roll of the Harrison Central Appraisal District, which lists property values of the above named taxing unit and constitutes the appraisal roll for that taxing unit for the year specified above.

Total Market Value	\$499,938,940
Net Taxable Value (Before Frozen Adj.)	\$224,534,491

Chief Appraiser

7/25/2024

Date

On _____, J. L. Flowers did personally appear before me and who having been duly sworn by me, subscribed to the foregoing certification and upon oath stated that the facts contained in said certification were true.

Notary Public

My Commission Expires: _____

**If applicable, Pending protests are not included in this certification. A recap sheet detailing pending protests provided as an addendum.*

(2024) HARLETON ISD (2024) Summary Report

Gross Market Value

\$499,938,940

State Mandated Exemptions:

Constitutional Exemptions	\$13,558,180
General Homesteads	\$77,267,503
Over 65 Homesteads	\$1,924,275
Disabled Veterans	\$200,960
100% Disabled Veterans	\$2,565,926
Social Security Disabled Persons	\$176,608
Misc. Exemptions	\$192,963

Total State:

\$95,886,415

Local Option Exemptions:

Abatements	\$0
General Homesteads	\$34,957,863
Over 65 Homesteads	\$0
Social Security Disabled Persons	\$0

Total Local:

\$34,957,863

Other Deductions:

Mkt Val Lost to Productive Lands	\$135,299,490
10% Homestead Limitation	\$7,213,132
20% Non Homestead Limitation	\$2,047,549

Total Other:

\$144,560,171

Total Deductions

\$275,404,449



Net Taxable Before Frozen Adjustments

\$224,534,491

Taxable Value of Frozen Accts (-)

\$15,734,718

Frozen Transfer Adjustment (-)

\$0

Freeze Adjusted Taxable Value (=)

\$208,799,773

Tax Levy Estimation Template:

Freeze Adjusted Taxable Value	\$208,799,773
\$0.8203 Tax Rate/\$100 (x)	\$0.008203
Approx. Tax Levy for Non-Frozen Accts @ \$0.8203 Tax Rate/\$100 (=)	\$1,712,722
Add Actual Taxes from Frozen Accts @ \$0.8203 Tax Rate/\$100 (+)	\$62,251
Approx. Total Tax Levy @ \$0.8203 Tax Rate/\$100 (=)	\$1,774,973



Levy Converted Back to Net Taxable Value @ \$0.8203 Tax Rate/\$100 (=)

\$216,388,870

The format of the following Summary of Finances report mirrors (for the most part) the report generated by TEA on the "DPE" side. "LPE" data/side is not on this report.

SS#4 - R10
06/25/24

2024-25 Summary of Finances
HARLETON ISD
102-905

			SB 1
Funding Elements			From Date Entry
Students			
1.	Refined Average Daily Attendance (ADA)		658.000
2.	Regular Program ADA (Line 1 - Line 3 - Line 4)		593.887
3.	Special Education FTEs	(Link to Detail Report)	19.613
4.	Career & Technology FTEs		44.500
5.	Weighted ADA (WADA)	(Link to Detail Report)	1,168.316
6.	PEIMS ADA		659
Property Values			
7.	2023 State Certified Property Value ("T2" value)		237,309,804
8.	2024 State Certified Property Value ("T2" value)		239,682,902
Tax Rates and Collections			
9.	2024-25 M&O Tax Rate		\$0.75750
10.	2024-25 Tier I M&O Tax Rate		\$0.61920
11.	2024-25 Maximum Compressed Tax Rate		\$0.61920
12.	2024-25 M&O Tax Collections	(Link to Detail Report)	\$1,627,188
13.	2024-25 I&S Tax Rate		\$0.06126
14.	2024-25 I&S Tax Collections		\$132,039
15.	2024-25 Total Tax Collections		\$1,759,227
16.	2024-25 Total Tax Levy		N/A
Funding Components			
17.	District Basic Allotment		\$6,160
18.	School Safety Allotment (SSA) ADA		656.549
19.	ASF ADA (Prior-year ADA)		658.000
20.	Per Capita Rate		\$600.000

Program Intent Codes - Allotments

Tier I Subchapter B & C Allotments

21.	11-Regular Program Allotment 48.051		\$3,658,344
22.	Small and Mid-size Allotment 48.101		\$1,472,246
23.	23-Total Special Education Adjusted Allotment 48.102 (Spend 55%)		\$821,619
24.	37-Dyslexia Allotment 48.103		\$22,792
25.	24-Total Comp Ed Allotment 48.104 (Spend 55%)		\$495,880
26.	25-Total Bilingual Education Allotment 48.105 (Spend 55%)		\$4,607
27.	22-Total Career & Technology Allotment 48.106 (Spend 55%)		\$566,320
28.	11-Public Education Grant 48.107		\$0
29.	36-Early Education Allotment 48.108		\$69,270
30.	21-Gifted & Talented Allotment 48.109		\$14,186
31.	38-College, Career, or Military Readiness Outcomes Bonus 48.110		\$20,000
32.	Fast Growth Allotment 48.111 (Link to Detail Report)		\$0
33.	Teacher Incentive Allotment 48.112		\$0
34.	Mentor Program Allotment 48.114		\$0
35.	School Safety Allotment 42.168 (includes \$15K per Campus; 48.115)		\$51,560
36.	Rural Pathways Excellence Partnership (R-PEP) Allotment & Outcomes Bonus 48.118		\$0

< no proration

< see Detail F

Tier I Subchapter D Allotments

37.	99-Total Transportation Allotment 48.151		\$60,055
38.	99-New Instructional Facilities Allotment (NIFA) 48.152		\$0
39.	Dropout Recovery and Residential Placement Facility Allotment 48.153		\$0
40.	Tuition Allotment for Districts Not Offering All Grade Levels 48.154		\$0
41.	College Preparation Assessment Reimbursement 48.155		\$2,775
42.	Certification Examination Reimbursement 48.156		\$2,000
43.	Total Cost of Tier I (Link to Tier I Detail Report)		\$7,261,654
44.	Less: Local Fund Assignment		\$1,484,117
45.	Per Capita Distribution from the Available School Fund (ASF)		\$394,800

Foundation School Program (FSP) State Funding

46.	FSP State Share of Tier I (Line 40 - Line 42 - Line 43)		\$5,382,738
47.	Tier II State Aid (Link to Tier II Detail Report)		\$1,088,874
48.	Other Programs (Link to Detail Report)		\$161,842

< includes A!

49.	Total FSP Operating Fund		\$6,633,454
State Aid by Fund Code / Object Code - Funding Source			
M&O State Aid			
50.	199/5812 - Foundation School Fund		\$6,633,454
51.	199/5811 - Available School Fund		\$394,800
52.	410/5829 - Instructional Materials & Technology Fund		\$0
I&S State Aid			
53.	599/5829 - Existing Debt Allotment (EDA) (Link to Detail Report)		\$0
54.	599/5829 - Instructional Facilities Allotment (IFA) (Bond) (Link to Detail Report)		\$0
55.	599/5829 - Instructional Facilities Allotment (Lease Purchase) (See Link Above)		\$0
56.	I&S Hold Harmless (ASAHE for Facilities on TEA's Report) (Link to HH2425-Calcs tab)		\$4,815
57.	TOTAL 2024-25 FSP/ASF STATE AID		\$7,033,069
Local Revenue in Excess of Entitlement			
58.	Local Revenue in Excess of Entitlement (Link to Cost of Recapture Report)		\$0
	FSP Allocations and Adjustments Report (Link to Detail Report)		

[SOF2425-HB3](#)

ADDITIONAL INFO: (Not on TEA's Summary of Finances)			
SUMMARY OF TOTAL STATE/LOCAL M&O REVENUE:			
59.	M&O Rev From State (not including Fund 599 & I&S Hold Harmless)		\$7,028,254
60.	Gross M&O Rev From Local Taxes		\$1,627,188
61.	Tier 1 Recapture		\$0
62.	Recapture - Copper Penny Level		\$0
63.	Chapter 48 Funding Credit Against Recapture		\$0
64.	Net M&O Revenue From Local Taxes		\$1,627,188
65.	Less: Credit Balance Due State (only if Line 59 is less than zero)		\$0
66.	Net 2024-25 TOTAL STATE/LOCAL M&O REVENUE		\$8,655,442
SUMMARY OF TOTAL RECAPTURE:			
67.	Tier I Recapture		\$0
68.	Recapture - Copper Penny Tier II Level		\$0

69.	Total 2024-25 Recapture		\$0
70.	Less: Chapter 48 Funding Credit Against Recapture (if applicable)		\$0
71.	Total 2024-25 Recapture Payments Due TEA		\$0

(link to SOF tab)

M & O Tax Collections

	2019- 2020 Prelim @ \$1.17	2019- 2020 Prelim @ \$1.0684	2019-2020 Prelim @ \$1.06835	2020-2021 Prelim @ \$1.17	2020-2021 Prelim @ \$1.0547	2021-2022 Prelim @ \$1.17	2021-2022 Prelim @ \$1.0021	2022-2023 Prelim @ \$0.9429	2023-2024 Prelim @ \$0.7575	2024-2025 Prelim @ \$0.7575
CAD Taxable Value	1.67E+08	1.67E+08	166509680	167197154	167197154	182606974	182606974	203858682	222131761	224534491
Ceiling Taxable	17990852	17990852	17990852	17939105	17939105	19907782	19907782	19727392	24232576	15734718
Divide by 100	1.49E+08	1.49E+08	148518828	149258049	149258049	162699192	162699192	184131290	197899185	208799773
Tax Rate	1485188	1485188	1485188.3	1492580.5	1492580.5	1626991.9	1626991.9	1841312.9	1978991.85	2087997.73
	1.17	1.0684	1.06835	1.17	1.0547	1.17	1.0021	0.9429	0.7575	0.7575
Add Ceiling Receivable	1737670	1586775	1586700.9	1746319.2	1574224.6	1903580.5	1630408.6	1736173.93	1499086.326	1581658.28
	175397.9	175397.9	175397.88	170060.73	170060.73	187267.08	187267.08	185888.65	113329.45	113329.45
Collection Rate	1913068	1762173	1762098.8	1916379.9	1744285.4	2090847.6	1817675.7	1922062.58	1612415.776	1694987.73
	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Budgeted M&O Collections	1836545	1691686	1691615	1839725	1674514	2007214	1744969	1845180	1547919	1627188

100k Homestead 100k Homestead

I & S Tax Collections

Don't add back receivables

Taxable Value	1.67E+08	1.67E+08	166509680	167197154	167197154	182606974	182606974	203858682	222131761	224534491
Divide by 100	1665097	1665097	1665096.8	1671971.5	1671971.5	1826069.7	1826069.7	2038586.82	2221317.61	2245344.91
I&S Tax Rate	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.07	0.06277	0.06125575
	#####	133207.74	133207.74	133757.72	133757.72	146085.58	146085.58	142701.08	139432.11	137540.29
Collection Rate	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Budgeted I&S Collections	127879	127879	127879	128407	128407	140242	140242	136993	133855	132039

Total Tax Levy

1964425	1819566	1819494	1968132	1802921	1885211	1982173	1681774	1759227

Harleton Junior High Student Handbook

2024-2025 School Year



If you have difficulty accessing the information in this document because of disability, please contact the Harleton Junior High Office at (903) 777-3010.

Harleton Junior High Student Handbook

2024-2025 School Year

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School Nurse

Shannon Hearron

Harleton Junior High Student Handbook

2024-2025 School Year

Preface Parents and Students:

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The Harleton Junior High Student Handbook is a general reference guide that is divided into two sections:

Section One: Parental Rights describes certain parental rights as specified in state or federal law.

Section Two: Other Important Information for Parents and Students is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

Note: Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Harleton Junior High Student Code of Conduct. To review the Code of Conduct, visit the district’s website at www.harletonisd.net. State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually. However, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

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

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the Harleton Junior High office.

Harleton Junior High Student Handbook

2024-2025 School Year

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 www.harletonisd.net.

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

For questions about the material in this handbook, please contact: Melinda Ready, Principal-Harleton Junior High, (903) 777-3010 or email readymelinda@harletonisd.net.

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment of Electronic Distribution of Student Handbook
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities)
- Consent/Opt-Out Form for participation in third-party surveys

[See **Objecting to the Release of Directory Information** and **Consent Required Before Student Participation in a Federally Funded Survey** for more information.]

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact: the district at www.harletonisd.net or (903) 777-3010.

Section One: Parental Rights

This section describes certain parental rights as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation

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

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

Harleton Junior High Student Handbook

2024-2025 School Year

Consent to Human Sexuality Instruction

Annual Notification

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

The district's human sexuality curriculum is ESTEEM. ESTEEM helps students learn life skills that: aid in setting goals, help them assess modern-day media influences, increase understanding and awareness of the risks and consequences of sexual activity such as teen pregnancy and disease, strengthen communication skills, and understand risky situations to increase their awareness of hazardous distractions to help them achieve their potential as positive, productive members of society.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the Harleton Junior High office.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove their child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. See the campus principal for details.
- Use the district's grievance procedure concerning a complaint. [See **Complaints and Concerns (All Grade Levels)** and FNG(LOCAL).]

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice 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, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases
- 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

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking.**]

Harleton Junior High Student Handbook

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Consent Before Human Sexuality Instruction

Before a student receives human sexuality instruction, the parent must give written consent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

Opting Out of Human Sexuality Instruction

To remove your student from human sexuality instruction, please contact the ***principal***.

Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking

Before a student receives instruction on the prevention of child abuse, family violence, dating violence, and sex trafficking, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

Annual Notification

Students receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

For more information, see the district's abuse prevention instruction website at www.harletonisd.net.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in this instruction will be posted on the district's website at the location indicated above.
- Remove their child from any part of this instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. See the campus principal for details.
- Use the district's grievance procedure concerning a complaint. [See **Complaints and Concerns (All Grade Levels)** and policy FNG for information on the grievance and appeals process.]

[See **Consent to Human Sexuality Instruction, Dating Violence and Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels)**]

Harleton Junior High Student Handbook

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Consent to Provide a Mental Health Care Service

The district will not provide a mental health care service to a student or conduct a medical screening of a student as part of the district's intervention procedures except as permitted by law.

The district has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The Harleton Junior High mental health liaison can be reached at: Kim Winsted, School Counselor, (903)777-3010 or winstedkim@harletonisd.net.

The mental health liaison can provide further information about these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

[See **Mental Health Support (All Grade Levels)**]

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
- Other original works

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

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

A student under age 14 must have parental permission to participate in the district's [Parenting and Paternity Awareness Program](https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum) (<https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum>). This program was developed by the Office of the Texas Attorney

Harleton Junior High Student Handbook

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General and the State Board of Education (SBOE) to be incorporated into health education classes.

Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when the recording is to be used for:

- School safety
- Classroom instruction or a cocurricular or extracurricular activity
- Media coverage of the school
- Promotion of student safety, as provided by law for a student receiving special education services in certain settings

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

Opting Out of Advanced Mathematics in Grades 6-8

The district will automatically enroll a student in grade 6 in an advanced mathematics course if the student performed in the top 40 percent on the grade 5 mathematics STAAR or a local measure that demonstrates proficiency in the student's grade 5 mathematics course work.

Enrollment in an advanced mathematics course in grade 6 will enable students to enroll in Algebra I in grade 8 and advanced mathematics in grades 9-12.

The student's parent may opt the student out of automatic enrollment in an advanced mathematics course.

Prohibiting the Use of Corporal Punishment

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

However, in accordance with law, the district may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to their child must submit a written statement to the campus principal stating this decision. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

Harleton Junior High Student Handbook

2024-2025 School Year

Note:

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the district knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not be administered, even when the student's caregiver or caseworker has not submitted a signed statement prohibiting its use.

Limiting Electronic Communications between Students and District Employees

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for the class to relay information about class work, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include the student's parent as a recipient on all text messages.

A parent who does not want their child to receive one-to-one electronic communications from a district employee should 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 student's education records without written consent.

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

- A student's photograph (for publication in the school yearbook)
- A student's name and grade level (for communicating class and teacher assignments)
- 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)
- 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.

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However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within 10 school days of the student's first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

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.

The district has identified the following as directory information according to *FL(LOCAL)*: directory information shall include student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors, awards, dates of attendance, grade level, most recent school previously attended, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If a parent objects to the release of the student's information included on the directory information response form, this objection also applies to the use of that information for school-sponsored purposes, such as:

- Honor roll
- School newspaper
- Yearbook
- Recognition activities
- News releases
- Athletic programs

Note: Also see **Authorized Inspection and Use of Student Records**.

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

Unless a parent has advised the district not to release their student's information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests from military recruiters or institutions of higher education to provide the following information about students:

- Name
- Address
- Telephone listing

Military recruiters may also have access to a student's district-provided email address, unless a parent has advised the district not to release this information.

[See **Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education**, included in the forms packet.]

Harleton Junior High Student Handbook

2024-2025 School Year

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams.

A parent has the right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following protected areas:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sex behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers
- Religious practices, affiliations, or beliefs of the student or parent
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program

A parent may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey. [See policy EF(LEGAL) for more information.]

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

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, 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 for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum

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The ED provides extensive information about the [Protection of Pupil Rights Amendment](https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance) (<https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance>), including a [PPRA Complaint Form](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>).

Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

See **Consent to Human Sexuality Instruction** and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** for information on a parent's right to remove a student from such instruction.

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 to provide the following:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution
- 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 any of the following apply:

- A parent provides a written statement requesting that their child be excused
- The district determines that the student has a conscientious objection to the recitation
- 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.]

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

A parent may request that their child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence (All Grade Levels)** and policy EC(LEGAL) for more information.]

Religious or Moral Beliefs

A parent may remove their child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

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The removal may not be used to avoid a test and may not extend for an entire semester. The student must also satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations
- Evaluative data such as grades earned on assignments or tests
- Results from diagnostic assessments

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, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than 10 percent of the days the class is offered.

If a district offers tutorial services to students, state law requires a student with a grade below 70 for a reporting period to attend.

[For questions about school-provided tutoring programs, contact the student's teacher and see policies EC and EHBC. See **Standardized Testing** for information regarding required accelerated instruction after a student fails to perform satisfactorily on certain state-mandated tests.]

Right of Access to Student Records, Instructional Materials, and District Records/Policies

Parent Review of 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, whether instruction is delivered in-person, virtually, or remotely.

The district will make instructional materials available for parent review no later than 30 days before the school year begins and for at least 30 days after the school year ends. However, tests that have not yet been administered will not be made available for parent examination.

The district will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

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.

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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.

[For information about parental access to any online library catalog and library materials, see **Library (All Grade Levels).**]

District Review of Instructional Materials

A parent may request that the district conduct an instructional material review in a math, English Language Arts, science, or social studies class in which the parent's student is enrolled to determine alignment with state standards and the level of rigor for the grade level.

The district is not required to conduct an instructional material review for a specific subject area or grade level at a specific campus more than once per school year.

For more information about requesting an instructional material review, contact Melinda Ready, Harleton Junior High Principal, at (903) 777-3010.

Notices of Certain Student Misconduct to Noncustodial Parent

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

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

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to their child's participation in required assessments.

Student Records

Accessing Student Records

A parent may review their child's records, including:

- 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

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- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term “intervention strategy” is defined by law
- State assessment instruments that have been administered to the child
- Teaching materials and tests used in the child’s classroom

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an “eligible” student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information**, 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](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements

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 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 about student performance, including grades, test results, and disciplinary records, is considered confidential educational records.

Inspection and release of student records is restricted to an eligible student or a student’s parent unless the school receives a copy of a court order terminating parental rights or the right to access a student’s education records. A parent’s rights regarding access to student records are not affected by the parent’s marital status.

Federal law requires that control of the records goes to the student as soon as the student meets at least one of the following criteria:

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

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However, the parent may continue to have access to the records 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 when school officials have what federal law refers to as a "legitimate educational interest" in a student's records.

Legitimate educational interest may include:

- 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
- Investigating or evaluating programs

School officials may include:

- Board members and employees, such as the superintendent, administrators, and principals
- Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff)
- A person or company with whom the district has contracted or allowed to provide a specific 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 team to support the district's safe and supportive school program
- A parent or student serving on a school committee
- A parent or student assisting a school official perform their duties

FERPA also permits the disclosure of personally identifiable information without written consent:

- 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, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives
- To individuals or entities granted access in response to a subpoena or court order
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled
- In connection with financial aid for which a student has applied or has received
- To accrediting organizations to carry out accrediting functions

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- To organizations conducting studies for, or on behalf of, the school 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 directory information-designated details. [See **Objecting to the Release of Directory Information** 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 wants to inspect the student's records should submit a written request to the custodian of records identifying the records they want to inspect.

Records may be reviewed in person during regular school hours. The custodian of records or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of 10 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 the records.

You may contact the custodian of records for currently enrolled students at: Harleton Junior High office at: Melinda Ready, Principal 17240 HWY 154 Harleton, Texas 75651.

You may contact the custodian of records for students who have withdrawn or graduated at: The address of the superintendent's office is 17000 SH 154, Harleton, Texas 75651.

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 custodian of records. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information 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 after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement 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 complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if the board of trustees

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determines that the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines.

[See **Report Cards/Progress Reports and Conferences (All Grade Levels)**, **Complaints and Concerns (All Grade Levels)**, and Finality of Grades at policy FNG(LEGAL).]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office or on the district's website at www.harletonisd.net.

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

Teacher and Staff Professional Qualifications

A parent may request information about the professional qualifications of their child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Has an emergency permit or other provisional status for which state requirements have been waived
- Is currently teaching in the field or discipline of their certification

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

A Student with Exceptionalities or Special Circumstances

Children of Military Families

[The Interstate Compact on Educational Opportunities for Military Children](https://www.dodea.edu/education/partnership-and-resources/military-interstate-compact)

(<https://www.dodea.edu/education/partnership-and-resources/military-interstate-compact>)

entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements
- Grade level, course, or educational program placement
- Eligibility requirements for participation in extracurricular activities
- Enrollment in the Texas Virtual School Network (TXVSN)
- Graduation requirements

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty

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- On leave
- Returning from a deployment of at least four months

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](https://tea.texas.gov/about-tea/other-services/military-family-resources) (<https://tea.texas.gov/about-tea/other-services/military-family-resources>).

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

State law permits a parent of multiple-birth siblings (for example, twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL) for more information.]

Safety Transfers/Assignments

The board or its designee will honor a parent's request to transfer their child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom.

Transportation is not provided for a transfer to another campus. See the superintendent for more information.

[See **Bullying (All Grade Levels)**, and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of their child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of their child to a neighboring district if the child has been the victim of 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 the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

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Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request 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 10 district business days.

A Student in the Conservatorship of the State (Foster Care)

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to 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).

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district.

The district will award partial course credit when the student only passes one half of a two-half course. [For provisions on partial course credit for students who are not in the conservatorship of the state, see EI(LOCAL).]

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries — or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries — is entitled to remain at the school the student was attending before the placement or move until the student reaches the highest grade level at that particular school.

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 a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid
- Arrange for and accompany the student on campus visits
- Assist in researching and applying for private or institution-sponsored scholarships
- Identify whether the student is a candidate for appointment to a military academy
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS)

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- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state

[See **Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject** and **Course Credit (Secondary Grade Levels Only)**]

A Student Who Is Homeless

A parent is encouraged to inform the district if their child is experiencing homelessness. District staff can share resources that may be able to assist families.

A student who is 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 at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules
- Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district
- Awarding partial credit when a student passes only one half of a two-half course
- Eligibility requirements for participation in extracurricular activities
- Graduation requirements

Federal law allows a student who is homeless to remain enrolled in 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 district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student 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 **Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject** and **Course Credit (Secondary Grade Levels Only)**.]

A Student Who Has Learning Difficulties or Who Needs 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

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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, their 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](https://fw.escapps.net/Display_Portal/publications) (https://fw.escapps.net/Display_Portal/publications). 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.

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Additional information about special education is available from the school district in a companion document titled [Parent's Guide to the Admission, Review, and Dismissal Process](https://fw.escapps.net/Display_Portal/publications) (https://fw.escapps.net/Display_Portal/publications).

Contact Person for Special Education Referrals

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is: Kim Winsted, School Counselor, at (903) 777-3010.

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
- 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: Kim Winsted, School Counselor, (903) 777-3010.

[See **A Student with Physical or Mental Impairments Protected under Section 504**]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](https://fw.escapps.net/Display_Portal?destination=/) (https://fw.escapps.net/Display_Portal?destination=/)
- [Partner Resource Network](http://prntexas.org/) (<http://prntexas.org/>)
- [SPEDTEX: Special Education Information Center](https://www.spedtex.org/) (<https://www.spedtex.org/>)
- [Texas First Project](http://www.texasprojectfirst.org/) (<http://www.texasprojectfirst.org/>)
- [TEA Special Education Parent and Family Resources](https://tea.texas.gov/academics/special-student-populations/special-education/parent-and-family-resources) (<https://tea.texas.gov/academics/special-student-populations/special-education/parent-and-family-resources>)

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

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Texas Driving with Disability Program

In accordance with state law, the district will provide notification of the Texas Driving with Disability Program to students who have a health condition or disability that may impede effective communication with a peace officer and receive special education or are covered by Section 504 of the Rehabilitation Act of 1973. This notification will be provided annually to an eligible student aged 16 years or older until the student's graduation or 21st birthday and to the student's parents.

The Texas Driving with Disability Program focuses on improving the interaction between law enforcement and drivers with disabilities that have unique communication needs.

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside their attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus if the grade level for the transferring student is offered on that campus.

The student receiving special education services is entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs before requesting a transfer for other children in the home. [See policy FDB(LOCAL) for more information.]

A Student Who Speaks a Primary Language Other than English

A student may be eligible to receive specialized support if their primary language is not English and the student has difficulty performing ordinary class work in English.

If the student qualifies for these 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.

[See **Emergent Bilingual Students (All Grade Levels)** and **Special Programs (All Grade Levels)**.]

A Student with Physical or Mental Impairments Protected under Section 504

A student with 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.

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When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** and policy FB for more information.]

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Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact Harleton Junior High office at (903) 777-3010.

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws are discussed below — one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit.

Compulsory Attendance

Ages 6-18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall 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 a student in kindergarten-grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

Age 19 and Older

A student who voluntarily attends or enrolls after their 19th birthday is required to attend each school day until the end of the school year. If the student incurs 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 for more information.]

Compulsory Attendance — Exemptions

All Grade Levels

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State law allows exemptions to the compulsory attendance requirements, as long as the student makes up all work, for the following activities and events:

- Religious holy days
- Required court appearances
- Appearing at a governmental office to obtain U.S. citizenship
- Taking part in a US naturalization oath ceremony
- Serving as an election clerk
- Health-care appointments for the student or a child of the student, including absences related to autism services
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician
- For students in the conservatorship of the state:
 - An activity required under a court-ordered service plan
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments. [See **Children of Military Families**.]

Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including wifi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and may be monitored by the district. For more information, see **Telecommunications and Other Electronic Devices (All Grade Levels)**.

Secondary Grade Levels

The district will allow a student who is 15 years of age or older to be absent for one day to obtain a learner license and one day to obtain a driver's license, provided that the board has authorized such excused absences under policy FEA(LOCAL). The student will be required to provide documentation of the visit to the driver's license office for each absence and must make up any work missed.

[See **Driver License Attendance Verification (Secondary Grade Levels Only)**.]

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university if the following conditions are met:

- The board has authorized such excused absences under policy FEA(LOCAL)
- The principal has approved the student's absence

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- The student follows campus procedures to verify the visit and makes up any work missed

The district will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days during the student's junior year and two days during the student's senior year for a career investigation day to visit a professional at that individual's workplace to determine the student's interest in pursuing a career in the professional's field, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as:

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

The district will allow a student in grades 6-12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

Compulsory Attendance — Failure to Comply

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student who is absent without permission from school, any class, any required special program, or any required tutorial 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 or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6-18

When a student age 6-18 three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of their duty to monitor the student's attendance and require the student to attend school
- Request a conference between school administrators and the parent

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- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures

The truancy prevention facilitator for the district is: Jay Ratcliff, Superintendent at (903)777-2372.

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs 10 or more unexcused absences within a six-month period in the same school year.

If a student age 12-18 incurs 10 or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

Attendance for Credit or Final Grade (All Grade Levels)

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if they complete a plan, approved by the principal, that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

Except for absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the principal will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student has completed makeup work satisfactorily. If the student completes makeup work, absences listed under **Compulsory Attendance** and absences for extracurricular activities will be considered extenuating circumstances.
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

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

Official Attendance-Taking Time (All Grade Levels)

The district will take official attendance every day at 9:00 a.m.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

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

Within **3** days of returning to school, a student who is absent for more than **3** 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 absence. Otherwise, the absence may be considered unexcused and 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 absence to determine whether an absence will be excused or unexcused.

Certification of Absence Due to Severe Illness or Treatment

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

Driver License Attendance Verification (Secondary Grade Levels Only)

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if

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the student meets class credit or attendance requirements. The [VOE form](https://www.tdlr.texas.gov/driver/forms/VOE.pdf) (<https://www.tdlr.texas.gov/driver/forms/VOE.pdf>) is available online.

More information is available on the [Texas Department of Public Safety website](https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen) (<https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen>).

[See **Compulsory Attendance — Exemptions for Secondary Grade Levels** for information on excused absences for obtaining a learner license or driver's license.]

Accountability under State and Federal Law (All Grade Levels)

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings
- A School Report Card (SRC) for each campus in the district, compiled by TEA
- The district's financial management report, which includes 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

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

TEA maintains additional accountability and accreditation information at [TEA Performance Reporting Division](https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting) (<https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting>).

Awards and Honors (All Grade Levels)

Honor Rolls

A Honor Roll

Those students who receive all A's (90 or above) on their report cards will be listed on a six week's honor roll for academic excellence.

A-B Honor Roll

Those students who receive A's and B's (80 or above) will be listed on the A-B Honor Roll recognizing commendable achievement.

Recognition awards will be given at the end of each year to recognize honor students. Awards for attendance and academic achievement will be given at the end of each year.

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An Eighth Grade Awards Ceremony will be held annually to recognize the accomplishment of Eighth grade students in academic subject areas, UIL contest, attendance, athletics, and other areas of accomplishments.

Bullying (All Grade Levels)

The district strives to prevent bullying, in accordance with the district's policies, by promoting a positive school culture; building healthy relationships between students and staff; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

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
- Infringes on the rights of the victim at school

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done using any electronic communication device, including:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement

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- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism

The district will integrate into instruction research-based content designed to reduce bullying that is appropriate for students' age groups.

Students in secondary grades will participate in:

- Instruction on the brain's ability to change and grow so the student recognizes bullying behavior can come from a developmental need to acquire more social skills, can change when the brain matures and learns better ways of coping, and is not an unchangeable trait
- Discussions that portray bullying as undesirable behavior and a means for attaining or maintaining social status at school, and that discourage students from using bullying as a tool for social status
- Instruction designed so that students recognize the role that reporting bullying behaviors plays in promoting a safe school community

The district will use an age-appropriate survey about school culture that includes relevant questions on bullying to identify and address student concerns.

Each campus has a committee that addresses bullying by focusing on prevention efforts and health and wellness initiatives.

If a student believes that they have experienced bullying or witnessed the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Any district employee aware of a report of a bullying incident will relay the report to an appropriate administrator. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying online at www.harletonisd.net.

The administration will investigate any allegations of bullying and 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.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not meet the definition of bullying.

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The district will provide research-based interventions, which may include counseling options, for students who engage in bullying behaviors, students who are targeted by bullying behaviors, and any student who witnessed bullying behaviors.

Any action taken in response to bullying will comply with state and federal law regarding students with disabilities.

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

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the board may transfer the student to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments**]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

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

[See **Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels), Hazing (All Grade Levels)**, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)

The junior high campus offers career and technical education programs in the following area: Principles of Agriculture.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities, and provides equal access to the Boy Scouts and other designated youth groups 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.

District policy also prohibits discrimination 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 or participation in all educational and vocational programs.

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For information about your rights or grievance procedures, contact the Title IX coordinator and the ADA/Section 504 coordinator.

[See **Nondiscrimination Statement (All Grade Levels)** for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator.]

Celebrations (All Grade Levels)

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See **Food Allergies (All Grade Levels)**]

Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child abuse, neglect, trafficking, and other maltreatment of children. The plan is available at <http://www.harletonisd.net>. Abuse includes physical abuse, including sexual abuse, and psychological and emotional abuse. Trafficking includes both sex and labor trafficking.

Duty to Report

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). See below for information about how to report and respond to allegations of child abuse or neglect.

Possible Warning Signs of Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children

Physical abuse

Possible warning signs of physical abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without apparent injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain

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- Extreme fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unseasonable clothing that may hide injuries to arms or legs

Sexual Abuse

Possible warning signs of sexual abuse include:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors, or play beyond what is considered age-appropriate behavior
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [**Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)** and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking.**]

Emotional Abuse

Possible warning signs of emotional abuse include:

- Over-compliance or low self-esteem caused by scapegoating or verbal abuse by caregivers
- Severe depression, anxiety, or aggression
- Lag in physical, emotional, and intellectual development
- Indicators of a caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems
- Significant changes to behavior, such as withdrawal or over-aggression
- Significant changes to weight, such as substantial weight gain or weight loss

Neglect

Possible warning signs of neglect include:

- Obvious malnourishment
- Consistent lack of personal hygiene that poses a health risk
- Stealing or begging for food
- Child unattended for long periods of time
- Unaddressed need for dental care or other medical attention

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Description and Warning Signs of Trafficking

Child 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. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers contact 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
- Older romantic partners

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips
- Being employed but not having a school-authorized work permit
- Being employed and having a work permit but clearly working outside the permitted hours for students
- Owing a large debt and being unable to pay it off
- Not being allowed breaks at work or being subjected to excessively long work hours
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss
- Not being in control of their own money
- Living with an employer or having an employer listed as a student's caregiver
- A desire to quit a job but not being allowed to do so

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking.**]

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Reporting and Responding to Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children

A child who has experienced any type of abuse or neglect should be encouraged to seek out a parent or trusted adult. Children may be reluctant to disclose abuse and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that they did the right thing by telling you.

If your child is a victim of abuse, neglect, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. 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](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp) ([http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp)).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1 800-252-5400 or on the web at [Texas Abuse Hotline Website](http://www.txabusehotline.org) (www.txabusehotline.org).

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites include resources to help increase awareness of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway](https://www.childwelfare.gov/pubPDFs/whatiscan.pdf) (<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>)
- [KidsHealth, For Parents, Child Abuse](https://kidshealth.org/en/parents/child-abuse.html) (<https://kidshealth.org/en/parents/child-abuse.html>)
- [Office of the Texas Governor's Child Sex Trafficking Team](https://gov.texas.gov/organization/cjd/childsextrafficking) (<https://gov.texas.gov/organization/cjd/childsextrafficking>)
- [Human Trafficking of School-aged Children](https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children) (<https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children>)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](https://taasa.org/product/child-sexual-abuse-parental-guide/) (<https://taasa.org/product/child-sexual-abuse-parental-guide/>)
- [National Center of Safe Supportive Learning Environments: Human Trafficking in America's Schools](https://safesupportivelearning.ed.gov/human-trafficking-americas-schools) (<https://safesupportivelearning.ed.gov/human-trafficking-americas-schools>)

Class Schedules (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day and maintain a full class schedule. 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 schedule.

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[See **Schedule Changes (Middle/Junior High and High School Grade Levels)** for information related to student requests to revise their course schedule.]

College and University Admissions and Financial Aid (All Grade Levels)

For two school years following graduation, a district student who graduates as valedictorian or in the top 10 percent of their class is eligible for automatic admission into four-year public universities and colleges in Texas if the student meets one of the following requirements:

- Completes the distinguished level of achievement under the foundation graduation program [see Error! Reference source not found.]
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

If a college or university adopts 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 their class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2024 term through the spring 2026 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice about the following:

- Automatic college admission
- Curriculum requirements for financial aid
- Benefits of completing the requirements for automatic admission and financial aid
- The Texas First Early High School Completion Program, which requires a student to provide an official copy of assessment results and transcripts, as applicable, to receive credit for the assessments and credits required for early graduation under the program
- The Texas First Scholarship Program
- The Future Texas Teachers Scholarship Program

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 Error! Reference source not found. for information specifically related to how the district calculates a student's rank in class, and requirements for Error! Reference source not found. for information associated with the foundation graduation program.]

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[See **A Student in the Conservatorship of the State (Foster Care)** for information on assistance in transitioning to higher education for students in foster care.]

Communications (All Grade Levels)

Parent Contact Information

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address.

A parent must provide the contact information to the district upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the district.

If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

A parent may update contact information by contacting the Harleton Junior High office at (903) 777-3010.

Automated Emergency Communications

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 situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See **Safety (All Grade Levels)** for information about contact with parents during an emergency situation.]

Automated Nonemergency Communications

Your child's school periodically sends information by automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission and specific to your child, your child's school, or the district.

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal. [See **Safety (All Grade Levels)** for information about contact with parents during an emergency.]

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 resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy at FNG(LOCAL). This policy can be viewed in

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the district's policy manual, available online at <http://www.harletonisd.net> . The complaint forms can be accessed at <http://www.harletonisd.net> or at the principal's or superintendent's office.

To file a formal complaint a parent or student should complete and submit the complaint form. In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.

If the concern is not resolved, a parent or student may request a conference with the superintendent.

If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior — on and off campus, during remote and in-person instruction, and on district vehicles — and outlines 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 summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately before the summer period apply, unless the district amends either or both documents for summer instruction.

Campus Behavior Coordinator

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 is available on the district's website at <http://www.harletonisd.net> and the coordinator for this campus is listed below:

Melinda Ready, Principal, Harleton Junior High

readymelinda@harletonisd.net

(903) 777-3010

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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.

Disruption of School Operations

Disruption of school operations is 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 or within 500 feet of district property includes:

- Making loud noises
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity
- 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 is also considered a disruption.

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 the guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

Counseling

The district has a comprehensive school counseling program that includes:

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- 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
- 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 will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction on how best to 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, how to make the most of academic and career and technical education (CTE) opportunities, and the importance of postsecondary education.

The school counselor will also provide information each year a student is enrolled in high school about:

- The importance of postsecondary education
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma
- Financial aid eligibility and how to apply for financial aid
- Automatic admission to state-funded Texas colleges and universities
- Eligibility requirements for the TEXAS Grant

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- Availability of district programs that allow students to earn college credit
- Availability of tuition and fee assistance for postsecondary education for students in foster care
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training

Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

[See Error! Reference source not found. for more information.]

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should contact Mrs. Winsted at (903) 777-1577 or winstedkim@harletonisd.net. 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 **Mental Health Support (All Grade Levels)**, **Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels)**, and **Dating Violence**.]

Course Credit (Secondary Grade Levels Only)

A student at any grade level enrolled in a high school course will earn credit for the course only if the final grade is 70 or above. For a two-part (two-semester, 1-credit course), the student's grades from both halves (semesters) will be averaged and credit will be awarded if the combined average is 70 or above. If the student's combined average is less than 70, the student will be awarded credit only for the half (semester) with the passing grade.

Credit by Examination — If a Student Has Taken the Course/Subject (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.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

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The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination. [See **Attendance for Credit or Final Grade (All Grade Levels)**.]

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

[See the school counselor and policy EHDB(LOCAL) for more information.]

Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction 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. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days before the scheduled testing date. [See policy EHDC for more information.]

Students in Grades 6-12

A student in grade 6 or above is eligible to earn course credit if the student meets one of the following requirements:

- A passing score of at least 80 on an examination approved by the board
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP)
- 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.

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Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, age, disability, 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 or on the district's website at www.harletonisd.net [See the FFH series of policies for more information.]

Dating Violence

Dating violence will not be tolerated at school. To report dating violence, see **Reporting Procedures**.

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 or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a 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, 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
- Threats to harm a student's past or current dating partner
- Attempts to isolate the student from friends and family
- Stalking
- Encouraging others to engage in these behaviors

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

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For more information on dating violence, see:

- Texas Attorney General's office [recognizing and responding to dating violence flier](https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf) (<https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf>)
- The CDC's [Preventing Teen Dating Violence](https://www.cdc.gov/intimate-partner-violence/about/about-teen-dating-violence.html) (<https://www.cdc.gov/intimate-partner-violence/about/about-teen-dating-violence.html>)

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**]

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a 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
- Other kinds of aggressive conduct such as theft or damage to property

Sexual Harassment and Gender-Based Harassment

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

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature
- Sexual advances
- Jokes or conversations of a sexual nature
- Other sexually motivated conduct, communications, or contact

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature,

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such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault
- Threatening or intimidating conduct
- Other kinds of aggressive conduct such as theft or damage to property

Pregnancy or Related Conditions

The district does not discriminate on the basis of pregnancy or a related condition.

Please contact the district nurse for pregnancy-related accommodations.

Retaliation

Retaliation against a person who makes a report or participates in an investigation of discrimination, harassment, or dating violence is prohibited.

Reporting Procedures

Any student who believes that they have 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 the FFH series of policies and FFH(EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by the FFH series of policies. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Bullying (All Grade Levels)**]

The district will promptly notify the parent 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 parent of the student

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alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by the FFH series of policies.

Investigation of Report

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

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 comply with law.

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 its investigation at the conclusion of the agency's investigation.

During 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 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 (All Grade Levels)**]

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.

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, to earn credit in a course or subject, the student must receive permission from the principal before 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.

[See **Remote Instruction**]

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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 (All Grade Levels)**] In addition, a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required must still take the corresponding EOC assessment.

A parent may ask questions or request that their child be enrolled in a TXVSN course by contacting the school counselor. Unless an exception is made by the 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 addressing distance learning 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 principal at the Junior High (903) 777-3010.

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, newspapers, yearbooks, brochures, flyers, and the like.

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 20 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. Approval will be granted or denied within two school days.

The principal has designated the office window ledge as the location for approved nonschool materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

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

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disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See policy FNG(LOCAL) for student complaint procedures.]

From Others

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy 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 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 DGBA or GF for more information.]

The principal has designated the office window ledge as the location for approved nonschool materials to be placed for voluntary viewing or collection.

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 noncurriculum-related student group meeting held in accordance with policy 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 teaches grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Dress and Grooming (Harleton Junior High)

- Hair length will not be restricted for students. All students are required to wear their hair above their eyes, well-groomed, and clean at all times. Unnatural styles or colors that create a disruption will be considered in violation of this code (this includes blue, hot pink, green, purple, and other unnatural colors of hair).

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- Pants, jeans, dresses, skirts and shorts are appropriate. All styles of apparel (i.e., dresses, skirts, shorts, etc.) shall be no more than 4 inches above the back bend of the knee.
- Leggings can be worn as an outer garment, but shirts/tops must come down below the fingertips, as measured with the shoulders at rest.
- Pajama pants as well as sagging, and/or low-waist pants are not considered appropriate attire and will not be allowed to be worn.
- Beards, mustaches, and goatees are permitted but must be kept well groomed. Sideburns shall not be worn that extend beyond the ear lobes.
- Earrings shall be permitted for all students. No other visible facial/body piercings shall be allowed. No bandages covering body piercings or clear earrings will be allowed.
- Articles of clothing shall be worn as they are designed to be worn, such as suspenders on the shoulders, and waist bands on the waist.
- Articles of clothing or tattoos with tobacco, alcohol, or drug advertisement, obscene writing or painting, weapons, or any other emblems or writing that may be reasonably expected to substantially disrupt or cause interference with the regular school program shall not be permitted.
- Bandanas are not permitted inside the building or on the campus for males or females.
- Hats are allowed (if worn correctly and not a distraction) in common areas (hallways, gym, cafeteria, etc). Each teacher will decide if hats are permissible in the classroom. Students must adhere to established guidelines or this privilege will be revoked.
- Sunglasses shall not be permitted unless a physician's prescription is provided to the junior high school office or a physician places the student under concussion accommodations.
- Shirts and pants/skirts must overlap. Students shall not wear shirts or tops that are strapless, backless, off-shoulder, halters, transparent tubes, or low-cut (neck or underarm). Midriffs must be fully covered when arms are extended above the student's head. Sleeveless shirts or dresses must be at least 2" wide at the shoulder. Racerback clothing is not appropriate for school.
- Un-patched holes in clothing mid-thigh or higher are not permitted. Holes that have been patched, but are in inappropriate areas are not permitted. Administration can revoke this privilege if students do not comply with rules at any time.
- Apparel designed as underwear may not be worn as outer garments.
- Students shall not wear clothes depicting a particular race or power, such as a glove, arm band, or any other insignia that might disrupt order and discipline.
- On special days, the dress code will be at the discretion of the principal.

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- See through, provocative, or excessively tight clothing, i.e. shorts, pants and excessively tight dresses and skirts, shall not be allowed.
- Apparel for PE, band, and athletic classes shall be at the discretion of the teacher, with principal approval.
- Students must wear school appropriate shoes at all times. House shoes are not allowed.
- Dress code compliance is a judgment of classroom teachers and / or administration. The final decision will be determined by the junior high school principal.

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 and return to the classroom. If the problem cannot be corrected at school, the principal will work with the student and parent to obtain an acceptable change of clothing for the student in a way that minimizes loss of instructional time.

Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Dress code violation consequences.

1st Offense Parent notification + ISS until compliance with dress code is met.

2nd Offense 1 day detention as assigned by administration + ISS until compliance with dress code is met.

3rd Offense 2 days of detention + ISS until compliance with dress code is met.

4th Offense 1 day of ISS + ISS until compliance with dress code is met.

5th Offense 2 days of ISS + ISS until compliance with dress code is met.

**** If student continues to fail to comply with dress code, a parent conference will be held to discuss alternative disciplinary measures. ****

Electronic Devices and Technology Resources (All Grade Levels)

Safe Use of Technology

The district is committed to ensuring that students use technology safely and will follow all federal and state requirements to protect students from excessive data collection or materials that are considered harmful to minors. The district considers parents as partners in cybersecurity and online safety.

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In accordance with state and federal law, the district will:

- Install a filter that blocks and prohibits pornographic or obscene materials or applications, including from unsolicited pop-ups, installations, and downloads, before transferring an electronic device to a student to be used for an educational purpose
- Block or filter students' internet access to pictures that are obscene, contain child pornography, or have been determined to be harmful to minors in accordance with the Children's Internet Protection Act (CIPA)
- Require direct and informed parental consent for a student's use of software, other than software excluded from the consent requirement by law [See **Required State Assessments and Standardized Testing.**]
- Require direct and informed parental consent for a student's use of software that conducts mental health assessments or other assessments unrelated to education curricula that are intended to collect information about students [See **Consent to Conduct a Psychological Evaluation.**]

If you want to know more about partnering with the district regarding cybersecurity and online safety, or if you have complaints or concern about student use of electronic devices, please contact the Junior High Office at (903) 777-3010.

[See **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels).**]

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [See **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)** for graphing calculator applications on computing devices.]

A student must have approval to possess other personal telecommunications devices on campus such as laptops, tablets, or other portable computers.

Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated.

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- 1st offense – confiscated until the end of the school day
- 2nd offense – confiscated overnight until the end of the next school day
- 3rd and subsequent offenses – confiscated until end of day and \$15 retrieval fee (parents must retrieve phone)

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

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

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.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. 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 may be issued to individual students for instructional purposes. Use of the district's network systems and 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 possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, 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

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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.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the ["Before You Text" Bullying and Sexting Course](https://txssc.txstate.edu/tools/courses/before-you-text/) (<https://txssc.txstate.edu/tools/courses/before-you-text/>), a state-developed program that addresses the consequences of sexting.

In accordance with state law, the district prohibits the installation or use of TikTok (or any successor application or service) on a district device, along with any other social media application or service determined by the governor.

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. In some cases, the consequence may be expulsion.

Emergent Bilingual Students (All Grade Levels)

A student who is an emergent bilingual student is entitled to receive specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of both district personnel and at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent to any services recommended by the LPAC. 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.

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 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**, may be administered to an emergent bilingual 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 emergent bilingual students who qualify for services.

If a student is considered an emergent bilingual student 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.

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Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation (All Grade Levels)**.]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict 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 and parents can access the [UIL Parent Information Manual](https://www.uil texas.org/athletics/manuals) (<https://www.uil texas.org/athletics/manuals>) online. A hard copy can be provided by the coach or sponsor of the activity on request.

To report 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](https://www.uil texas.org/) (<https://www.uil texas.org/>) for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. Parents 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 a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

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), 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.

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight-reading Evaluation, and the student receives a grade below 70 in any course at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance but is ineligible for other extracurricular activities for at least three weeks.

In addition, the following applies to all extracurricular activities:

- A student who 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.

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- A student is allowed in a school year up to 15 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will be considered 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: Harleton Junior High Student Council.

Fees (All Grade Levels)

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide their own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, and the like.
- 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.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.

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- 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**.]
- A maximum fee of \$50 for 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 for the student to meet the 90 percent attendance requirements. 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 principal. [See policy FP for more information.]

Fundraising (All Grade Levels)

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

Gang-Free Zones (All Grade Levels)

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period
- How the student's mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like)
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed
- Procedures for a student to follow after an absence
- Grading consequences for academic dishonesty, including cheating or copying the work of another student, plagiarism (including the unauthorized use of artificial intelligence (AI) such as ChatGPT), and unauthorized communication between students during an examination

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[See **Report Cards/Progress Reports and Conferences (All Grade Levels)** for additional information on grading guidelines.]

Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**.]

Hazing (All Grade Levels)

Hazing is defined 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
- 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

The district will not tolerate hazing. Disciplinary consequences for hazing will be 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, superintendent, or law enforcement official.

[See **Bullying (All Grade Levels)** and policies FFI and FNCC for more information.]

Health — Physical and Mental

Illness (All Grade Levels)

When your child is ill, please contact the school to let us know they will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, a child with a fever over 100 degrees must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

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If a student becomes ill during the school day and the school nurse determines that the child should go home, the nurse will contact the parent.

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

The school nurse is available to answer any questions for parents who are concerned about whether or not their 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. You may access the [DSHS exemption form \(https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions\)](https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions) online or by writing to this address:

Texas Department of State Health Services

Immunization Section, Mail Code 1946

P.O. Box 149347

Austin, Texas 78714-9347

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
- Polio
- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)
- Meningococcal
- Hepatitis A

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.

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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.

For information on immunization against bacterial meningitis and college enrollment and attendance, see **Bacterial Meningitis (All Grade Levels)**.

[See the DSHS's [School and Childcare Vaccine Requirements](https://www.dshs.texas.gov/immunizations/school) (<https://www.dshs.texas.gov/immunizations/school>) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or a disease, head lice spread through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

The district does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The district will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice is available on the DSHS website [Managing Head Lice in School Settings and at Home](https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school) (<https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school>) and the Centers for Disease Control and Prevention's website [About Head Lice](https://www.cdc.gov/lice/about/head-lice.html) (<https://www.cdc.gov/lice/about/head-lice.html>).

[See policy FFAA for more information.]

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 their 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.

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In accordance with policy FFAC, authorized employees 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 provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered 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.

An elementary or secondary student may possess and self-apply sunscreen to avoid overexposure to the sun. An elementary 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. If a secondary 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 they have written authorization from a parent and a physician or other licensed health-care provider. The student must also demonstrate to their 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 (All Grade Levels)**.]

Unassigned Epinephrine Auto-injectors

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized **[align with policy at FFAC: school personnel and/or school volunteers]** who have been adequately trained to administer an unassigned epinephrine auto-injector to a person who is reasonably believed to be experiencing a severe allergic reaction (anaphylaxis).

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An “unassigned epinephrine auto-injector” is an epinephrine auto-injector prescribed by an authorized health-care provider in the name of the school issued with a non-patient-specific standing delegation order for the administration of an epinephrine auto-injector.

Epinephrine auto-injectors include brand-name devices such as EpiPens®.

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

The district will ensure that at each campus a sufficient number of *[align with policy at FFAC: school personnel and/or school volunteers]* are trained to administer epinephrine so that at least one trained individual is present on campus during regular on-campus school hours and when school personnel are physically on site for school-sponsored activities.

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

For additional information, see FFAC(LOCAL).

One or more authorized and trained individuals will be present on each campus subject to this policy during regular school hours.

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
- Safe, supportive, and positive school climates

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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 and Consent to Provide a Mental Health Care Service** for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information
- **Counseling** for the district's comprehensive school counseling program
- **Physical and Mental Health Resources (All Grade Levels)** for campus and community mental and physical health resources
- **Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)** for board-adopted policies and administrative procedures that promote student health

Physical Activity Requirements

Junior High/Middle School

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, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

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

Temporary Restriction from Participation in Physical Education

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

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Physical Fitness Assessment (Grades 3-12)

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of their 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 the required physical examination.

See the UIL's explanation of [sudden cardiac arrest](https://www.uiltexas.org/health/info/sudden-cardiac-death) (<https://www.uiltexas.org/health/info/sudden-cardiac-death>) for more information.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent nationally accepted and peer-reviewed standards.

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. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

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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 for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.harletonisd.net for information regarding meningitis.

Note: 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 (All Grade Levels)**.]

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)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching 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 found on the DSHS [Allergies and Anaphylaxis](https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis) website (<https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis>).

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan 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.harletonisd.net.

[See **Celebrations (All Grade Levels)** and policy FFAF for more information.]

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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, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder. A parent who submits a plan must use the [Seizure Management and Treatment Plan Form](https://tea.texas.gov/academics/tea-seizure-management-form.pdf) (<https://tea.texas.gov/academics/tea-seizure-management-form.pdf>) developed by the Texas Education Agency.

[See **A Student with Physical or Mental Impairments Protected under Section 504** and contact the school nurse for more information.]

Tobacco, E-Cigarettes, and Nicotine Products Prohibited (All Grade Levels)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity. With limited exceptions for medication, [see **Medicine at School (All Grade Levels)**] students are also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property 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 FNCD and GKA for more information.]

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, Shannon Hearn, (903)777-1540.
- The campus school counselor, Kim Winsted, (903) 777-3010.
- The local public health authority, Marshall-Harrison County Health District, (903) 938-8338.
- The local mental health authority, Community Healthcore, which may be contacted at (903) 758-2471.

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 the central administration office and online at www.harletonisd.net.

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- 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: the FFH series of policies
- 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.

For more information about these procedures and access to the District Improvement Plan, please contact: Jay Ratcliff, Superintendent at (903) 777-2372 or ratcliffjay@harletonisd.net.

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

During the preceding school year, the district's School Health Advisory Council (SHAC) held meetings. Additional information about the district's SHAC is available from the school nurse, Shannon Hearron, at (903)777-1540.

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the district website at www.harletonisd.net.

[See **Consent to Human Sexuality Instruction, Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**, and policies BDF and EHAA. For more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. For questions about the content or implementation of the district's wellness policy and plan, please contact: Shannon Hearron, school nurse, at (903)777-1540.

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Homework (All Grade Levels)

Homework plays an integral part of coursework and is required. Homework may count as a daily or test grade according to assignment by the teacher.

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, including without parental consent, if necessary, if it 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 the student at school
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection
- Ordinarily be present for the questioning or interview, 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 legally authorized person, the principal will verify the person's identity and, to the best of their ability, will verify the person's authority to take custody of the student.

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The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally 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 legally authorized person, 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 has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

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

Leaving Campus (All Grade Levels)

Student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day.

Parental consent is required before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area 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.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, the parent must submit a note to the main office at least two hours before the student needs to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon return if the student returns the same day.

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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 the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by their parent to leave campus unaccompanied, 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.

If a student is 18 years of age or is an emancipated minor, the student may sign out of school. Documentation regarding the reason for the absence will be required.

During Lunch

Harleton Junior High is a closed campus. Students are not allowed to leave during lunch unless checked out by a parent or guardian. Students checked out of school during lunch or any other time will be counted tardy/absent for any class time missed.

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. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, 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 teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with the teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the

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importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade. [See **Attendance for Credit or Final Grade (All Grade Levels).**]

A student Involved In an extracurricular activity must notify teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

DAEP Makeup Work

Elementary and Middle/Junior High School Grade Levels

While a student is in DAEP, the campus will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the placement.

Grades 9-12

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), the student will have an opportunity to complete the course before the beginning of the next school year. 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) for more information.]

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

Alternative Means to Receive Coursework

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.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS 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) for more information.]

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Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex and prohibits sex discrimination in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the U.S. Department of Education's Office for Civil Rights, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district's nondiscrimination policy and grievance procedures are in the FFH series of policies in the district's policy manual, available at www.harletonisd.net.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Jay Ratcliff, Superintendent, 17000 SH 154, Harleton, TX 75651, (903) 777- 2372, ratcliffjay@harletonisd.net.

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described in the FFH series of policies.

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Jay Ratcliff, Superintendent, 17000 SH 154, Harleton, TX 75651, (903) 777- 2372, ratcliffjay@harletonisd.net.
- For all other concerns regarding discrimination, see the superintendent: Jay Ratcliff, Superintendent, 17000 SH 154, Harleton, TX 75651, (903) 777- 2372, ratcliffjay@harletonisd.net.

[See policies at FB, the FFH series, and GKD for more information.]

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Parent and Family Engagement (All Grade Levels)

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day 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 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**.]
- 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 at (903)777-3010 for an appointment. The teacher will usually return your call or meet with you during their conference period or before or after school. [See **Report Cards/Progress Reports and Conferences (All Grade Levels)**.]
- Becoming a school volunteer. [See **Volunteers (All Grade Levels)** and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include: Athletic and Band Booster Clubs.
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB.

Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See **School Health Advisory Council (SHAC) (All Grade Levels)** 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.

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- Attending board meetings to learn more about district operations. Regular board meetings are held on the second Tuesday of each month at 7 p. m. at Harleton High School in the Board Room, located at 17000 SH 154, Harleton, TX. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at 17000 SH 154, Harleton, TX 75651 and online at www.harletonisd.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.**]

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 proficiency. In making promotion decisions, the district will consider the following:

- Teacher recommendation
- Grades
- Scores on criterion-referenced or state-mandated assessments
- Any other necessary academic information as determined by the district

Elementary and Middle/Junior High Grade Levels

In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

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Repeating 6-Grade 8 at Parent Request

A parent may request in writing that a student repeat kindergarten, or any grade in grade 1-8. Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

High School Grade Levels

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

A student in grades 9-12 will be advanced a grade level based on the number of course credits earned. [See Error! Reference source not found..]

Release of Students from School

[See **Leaving Campus (All Grade Levels)**.]

Remote Instruction

The district may offer remote instruction in accordance with TEA guidelines.

All district policies, procedures, guidelines, rules, and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's 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 progress report if their child's performance in any course/subject is near or below 70 or is below the expected level of performance. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See **Working Together** for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. 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 **Grading Guidelines (All Grade Levels)** and policy EIA(LOCAL) for more information.]

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.

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The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

[See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**.]

Required State Assessments

STAAR (State of Texas Assessments of Academic Readiness) for 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
- Science in grades 5 and 8
- Social Studies in grade 8

Standardized Testing for a Student Enrolled Above Grade Level

If a student in grades 3-8 is enrolled in a class or course intended for students above the 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 they are enrolled, unless otherwise required to do so by federal law.

A student in grades 3-8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science before high school.

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
- U.S. History

Satisfactory performance on the applicable assessments is required for graduation, unless 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. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment.

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Requesting Administration of STAAR/EOC in Paper Format (All Grade Levels)

STAAR and EOC assessments are administered electronically.

A parent or teacher may request that a STAAR or EOC be administered to a student in paper format. The district may grant this request for any single administration for up to three percent of the number of students enrolled in the district. Requests will be granted in the order in which they are received.

Requests for paper format for a fall administration of a STAAR or EOC must be submitted no later than September 15 each school year.

Requests for paper format for a spring administration of a STAAR or EOC must be submitted no later than December 1 each school year.

Standardized Testing for a Student in Special Programs

Certain students — some with disabilities and some classified as emergent bilingual students — may be eligible for exemptions, accommodations, or deferred testing.

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

An admission, review, and dismissal (ARD) committee for a student in grades 9-12 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 (PGP). [See Error! Reference source not found..] STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

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

Failure to Perform Satisfactorily on a STAAR or EOC Assessment

If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the next school year through one of the following:

- Assigning the student to a teacher who is certified as a master, exemplary, or recognized teacher if one is available in the grade and subject matter of the state assessment on which the student did not perform satisfactorily
- Providing supplemental instruction

A student may be required to attend any assigned supplemental instruction program before or after school or during the summer.

When a student fails to perform satisfactorily on a required state assessment in the same subject area for two or more years, the district shall develop an accelerated education plan. Parents are encouraged to participate in developing this plan.

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Personal Graduation Plan —Junior High School Students

For a junior high-school student who does not perform satisfactorily on a state-mandated examination, a school official will prepare a personal graduation plan (PGP).

School officials will also develop a PGP for a junior high-school student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment.

The plan will, among other items:

- Identify the student's educational goals
- Address the parent's educational expectations for the student
- Outline an intensive instruction program for the student

[See the school counselor] and policy EIF(LEGAL) for more information.]

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.

[See Error! Reference source not found. for information related to the development of personal graduation plans for high school students.]

Safety (All Grade Levels)

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. 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 all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a district employee.
- Follow instructions from teachers and other district employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by *submitting an online report at www.harletonisd.net*.
- 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.

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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

The district may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the district's CTE programs.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct 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.

Preparedness Training: CPR and Stop the Bleed

The district will offer instruction in CPR and the use of an automated external defibrillator (AED) at least once to students enrolled in grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR or AED certification.

The district will annually offer students in grades 7-12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Stop the Bleed Texas](https://stopthebleedtexas.org/) (<https://stopthebleedtexas.org/>).

Emergency Medical Treatment and Information

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, and the like).

The district may consent to medical treatment, including dental treatment, if necessary, for a student if all of the following requirements are met:

- The district has received written authorization from a person having the right to consent
- That person cannot be contacted
- That person has not given the district actual notice to the contrary

The emergency care authorization form will be used by the district when a student's parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

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

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Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information if the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

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 changes. State law requires parents to update contact information within two weeks after the date the information changes.

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

- KLTU, Channel 7, Tyler
- KMHT 103.9 FM
- Skyward Messenger
- Campus Facebook page

[See **Parent Contact Information** and **Automated Emergency Communications**.]

SAT, ACT, and Other Standardized Tests

[See **Standardized Testing**.]

Schedule Changes (Middle/Junior High and High School Grade Levels)

A student may request a schedule change through the counselor's office. Schedule changes must be made within the first two weeks of a semester and must have written parent permission. All schedule changes requested after the deadline must be approved by the principal. Parents/guardians of junior high students are contacted regarding schedule changes.

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator: Jay Ratcliff at (903) 777-2372.

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Food and Nutrition 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.

Some students are eligible for free and reduced-price meals based on financial need. 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 requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

To apply for free or reduced-price meal services, contact: Tammy Vance

vancetammy@harletonisd.net

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. 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 meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

The following information is published as required by the USDA for participation in the National School Lunch Program:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

"Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

"To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

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<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

Program.Intake@usda.gov

"This institution is an equal opportunity provider."

The responsible state agency that administers the program is the [Texas Department of Agriculture](https://www.texasagriculture.gov/Home/Contact-Us) (<https://www.texasagriculture.gov/Home/Contact-Us>), which can be reached at (800) TELL-TDA (835-5832) or (800) 735-2989 (TTY).

The local agency that administers the program is the district. [See **Nondiscrimination Statement (All Grade Levels)** for the name and contact information for the Title IX coordinator, ADA/Section 504 coordinator, and superintendent for other concerns about discrimination.]

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information about these policies and guidelines, see the principal. [See policy FFA for more information.]

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 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

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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 have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the district's IPM coordinator: Mike Harper at (903) 777-1597.

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior 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 open for independent student use during the following times with a teacher permit: During the school day from 8 a.m. to 3:40 p.m.

The district provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The district follows the Texas State Library and Archive Commission's standards for school library collection development.

Parents are the primary decision makers regarding their student's access to library material. The district encourages parental involvement in library acquisition, maintenance, and campus activities. Parents are encouraged to communicate with Kim Clynch the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

A parent who wants to access to the school's library or any available online catalog should submit a request to the principal.

The district welcomes student and parent feedback on library materials and services. Parents may contact Kim Clynch the campus librarian. A district employee or parent may request the reconsideration of a library material by contacting the campus librarian or another administrator or by submitting a reconsideration of library material request on a form available ***[align with policy EFB(LOCAL):*** on the District's website www.harletonisd.net.

For more information, see EFB(LOCAL).

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and 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.

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Use by Students Before and After School (All Grade Levels)

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 following areas are open to students before school, beginning at 7:30 a.m.

- Cafeteria
- Gym

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. 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 (Junior High)

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 that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. [See **Fees (All Grade Levels)** for more information.]

The district is not responsible for refunding fees paid directly to a third-party vendor.

A student that has been referred to ISS or DAEP at any time during the school year may attend at the principal's discretion.

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Searches and Investigations

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches and investigations.

District officials may conduct investigations in accordance with law and district policy and may question students regarding a student's own conduct or the conduct of others. [For questioning of students by law enforcement officials, see **Law Enforcement Agencies (All Grade Levels)**.]

District officials may search 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 or 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 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.

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[See **Electronic Devices and Technology Resources (All Grade Levels)** and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may 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 (Secondary Grade Levels Only)

The district's policy FNF(LOCAL) addresses board authorization for drug testing of students as described in the policy, but specifics of the drug-testing program should be addressed in administrative regulations, such as this handbook or your extracurricular conduct guide.

[See **Steroids (Secondary Grade Levels Only)**.]

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

Sexual Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**.]

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, emergent bilingual students, 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: Jay Ratcliff (903) 777-2372.

The Texas State Library and Archives Commission's [Talking Book Program](https://www.tsl.texas.gov/tbp/index.html) (<https://www.tsl.texas.gov/tbp/index.html>) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing

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. These assessments are usually taken at the end of the junior year. Students

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are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

Note: These assessments may qualify a student to receive a performance acknowledgment on the student's 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 TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

Student Speakers (All Grade Levels)

The district provides students the opportunity to introduce school events. If a student meets the eligibility criteria and wishes to introduce one of the school events, the student should submit their name in accordance with policy FNA(LOCAL).

[See Error! Reference source not found. for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Summer School (All Grade Levels)

Students have the ability to take courses during the summer through the Texas Virtual School Network (TXVSN).

Tardies (All Grade Levels)

A student who is tardy to class may be assigned to lunch detention or given another appropriate consequence.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

Harleton Junior High Student Handbook

2024-2025 School Year

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is 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.

[For information on library books and other resources students may access voluntarily, see **Library (All Grade Levels)**.]

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

The superintendent is authorized to investigate and approve transfers between schools.

[See **Safety Transfers/Assignments, Bullying (All Grade Levels)**, and **A Student with Physical or Mental Impairments Protected under Section 504**, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for their child to ride with or be released after the event to the parent or another adult designated by the parent. [See **School-Sponsored Field Trips (Junior High)**.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

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A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for their child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact Mike Harper at (903) 777-2721.

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Observe all usual classroom rules
- 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
- 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, including loss of the privilege to ride in a district vehicle.

To provide for uniform enforcement of the rules, Harleton ISD has established the following guidelines:

- First offense: rules are reviewed and student receives warning.
- Second offense: one day suspension from bus privileges
- Third offense: three day suspension from bus privileges
- Fourth offense: five day suspension from bus privileges
- Fifth offense: ten day suspension from bus privileges or longer if principal deems necessary; student may be suspended from bus privileges the remainder of semester or school year.

If a suspension occurs, the parent/guardian shall be notified. Students who are referred for bus Violations late in the year may be subject to continued disciplinary action the following year.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

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Vandalism (All Grade Levels)

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, the district uses video and audio recording equipment 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 will review the video and audio recordings as needed and 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 before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, contact the principal that the district has designated to coordinate the implementation of and compliance with this law.

[See policy EHBAF(LOCAL) for more information.]

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** for video and other recording by parents or visitors to virtual or in-person classrooms.]

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:

- Request entry to the school at the primary entrance unless otherwise directed by a district employee
- Report to the main office
- Be prepared to show identification
- Exit the school at the primary entrance and leave all exterior doors closed, latched, and locked unless actively monitored by a district employee
- Comply with all applicable district policies and procedures

If requested by a district employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the district. A person who refuses to provide identification and who

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reasonably appears to have no legitimate reason to be on district property may be ejected from district property.

Individuals may visit classrooms or observe virtual instruction during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** for video and other recording by parents or visitors to virtual or in-person classrooms.]

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 to or eject a person from district property if the person refuses to leave peaceably on request and either of the following applies:

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the 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

The district may invite 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)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact the campus principal for more information and complete an application.

Harleton Junior High Student Handbook

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The district does not require state criminal history background checks for volunteers who are parents, guardians, or grandparents of a child enrolled in the district.

Subject to exceptions in accordance with state law and district procedures, other volunteers will be subject to a state criminal history background check, and the volunteer must pay all costs for the background check.

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)

To withdraw a student under age 18 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.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

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Glossary

Accelerated instruction, including supplemental instruction, is an intensive educational program designed to help an individual student acquire the knowledge and skills required at their grade level. It is required when a student does not meet the passing standard on a state-mandated assessment. Accelerated instruction may be provided by assigning a student to a classroom teacher who is certified as a master, exemplary, or recognized teacher or by providing supplemental instruction in addition to regular instruction.

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and their 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 stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

ED stands for the U.S. Department of Education.

Emergent bilingual student refers to a student of limited English proficiency. Other related terms include English learner, English language learner, and limited English proficient student.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments is required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act.

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FERPA refers to the federal Family Educational Rights and Privacy Act, which 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 years of age or older directs the school not to release directory information.

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

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.

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 beginning 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.

Safe and Supportive School Team is a team established at each campus that is responsible for conducting a threat assessment regarding individuals who make threats of violence or exhibit harmful, threatening, or violent behavior and determining appropriate intervention, and providing guidance to students and school employees on recognizing harmful, threatening, or violent behavior that may pose a threat to the community, school, or individual.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required 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 help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist 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.

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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. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for 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; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and 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.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that emergent bilingual students make in learning the English language and is administered for those who meet the participation requirements in kindergarten-grade 12.

TSI stands for the Texas Success Initiative, an 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 stands for 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 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.

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Appendix: Freedom from Bullying Policy

Student Welfare: Freedom from Bullying

Harleton ISD
102905

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

Adopted: 8/8/2023

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Minimum Standards

In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.

Retaliation

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

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.

False Claim

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.

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Timely Reporting

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.

Reporting Procedures

Student Report

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, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report

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.

Report Format

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Periodic Monitoring

The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.

Notice of Report

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct

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, sex, 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.

Investigation of Report

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.

Concluding the Investigation

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.

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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.

Notice to Parents

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.

District Action

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. The District may notify law enforcement in certain circumstances.

Discipline

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.

Corrective Action

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 whether 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.

Transfers

The principal or designee shall refer to FDB for transfer provisions.

Counseling

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.

Improper Conduct

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.

Confidentiality

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.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

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Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

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 website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

HARLETON ISD

FFI(LOCAL)-A

UPDATE 121

DATE ISSUED: 6/1/2023

Harleton High School Student Handbook



2024-2025
School Year

If you have difficulty accessing the information in this document because of disability, please contact the Harleton High School Assistant Principal of Student Services, Honey Ratcliff, by email at RatcliffHoney@harletonisd.net or by phone at 903-777-2711.

Harleton High School

Student Handbook

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Harleton ISD Board of Trustees

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Harleton High School Administrators

Crystal Brock, Principal

Honey Ratcliff, Assistant Principal

School Nurse

Shannon Hearron

Harleton High School

Student Handbook

Preface Parents and Students:

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The Harleton High School Student Handbook is a general reference guide that is divided into two sections:

Section One: Parental Rights describes certain parental rights as specified in state or federal law.

Section Two: Other Important Information for Parents and Students is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

Note: Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Harleton High School Student Code of Conduct. To review the Code of Conduct, visit the district’s website at www.harletonisd.net. State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually. However, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

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

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the Harleton High School Office.

Harleton High School

Student Handbook

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/608>.

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

For questions about the material in this handbook, please contact:

Honey Ratcliff

Assistant Principal of Student Services

RatcliffHoney@harletonisd.net

903-777-2711

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment of Electronic Distribution of Student Handbook,
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities)
- Consent/Opt-Out Form for participation in third-party surveys

[See **Objecting to the Release of Directory Information** and **Consent Required Before Student Participation in a Federally Funded Survey** for more information.]

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact:

Honey Ratcliff

Assistant Principal of Student Services

RatcliffHoney@harletonisd.net

903-777-2711

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Section One: Parental Rights

This section describes certain parental rights as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation

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

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

Consent to Human Sexuality Instruction

Annual Notification

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

Per state law, here is a summary of the district's curriculum regarding human sexuality instruction:

Harleton ISD currently embeds human sexuality curriculum throughout our science courses that include: the significance of body changes during adolescence, analysis of the importance and benefits of abstinence [as it relates to emotional health and the prevention of pregnancy], and risk factors associated with communicable and non-communicable diseases.

A parent is entitled to review the curriculum materials. In addition, a parent may remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties. A parent may also choose to become more involved with the development of this curriculum by becoming a member of the district's SHAC. (See the campus principal for details.)

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove their child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. See the campus principal for details.
- Use the district's grievance procedure concerning a complaint. [See **Complaints and Concerns (All Grade Levels)** and FNG(LOCAL).]

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State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice 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, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases
- 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

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking.**]

Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking

Before a student receives instruction on the prevention of child abuse, family violence, dating violence, and sex trafficking, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

Annual Notification

Students receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

For further information, see the district's abuse prevention instruction website at www.HarletonISD.net.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in this instruction will be posted on the district's website at the location indicated above.
- Remove their child from any part of this instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. See the campus principal for details.

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- Use the district's grievance procedure concerning a complaint. [See **Complaints and Concerns (All Grade Levels)** and policy FNG for information on the grievance and appeals process.]

[See **Consent to Human Sexuality Instruction, Dating Violence and Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels)**]

Consent to Provide a Mental Health Care Service

The district will not provide a mental health care service to a student or conduct a medical screening of a student as part of the district's intervention procedures except as permitted by law.

The district has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison, Honey Ratcliff, Assistant Principal of Student Services, can be reached at RatcliffHoney@harletonisd.net or by phone at 903-777-2711.

The mental health liaison can provide further information about these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

[See **Mental Health Support (All Grade Levels)**]

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
- Other original works

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

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

A student under age 14 must have parental permission to participate in the district's [Parenting and Paternity Awareness Program](https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum) (<https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum>). This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when the recording is to be used for:

- School safety
- Classroom instruction or a cocurricular or extracurricular activity
- Media coverage of the school
- Promotion of student safety, as provided by law for a student receiving special education services in certain settings

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

Prohibiting the Use of Corporal Punishment

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

However, in accordance with law, the district may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to their child must complete the form included in the online registration. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

Note:

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the district knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not

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be administered, even when the student's caregiver or caseworker has not submitted a signed statement prohibiting its use.

Limiting Electronic Communications between Students and District Employees

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for the class to relay information about class work, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include their immediate supervisor and the student's parent as recipients on all text messages.

Messages relating to academic or non-coaching activities, include Mrs. Brock.

Messages relating to athletic events/coaching activities, include Coach Little.

A parent who does not want their child to receive one-to-one electronic communications from a district employee should 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 student's education records without written consent.

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

- A student's photograph (for publication in the school yearbook)
- A student's name and grade level (for communicating class and teacher assignments)
- 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)
- 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 this information. Any objection must be made in writing to the principal within 10 school days of the student's first

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day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

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 a second for all other requests. For district publications and announcements, the district has designated the following as directory information: student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors, awards, dates of attendance, grade level, most recent school previously attended, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If a parent does not object to the use of their child's information for these school-sponsored purposes, the school will not ask permission each time the district wants to use the information for these purposes.

For all other purposes, the district has identified the following as directory information: student name, major field of study, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If a parent does not object to the use of the student's information for these purposes, the school **must** release this information when requested by an outside entity or individual.

Note: Also see **Authorized Inspection and Use of Student Records**.

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

Unless a parent has advised the district not to release their student's information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests from military recruiters or institutions of higher education to provide the following information about students:

- Name
- Address
- Telephone listing

Military recruiters may also have access to a student's district-provided email address, unless a parent has advised the district not to release this information.

[See **Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education**, included in the forms packet.]

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

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The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams.

A parent has the right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following protected areas:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sex behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers
- Religious practices, affiliations, or beliefs of the student or parent
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program

A parent may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey. [See policy EF(LEGAL) for more information.]

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

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, 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 for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum

The ED provides extensive information about the [Protection of Pupil Rights Amendment](https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance) (<https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance>), including a [PPRA Complaint Form](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>).

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Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

See **Consent to Human Sexuality Instruction** and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** for information on a parent's right to remove a student from such instruction.

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 to provide the following:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution
- 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 any of the following apply:

- A parent provides a written statement requesting that their child be excused
- The district determines that the student has a conscientious objection to the recitation
- 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.]

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

A parent may request that their child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence (All Grade Levels)** and policy EC(LEGAL) for more information.]

Religious or Moral Beliefs

A parent may remove their child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. The student must also satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

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- Informal observations
- Evaluative data such as grades earned on assignments or tests
- Results from diagnostic assessments

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, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than 10 percent of the days the class is offered.

If a district offers tutorial services to students, state law requires a student with a grade below 70 for a reporting period to attend.

[For questions about school-provided tutoring programs, contact the student's teacher and see policies EC and EHBC. See **Standardized Testing** for information regarding required accelerated instruction after a student fails to perform satisfactorily on certain state-mandated tests.]

Right of Access to Student Records, Instructional Materials, and District Records/Policies

Parent Review of 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, whether instruction is delivered in-person, virtually, or remotely.

The district will make instructional materials available for parent review no later than 30 days before the school year begins and for at least 30 days after the school year ends. However, tests that have not yet been administered will not be made available for parent examination.

The district will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

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.

[For information about parental access to any online library catalog and library materials, see **Library (All Grade Levels)**.]

District Review of Instructional Materials

A parent may request that the district conduct an instructional material review in a math, English Language Arts, science, or social studies class in which the parent's student is enrolled to determine alignment with state standards and the level of rigor for the grade level.

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The district is not required to conduct an instructional material review for a specific subject area or grade level at a specific campus more than once per school year.

For more information about requesting an instructional material review, contact the campus principal.

Notices of Certain Student Misconduct to Noncustodial Parent

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

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

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to their child's participation in required assessments.

Student Records

Accessing Student Records

A parent may review their child's records, including:

- 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 the child, as the term "intervention strategy" is defined by law
- State assessment instruments that have been administered to the child
- Teaching materials and tests used in the child's classroom

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

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For purposes of student records, an “eligible” student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information**, 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](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements

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 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 about student performance, including grades, test results, and disciplinary records, is considered confidential educational records.

Inspection and release of student records is restricted to an eligible student or a student’s parent unless the school receives a copy of a court order terminating parental rights or the right to access a student’s education records. A parent’s rights regarding access to student records are not affected by the parent’s marital status.

Federal law requires that control of the records goes to the student as soon as the student meets at least one of the following criteria:

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

However, the parent may continue to have access to the records 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 when school officials have what federal law refers to as a “legitimate educational interest” in a student’s records.

Legitimate educational interest may include:

- Working with the student

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- 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
- Investigating or evaluating programs

School officials may include:

- Board members and employees, such as the superintendent, administrators, and principals
- Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff)
- A person or company with whom the district has contracted or allowed to provide a specific 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 team to support the district's safe and supportive school program
- A parent or student serving on a school committee
- A parent or student assisting a school official perform their duties

FERPA also permits the disclosure of personally identifiable information without written consent:

- 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, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives
- To individuals or entities granted access in response to a subpoena or court order
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled
- In connection with financial aid for which a student has applied or has received
- To accrediting organizations to carry out accrediting functions
- To organizations conducting studies for, or on behalf of, the school 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 directory information-designated details. [See **Objecting to the Release of Directory Information** 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.

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

A parent or eligible student who wants to inspect the student's records should submit a written request to the custodian of records identifying the records they want to inspect.

Records may be reviewed in person during regular school hours. The custodian of records or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of 10 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 the records.

You may contact the custodian of records for currently enrolled students and students who have withdrawn or graduated at:

Crystal Brock

Principal

PO Box 710, Harleton, TX 75651

BrockCrystal@harletonisd.net

903-777-2711

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 custodian of records. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information 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 after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement 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 complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if the board of trustees determines that the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines.

[See **Report Cards/Progress Reports and Conferences (All Grade Levels)**, **Complaints and Concerns (All Grade Levels)**, and **Finality of Grades** at policy FNG(LEGAL).]

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The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office or on the district's website at <https://pol.tasb.org/Home/Index/608>.

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

Teacher and Staff Professional Qualifications

A parent may request information about the professional qualifications of their child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Has an emergency permit or other provisional status for which state requirements have been waived
- Is currently teaching in the field or discipline of their certification

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

A Student with Exceptionalities or Special Circumstances

Children of Military Families

[The Interstate Compact on Educational Opportunities for Military Children](https://www.dodea.edu/education/partnership-and-resources/military-interstate-compact) (<https://www.dodea.edu/education/partnership-and-resources/military-interstate-compact>) entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements
- Grade level, course, or educational program placement
- Eligibility requirements for participation in extracurricular activities
- Enrollment in the Texas Virtual School Network (TXVSN)
- Graduation requirements

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty
- On leave
- Returning from a deployment of at least four months

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.

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Additional information may be found at [Military Family Resources at the Texas Education Agency](https://tea.texas.gov/about-tea/other-services/military-family-resources) (<https://tea.texas.gov/about-tea/other-services/military-family-resources>).

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

State law permits a parent of multiple-birth siblings (for example, twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL) for more information.]

Safety Transfers/Assignments

The board or its designee will honor a parent's request to transfer their child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom.

Transportation is not provided for a transfer to another campus. See the Harleton High School Principal for more information.

[See **Harleton High School believes in** and is committed to celebrating the success and achievements of our students. For more information concerning awards, contact the high school office.

Bullying (All Grade Levels), and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of their child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of their child to a neighboring district if the child has been the victim of 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 the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request 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 10 district business days.

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A Student in the Conservatorship of the State (Foster Care)

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to 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).

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district.

The district will award partial course credit when the student only passes one half of a two-half course. [For provisions on partial course credit for students who are not in the conservatorship of the state, see EI(LOCAL).]

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries — or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries — is entitled to remain at the school the student was attending before the placement or move until the student reaches the highest grade level at that particular school.

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 a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid
- Arrange for and accompany the student on campus visits
- Assist in researching and applying for private or institution-sponsored scholarships
- Identify whether the student is a candidate for appointment to a military academy
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS)
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state

If you have questions, please contact the district's foster care liaison:

Honey Ratcliff

Assistant Principal of Student Services

RatcliffHoney@harletonisd.net

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903-777-2711

[See **Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject** and **Course Credit (Secondary Grade Levels Only)**]

A Student Who Is Homeless

A parent is encouraged to inform the district if their child is experiencing homelessness. District staff can share resources that may be able to assist families.

A student who is 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 at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules
- Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district
- Awarding partial credit when a student passes only one half of a two-half course
- Eligibility requirements for participation in extracurricular activities
- Graduation requirements

Federal law allows a student who is homeless to remain enrolled in 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 district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student 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.

For more information on services for students who are homeless, contact the district's homeless education liaison:

Honey Ratcliff

Assistant Principal of Student Services

RatcliffHoney@harletonisd.net

903-777-2711

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[See **Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject and Course Credit (Secondary Grade Levels Only).**]

A Student Who Has Learning Difficulties or Who Needs 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, their 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](https://fw.escapps.net/Display_Portal/publications) (https://fw.escapps.net/Display_Portal/publications). 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

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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 about special education is available from the school district in a companion document titled [Parent's Guide to the Admission, Review, and Dismissal Process](https://fw.escapps.net/Display_Portal/publications) (https://fw.escapps.net/Display_Portal/publications).

Contact Person for Special Education Referrals

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Crystal Brock, 903-777-2711.

For questions about post-secondary transitions, including the transition from education to employment, for students receiving special education services, contact the district's transition and employment designee, Crystal Brock, 903-777-2711.

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
- 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 Honey Ratcliff, 903-777-2711.

[See **A Student with Physical or Mental Impairments Protected under Section 504**]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](https://fw.escapps.net/Display_Portal?destination=/) (https://fw.escapps.net/Display_Portal?destination=/)
- [Partner Resource Network](http://prntexas.org/) (<http://prntexas.org/>)
- [SPEDTEX: Special Education Information Center](https://www.spedtex.org/) (<https://www.spedtex.org/>)
- [Texas First Project](http://www.texasprojectfirst.org/) (<http://www.texasprojectfirst.org/>)

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- [TEA Special Education Parent and Family Resources](https://tea.texas.gov/academics/special-student-populations/special-education/parent-and-family-resources)
(<https://tea.texas.gov/academics/special-student-populations/special-education/parent-and-family-resources>)

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

Texas Driving with Disability Program

In accordance with state law, the district will provide notification of the Texas Driving with Disability Program to students who have a health condition or disability that may impede effective communication with a peace officer and receive special education or are covered by Section 504 of the Rehabilitation Act of 1973. This notification will be provided annually to an eligible student aged 16 years or older until the student's graduation or 21st birthday and to the student's parents.

The Texas Driving with Disability Program focuses on improving the interaction between law enforcement and drivers with disabilities that have unique communication needs.

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside their attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus if the grade level for the transferring student is offered on that campus.

The student receiving special education services is entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs before requesting a transfer for other children in the home. [See policy FDB(LOCAL) for more information.]

A Student Who Speaks a Primary Language Other than English

A student may be eligible to receive specialized support if their primary language is not English and the student has difficulty performing ordinary class work in English.

If the student qualifies for these 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.

[See **Emergent Bilingual Students (All Grade Levels)** and **Special Programs (All Grade Levels)**.]

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A Student with Physical or Mental Impairments Protected under Section 504

A student with 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 whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** and policy FB for more information.]

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Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact Katherine Bates at 903-777-2711.

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws are discussed below — one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit.

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.

Ages 6-18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall 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 a student in kindergarten-grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

Age 19 and Older

A student who voluntarily attends or enrolls after their 19th birthday is required to attend each school day until the end of the school year. If the student incurs 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 for more information.]

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Compulsory Attendance — Exemptions

All Grade Levels

State law allows exemptions to the compulsory attendance requirements, as long as the student makes up all work, for the following activities and events:

- Religious holy days
- Required court appearances
- Appearing at a governmental office to obtain U.S. citizenship
- Taking part in a US naturalization oath ceremony
- Serving as an election clerk
- Health-care appointments for the student or a child of the student, including absences related to autism services
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician
- For students in the conservatorship of the state:
 - An activity required under a court-ordered service plan
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments. [See **Children of Military Families**.]

Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including wifi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and may be monitored by the district. For more information, see **Telecommunications and Other Electronic Devices (All Grade Levels)**.

Secondary Grade Levels

The district will allow a student who is 15 years of age or older to be absent for one day to obtain a learner license and one day to obtain a driver's license, provided that the board has authorized such excused absences under policy FEA(LOCAL). The student will be required to provide documentation of the visit to the driver's license office for each absence and must make up any work missed.

[See **Driver License Attendance Verification (Secondary Grade Levels Only)**.]

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university if the following conditions are met:

- The board has authorized such excused absences under policy FEA(LOCAL)
- The principal has approved the student's absence

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- The student follows campus procedures to verify the visit and makes up any work missed

The district will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days during the student's junior year and two days during the student's senior year for a career investigation day to visit a professional at that individual's workplace to determine the student's interest in pursuing a career in the professional's field, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as:

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

The district will allow a student in grades 6-12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

Compulsory Attendance — Failure to Comply

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student who is absent without permission from school, any class, any required special program, or any required tutorial 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 or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6-18

When a student age 6-18 three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of their duty to monitor the student's attendance and require the student to attend school
- Request a conference between school administrators and the parent

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- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures

The truancy prevention facilitator for the district is Crystal Brock, 903-777-2711.

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs 10 or more unexcused absences within a six-month period in the same school year.

If a student age 12-18 incurs 10 or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter 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 (All Grade Levels)

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if they complete a plan, approved by the principal, that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

Except for absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

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- Whether the student has completed makeup work satisfactorily. If the student completes makeup work, absences listed under **Compulsory Attendance** and absences for extracurricular activities will be considered extenuating circumstances.
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

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

Official Attendance-Taking Time (All Grade Levels)

The district will take official attendance every day at 9:00 am.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

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

Upon returning to school, a student who is absent for more than 5 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 absence. Otherwise, the absence may be considered unexcused and 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 absence to determine whether an absence will be excused or unexcused.

Certification of Absence Due to Severe Illness or Treatment

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

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Driver License Attendance Verification (Secondary Grade Levels Only)

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The [VOE form](https://www.tdlr.texas.gov/driver/forms/VOE.pdf) (<https://www.tdlr.texas.gov/driver/forms/VOE.pdf>) is available online.

More information is available on the [Texas Department of Public Safety website](https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen) (<https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen>).

[See **Compulsory Attendance — Exemptions for Secondary Grade Levels** for information on excused absences for obtaining a learner license or driver's license.]

Accountability under State and Federal Law (All Grade Levels)

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings
- A School Report Card (SRC) for each campus in the district, compiled by TEA
- The district's financial management report, which includes 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

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

TEA maintains additional accountability and accreditation information at [TEA Performance Reporting Division](https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting) (<https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting>).

Armed Services Vocational Aptitude Battery Test (Grades 10-12)

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.

The test shall be offered on November 12, 2024 at 9:00 am.

Contact the principal for information about this opportunity.

Awards and Honors (All Grade Levels)

Harleton High School believes in and is committed to celebrating the success and achievements of our students. For more information concerning awards, contact the high school office.

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Bullying (All Grade Levels)

The district strives to prevent bullying, in accordance with the district's policies, by promoting a positive school culture; building healthy relationships between students and staff; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

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
- Infringes on the rights of the victim at school

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done using any electronic communication device, including:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool

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

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- Rumor-spreading
- Ostracism

The district will integrate into instruction research-based content designed to reduce bullying that is appropriate for students' age groups.

Students in secondary grades will participate in:

- Instruction on the brain's ability to change and grow so the student recognizes bullying behavior can come from a developmental need to acquire more social skills, can change when the brain matures and learns better ways of coping, and is not an unchangeable trait
- Discussions that portray bullying as undesirable behavior and a means for attaining or maintaining social status at school, and that discourage students from using bullying as a tool for social status
- Instruction designed so that students recognize the role that reporting bullying behaviors plays in promoting a safe school community

The district will use an age-appropriate survey about school culture that includes relevant questions on bullying to identify and address student concerns.

Each campus has a committee that addresses bullying by focusing on prevention efforts and health and wellness initiatives. The committee will include parents and secondary students. For more information on this committee, including interest in serving on the committee, contact the HHS Campus Principal.

If a student believes that they have experienced bullying or witnessed the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Any district employee aware of a report of a bullying incident will relay the report to an appropriate administrator. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying by accessing the Crisis Go Anonymous Alerts link on the Harleton ISD webpage, www.HarletonISD.net.

The administration will investigate any allegations of bullying and 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.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not meet the definition of bullying.

The district will provide research-based interventions, which may include counseling options, for students who engage in bullying behaviors, students who are targeted by bullying behaviors, and any student who witnessed bullying behaviors.

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Any action taken in response to bullying will comply with state and federal law regarding students with disabilities.

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

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the board may transfer the student to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments**]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

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

[See **Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels), Hazing (All Grade Levels)**, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)

The district offers career and technical education programs in the following areas:

- Agriculture, Food, and Natural Resources.
- Arts, Audio/Video Technology, and Communications.
- Business, Marketing, and Finance.
- Education and Training.
- Health Science.
- Law and Public Service.

Admission to these programs is based on student interest and availability.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities, and provides equal access to the Boy Scouts and other designated youth groups 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.

District policy also prohibits discrimination 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

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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 or participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX coordinator and the ADA/Section 504 coordinator.

[See **Nondiscrimination Statement (All Grade Levels)** for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator.]

Celebrations (All Grade Levels)

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See **Food Allergies (All Grade Levels)**]

Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child abuse, neglect, trafficking, and other maltreatment of children, which may be accessed at www.harletonisd.net. Abuse includes physical abuse, including sexual abuse, and psychological and emotional abuse. Trafficking includes both sex and labor trafficking.

Duty to Report

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). See below for information about how to report and respond to allegations of child abuse or neglect.

Possible Warning Signs of Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children

Physical abuse

Possible warning signs of physical abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations

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- Frequent complaints of pain without apparent injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Extreme fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unseasonable clothing that may hide injuries to arms or legs

Sexual Abuse

Possible warning signs of sexual abuse include:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors, or play beyond what is considered age-appropriate behavior
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [**Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)** and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking.**]

Emotional Abuse

Possible warning signs of emotional abuse include:

- Over-compliance or low self-esteem caused by scapegoating or verbal abuse by caregivers
- Severe depression, anxiety, or aggression
- Lag in physical, emotional, and intellectual development
- Indicators of a caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems
- Significant changes to behavior, such as withdrawal or over-aggression
- Significant changes to weight, such as substantial weight gain or weight loss

Neglect

Possible warning signs of neglect include:

- Obvious malnourishment
- Consistent lack of personal hygiene that poses a health risk
- Stealing or begging for food

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- Child unattended for long periods of time
- Unaddressed need for dental care or other medical attention

Description and Warning Signs of Trafficking

Child 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. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers contact 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
- Older romantic partners

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips
- Being employed but not having a school-authorized work permit
- Being employed and having a work permit but clearly working outside the permitted hours for students
- Owning a large debt and being unable to pay it off
- Not being allowed breaks at work or being subjected to excessively long work hours
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss
- Not being in control of their own money
- Living with an employer or having an employer listed as a student's caregiver
- A desire to quit a job but not being allowed to do so

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking.**]

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Reporting and Responding to Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children

A child who has experienced any type of abuse or neglect should be encouraged to seek out a parent or trusted adult. Children may be reluctant to disclose abuse and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that they did the right thing by telling you.

If your child is a victim of abuse, neglect, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. 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](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp) ([http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp)).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1 800-252-5400 or on the web at [Texas Abuse Hotline Website](http://www.txabusehotline.org) (www.txabusehotline.org).

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites include resources to help increase awareness of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway](https://www.childwelfare.gov/pubPDFs/whatiscan.pdf) (<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>)
- [KidsHealth, For Parents, Child Abuse](https://kidshealth.org/en/parents/child-abuse.html) (<https://kidshealth.org/en/parents/child-abuse.html>)
- [Office of the Texas Governor's Child Sex Trafficking Team](https://gov.texas.gov/organization/cjd/childsextrafficking) (<https://gov.texas.gov/organization/cjd/childsextrafficking>)
- [Human Trafficking of School-aged Children](https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children) (<https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children>)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](https://taasa.org/product/child-sexual-abuse-parental-guide/) (<https://taasa.org/product/child-sexual-abuse-parental-guide/>)
- [National Center of Safe Supportive Learning Environments: Human Trafficking in America's Schools](https://safesupportivelearning.ed.gov/human-trafficking-america-schools) (<https://safesupportivelearning.ed.gov/human-trafficking-america-schools>)

Class Rank/Highest-Ranking Student (Secondary Grade Levels Only)

Calculation

- Courses that are **included** in the class rank calculations; The district shall include the calculation of class rank semester grades earned in all courses receiving high school credit regardless of when the credit was earned, except as excluded in this policy.

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- Courses that are **excluded** in the class rank calculations; The calculation of class rank shall exclude grades earned in fine arts, physical education, a course substituted for physical education, or a local course. Local courses that are considered honors will count towards GPA beginning with the 2016-2017 school year. [See policy EIC for more information.]

End of Course Assessment Scores

The district shall not include scores from end-of-course (EOC) assessments in calculations for class rank.

Weighted Grade System

The district shall categorize and weight courses as Advanced / Honors and regular, in accordance with provisions in this policy.

Categories: Advanced / Honors System

High School courses in the subject of English, foreign language, mathematics, science, and social studies shall be eligible to be categorized as Advanced / Honors courses. High school courses locally designated as Advanced / Honors shall be listed in the student handbook and shall be weighted as Advanced / Honors courses. All dual credit courses shall be categorized and weighted as Advanced / Honors courses. ***Beginning with the 2019 Freshman class***, dual credit courses will be weighted 5 points higher than campus honors or advanced courses.

Regular Courses

All other eligible courses shall be categorized and weighted as regular courses.

Weighted Numerical Average

The district shall assign weights to semester grades and shall calculate a weighted numerical grade average in accordance with the following scale:

Students enrolled in the 10th , 11th , or 12th grade during the 2019-2020 school year, will have transcripts weighted using the current scale listed below:

Category	Weight
Dual Credit / Honors Core Classes	Plus 10 points
Advanced / Honors Non-Core Classes	Plus 5 Points
Regular	Plus 0 Points

The following weight system was implemented, beginning with the freshman class of 2019-2020.

Category	Weight
Dual Credit	Plus 10 points
Advanced / Honors Classes	Plus 5 Points

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Regular

Plus 0 Points

2023-2024 Advanced/Honors Courses

- Honors English I, II, III
- Honors Biology, Honors Chemistry, Honors Physics, and Anatomy & Physiology
- Honors U.S. History, Honors World Geography, Honors World History, Honors Government and Economics
- Honors Algebra I, Honors Geometry, Honors Algebra II, and Pre-Calculus
- Honors Spanish I and II
- Engineering Design & Development and Engineering Design & Problem Solving
- Dual Credit Courses

The district shall record un-weighted numerical grades on student transcripts.

Dual Credit Grades

Dual credit courses are weighted 10 points. Beginning with the 2017-2018 school year, number grades will be reported exactly as they are received from partnering colleges / Universities. If a number grade is not given by the college / Universities, and only a letter grade is reported, the grading scale HHS will use is:

A = 95

B = 85

C = 75

D = 70

F = 50

Transferred Grades

When a student transfers semester grades for courses that would be eligible under the Regular category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers semester grades for courses that would be eligible to receive additional weight under the District's weighted grade system, the District shall assign additional weight to the grades based on the categories and grade weight system used by the District only if the same or an equivalent course is offered to the same class of students in the District.

Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the fifth six-week grading period of the senior year. The average of the fourth and fifth six-week grades shall be used as the semester grade for the purpose.

University Senior Ranking

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For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC(LEGAL)]

Harleton Senior Class Ranking

For the purpose of graduation honors only, the district shall make a separate calculation of class rank titles "Harleton Senior Class Ranking" – including only those students who are completing graduation requirements in exactly eight full semesters.

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second highest rank, respectively. To be eligible for this local honor, as well as a local recognition for the third, fourth, and fifth highest rank, a student must:

1. Have been continuously enrolled in the District high school for the four semesters immediately preceding graduation;
2. Have completed the Recommended Program, the Advanced/Distinguished Achievement Program, or the foundation program with the distinguished level of achievement; and
3. Be graduating after exactly eight semesters of enrollment in high school.

Breaking Ties

In case of a tie in weighted numerical grade averages after calculation to the thousandths place, the District shall recognize all students involved in the tie as sharing the honor and title.

Highest Ranking Graduate

The student meeting the local eligibility criteria for recognition as the valedictorian shall also be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

Honor Graduates

The District shall recognize as an honor graduate each student who:

1. Has earned a cumulative weighted numerical grade average of 90 or higher and;
2. Has not committed during his or her enrollment in high school, a major violation of the Student Code of Conduct resulting in suspension, placement in DAEP, or expulsion.
 - HISD will award the highest-ranking graduate scholarship to the district-declared valedictorian. Early graduates will not be eligible based on the requirements for district-declared valedictorian.

[See policy EIC for more information.]

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Class Schedules (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day and maintain a full class schedule. 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 schedule.

[See **Schedule Changes (High School Grade Levels)**] for information related to student requests to revise their course schedule.]

College and University Admissions and Financial Aid (All Grade Levels)

For two school years following graduation, a district student who graduates as valedictorian or in the top 10 percent of their class is eligible for automatic admission into four-year public universities and colleges in Texas if the student meets one of the following requirements:

- Completes the distinguished level of achievement under the foundation graduation program [see **Foundation Graduation Program**]
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

If a college or university adopts 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 their class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2024 term through the spring 2026 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice about the following:

- Automatic college admission
- Curriculum requirements for financial aid
- Benefits of completing the requirements for automatic admission and financial aid
- The Texas First Early High School Completion Program, which requires a student to provide an official copy of assessment results and transcripts, as applicable, to receive credit for the assessments and credits required for early graduation under the program
- The Texas First Scholarship Program
- The Future Texas Teachers Scholarship Program

Parents and students will be asked to sign an acknowledgment that they received this information.

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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 (Secondary Grade Levels Only)** for information specifically related to how the district calculates a student's rank in class, and requirements for **Graduation (Secondary Grade Levels Only)** for information associated with the foundation graduation program.]

[See **A Student in the Conservatorship of the State (Foster Care)** for information on assistance in transitioning to higher education for students in foster care.]

College Credit Courses (Secondary Grade Levels Only)

Students in grades 9-12 may earn college credit through the following opportunities:

- 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 AP or dual credit courses through the Texas Virtual School Network (TXVSN)
- Enrollment in courses taught in conjunction and in partnership with Panola College, Kilgore College, or other approved college, which may be offered on or off campus
- Enrollment in courses taught at other colleges or universities
- Enrollment in these programs is based on grades and college readiness tests.

Under the Financial Aid for Swift Transfer (FAST) program, a student may be eligible to enroll at no cost to the student in dual credit courses at a participating institution of higher education. The FAST program allows students who are or have been educationally disadvantaged at any time during the four years preceding the student's enrollment in a dual credit course to enroll at no cost to the student. The district will determine eligibility upon the student's enrollment in the dual credit course. See the HHS Assistant Principal for more information.

A student may be eligible for subsidies based on financial need for AP or IB exam fees. [See **Fees (All Grade Levels)** for more information.]

A student may also earn college credit for certain Career and Technical Education (CTE) courses. See **Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)** for information on CTE and other work-based programs.

For dual credit purposes, all these methods have eligibility requirements and must be approved before 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.

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.

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Communications (All Grade Levels)

Parent Contact Information

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address.

A parent must provide the contact information to the district upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the district.

If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

A parent may update contact information by contacting the campus registrar, Katherine Bates, at BatesKatherine@harletonisd.net.

Automated Emergency Communications

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 situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See **Safety (All Grade Levels)** for information about contact with parents during an emergency situation.]

Automated Nonemergency Communications

Your child's school periodically sends information by automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission and specific to your child, your child's school, or the district.

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal. [See **Safety (All Grade Levels)** for information about contact with parents during an emergency.]

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 resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy at FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at <https://pol.tasb.org/Home/Index/608>. The complaint forms can be accessed www.harletonisd.net at the principal's or superintendent's office.

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To file a formal complaint a parent or student should complete and submit the complaint form. In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.

If the concern is not resolved, a parent or student may request a conference with the superintendent.

If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior — on and off campus, during remote and in-person instruction, and on district vehicles — and outlines 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 summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately before the summer period apply, unless the district amends either or both documents for summer instruction.

Campus Behavior Coordinator

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 is available on the district's website at www.harletonisd.net and the coordinator for this campus is listed below:

Honey Ratcliff

Assistant Principal of Student Services

RatcliffHoney@harletonisd.net

903-777-2711

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HARLETON HIGH SCHOOL DISCIPLINE MANAGEMENT PLAN

Continued failure to adhere to this policy can result in the rapid escalation of any offense

Examples of Level I offenses include, but are not limited to the following:

1. Sleeping in class
2. Not participating in class
3. Failure to attend teacher assigned detention
4. Hall or cafeteria disturbance
5. Public display of affection
6. Tardies

Examples of Level II offenses include, but are not limited to the following:

1. Destruction of property
2. Blatant disrespect
3. Skipping class
4. Leaving campus without permission
5. Possession of prohibited items.
6. Computer/Internet violations
7. Theft (Under \$50.00)
8. Videoing Physical Altercations
9. Bullying or intimidation

Examples of Level III offenses include, but are not limited to the following:

1. Assault
2. Conduct relating to false alarm or report (including bomb threat) or a terroristic threat involving a public school
3. Possession of, using, selling, giving, or delivering alcohol, vaping/e-cigarette devices, or a controlled substance
4. Possession of a weapon
5. Engaging in verbal or written exchange that threatens the safety of a school employee or any other member of the school community
6. Vandalism or criminal mischief
7. Inappropriate exposure of body parts or public lewdness
8. Hazing, harassment or threatening behavior
9. Retaliation or targeting of any school employee through violence, vandalism, theft, criminal mischief, or social media content.

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	Level One	Level Two	Level Three
Step One	Teacher/Staff Action: Parent notification documented in Skyward	Referral to Assistant Principal of Student Services: Counsel with student, parent notification & 1 day of ISS. Students may attend practices but shall not participate in any extracurricular competition or event while serving ISS.	Conference with Assistant Principal of Student Services, Principal, Student, & Parent/Guardian and Alternative placement (DAEP), suspension, or expulsion will be assigned. When needed, local authorities will be called to take legal action.
Step Two	Teacher/Staff Action: Teacher assigned Break Detention and/or Alternative Assignment documented in Skyward	Referral to Assistant Principal of Student Services: Parent notification & 2 days ISS	
Step Three	Referral to Assistant Principal of Student Services: Counsel with student, parent notification, Assign 1 day of Academic detention	Referral to Assistant Principal of Student Services: Parent Conference & 3 days ISS	
Step Four	Referral to Assistant Principal of Student Services: Assign 2 days of Academic detention	Referral to Assistant Principal of Student Services: Parent notification & 4 days ISS	
Step Five	Referral to Assistant Principal of Student Services: Assign 3 days of Academic detention	Conference with Assistant Principal of Student Services, Principal, Student, & Parent/Guardian and Alternative Placement (DAEP)	
Failure to complete assigned step, will result in moving to the next step.*	*After Step Six , additional Level One offenses will attach to current Step 1-6 (as needed) under the Level II heading.	*If behavior banned by the student code of conduct continues in DAEP, the placement can be extended to address the continuing discipline infractions.	

*In severe or frequent disciplinary infractions, administrators may circumvent the six-step disciplinary progression and assign consequences to address behavior.

This plan is provided as a guide to promote consistent application of the discipline policy. HISD administration has the discretion to amend this policy as appropriate.

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Possession: Controlled Substance, Alcohol, Vaping, and Tobacco Policy

Harleton High School has a **zero tolerance policy** concerning the possession of and/or use of any illegal drugs, alcohol, vape devices, or tobacco products on campus (**includes school activities on or off campus**). If the student is found with any piece, part, or chemical used in a vaping device, the student will be deemed to be in possession of a prohibited item on campus. This will result in a referral and placement consistent with the following vape policy.

VAPE/E-CIGARETTE POLICY

STEP	PLACEMENT	DAYS
STEP 1	DAEP	15
STEP 2	DAEP	30
STEP 3	DAEP	45
STEP 4+	DAEP	TBD

**** This chart is for vape/e-cigarette infractions only. ****

Changes to this policy are a result of recent legislation. In accordance with HB 114, a student shall be removed from class and placed in a disciplinary alternative education program if the student possesses, uses, sells, gives, or delivers to another person an e-cigarette (includes components, parts, or accessories).

*If a disciplinary alternative education program is at capacity at the time of placement decision, the student shall be placed in in-school suspension; and if a position becomes available in the disciplinary alternative education program before the expiration of the period of placement, transferred to the DAEP for the remainder of the period.

If any part of the vape contains a controlled substance (for example: THC) the student will be referred as being in possession of a controlled substance and will be subject to the DAEP placement procedures for that offense. A student found to be in possession of tobacco, vape devices (includes parts of vape devices), alcohol or controlled substances may receive a ticket and / or other consequences issued by our campus SRO or other law enforcement agencies.

Physical Altercations & Promotion of Altercations and/or Bullying

When physical altercations occur, all students involved will be suspended for the remainder of the day and serve three days of ISS unless otherwise determined by a campus administrator. If a student is involved in more than one physical altercation within a school year, an alternative placement will be considered. Any student or group of students that engage in promoting altercations, bullying, or any other negative actions that may result in major disruption of the campus, may be deemed to be a participant in the activity and receive disciplinary consequences including ISS, OSS, and DAEP assignments.

Administrator Discretion & Student Removal from Class/Activities

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Serious or classroom disruption infractions will result in the student being removed from class and sent directly to the office. Infractions of this nature will result in a discipline consequence. In the case of severe or frequent disciplinary infractions, an administrator to address specific offenses may circumvent the six-step disciplinary progression.

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.

Disruption of School Operations

Disruption of school operations is 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 or within 500 feet of district property includes:

- Making loud noises
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity
- 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 is also considered a disruption.

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 the guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

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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
- 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 will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction on how best to 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, how to make the most of academic and career and technical education (CTE) opportunities, and the importance of postsecondary education.

The school counselor will also provide information each year a student is enrolled in high school about:

- The importance of postsecondary education
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma
- Financial aid eligibility and how to apply for financial aid
- Automatic admission to state-funded Texas colleges and universities

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- Eligibility requirements for the TEXAS Grant
- Availability of district programs that allow students to earn college credit
- Availability of tuition and fee assistance for postsecondary education for students in foster care
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training

Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

[See **Scholarships and Grants** for more information.]

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should do so at their convenience. 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 **Mental Health Support (All Grade Levels)**, **Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels)**, and **Dating Violence**.]

Course Credit (Secondary Grade Levels Only)

A student at any grade level enrolled in a high school course will earn credit for the course only if the final grade is 70 or above. For a two-part (two-semester, 1-credit course), the student's grades from both halves (semesters) will be averaged and credit will be awarded if the combined average is 70 or above. If the student's combined average is less than 70, the student will be awarded credit only for the half (semester) with the passing grade.

Credit by Examination — If a Student Has Taken the Course/Subject (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.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

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The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination. [See **Attendance for Credit or Final Grade (All Grade Levels)**.]

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

[See the school counselor and policy EHDB(LOCAL) for more information.]

Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction 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. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days before the scheduled testing date. [See policy EHDC for more information.]

Students in Grades 6-12

A student in grade 6 or above is eligible to earn course credit if the student meets one of the following requirements:

- A passing score of at least 80 on an examination approved by the board
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP)
- 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.

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Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, age, disability, 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 or at <https://pol.tasb.org/Home/Index/608>. [See the FFH series of policies for more information.]

Dating Violence

Dating violence will not be tolerated at school. To report dating violence, see **Reporting Procedures**.

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 or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a 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, 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
- Threats to harm a student's past or current dating partner
- Attempts to isolate the student from friends and family
- Stalking
- Encouraging others to engage in these behaviors

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

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For more information on dating violence, see:

- Texas Attorney General's office [recognizing and responding to dating violence flier](https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf) (<https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf>)
- The CDC's [Preventing Teen Dating Violence](https://www.cdc.gov/intimate-partner-violence/about/about-teen-dating-violence.html) (<https://www.cdc.gov/intimate-partner-violence/about/about-teen-dating-violence.html>)

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**]

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a 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
- Other kinds of aggressive conduct such as theft or damage to property

Sexual Harassment and Gender-Based Harassment

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

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature
- Sexual advances
- Jokes or conversations of a sexual nature
- Other sexually motivated conduct, communications, or contact

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and

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other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault
- Threatening or intimidating conduct
- Other kinds of aggressive conduct such as theft or damage to property

Retaliation

Retaliation against a person who makes a report or participates in an investigation of discrimination, harassment, or dating violence is prohibited.

Reporting Procedures

Any student who believes that they have 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 the FFH series of policies and FFH(EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by the FFH series of policies. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Harleton High School believes in** and is committed to celebrating the success and achievements of our students. For more information concerning awards, contact the high school office.

Bullying (All Grade Levels)]

The district will promptly notify the parent 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 parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by the FFH series of policies.

Investigation of Report

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

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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 comply with law.

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 its investigation at the conclusion of the agency's investigation.

During 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 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 (All Grade Levels)**]

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 dual credit courses offered by our partner colleges.

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, to earn credit in a course or subject, the student must receive permission from the principal before 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.

[See **Remote Instruction**]

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 (All Grade**

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Levels)] In addition, a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required must still take the corresponding EOC assessment.

A parent may ask questions or request that their child be enrolled in a TXVSN course by contacting the school counselor. Unless an exception is made by the High School 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 addressing distance learning 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 High School Assistant Principal of Student Services, Honey Ratcliff.

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, newspapers, yearbooks, brochures, flyers, and the like.

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 High School Campus Principal or Assistant Principal before selling, posting, circulating, or distributing more than 20 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. Approval will be granted or denied within two school days.

The High School Principal is responsible for designating the location for approved nonschool materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

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 policy FNG(LOCAL) for student complaint procedures.]

From Others

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No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy 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 High School Principal for prior review. The High School 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 DGBA or GF for more information.]

The High School Principal will designate the location for approved nonschool materials to be placed for voluntary viewing or collection.

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 noncurriculum-related student group meeting held in accordance with policy 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 teaches grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Hair length will not be restricted for students. All students are required to wear their hair above their eyes, well-groomed, and clean at all times. Unnatural styles or colors that create a disruption will be considered in violation of this code (this includes blue, hot pink, green, purple, and other unnatural colors of hair).
- Beards, mustaches, and goatees are permitted but must be kept well-groomed. Sideburns that extend beyond the earlobes shall not be worn.
- High School Only: Hats are allowed (if worn correctly) in common areas (hallways, gym, cafeteria, etc). Each teacher will decide if hats are permissible in the classroom. Students must adhere to established guidelines or this privilege will be revoked.
- Bandanas are not permitted inside the building or on the campus for males or females.

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- Sunglasses shall not be permitted unless a physician's prescription is provided to the high school office or a physician places the student under concussion accommodations.
- Earrings shall be permitted for all students. No other visible facial/body piercings shall be allowed. No bandages covering body piercings will be allowed.
- Shirts and pants/skirts must overlap. Students shall not wear shirts or tops that are strapless, backless, off-shoulder, halters, transparent tubes, or low-cut (neck or underarm). Midriffs must be fully covered when arms are extended above the student's head. Sleeveless shirts or dresses must be at least 2" wide at the shoulder. Racerback clothing is not appropriate for school.
- See-through or provocative clothing, or excessively tight clothing, i.e. shorts, pants and excessively tight dresses and skirts, shall not be allowed.
- Leggings can be worn as an outer garment, but shirts/tops must come down below the fingertips, as measured with the shoulders at rest.
- Pants, jeans, dresses, skirts and shorts are appropriate. All styles of apparel (i.e., dresses, skirts, shorts, etc.) shall be no more than 4 inches above the back bend of the knee.
- Pajama pants as well as sagging, and/or low-waist pants are not considered appropriate attire and will not be allowed to be worn.
- Un-patched holes in clothing mid-thigh or higher are not permitted. Holes that have been patched, but are in inappropriate areas are not permitted. Administration can revoke this privilege if students do not comply with rules at any time.
- Articles of clothing shall be worn as they are designed to be worn, such as suspenders on the shoulders and waist bands on the waist.
- Articles of clothing or tattoos with tobacco, alcohol, or drug advertisement, obscene writing or painting, weapons, or any other emblems or writing that may be reasonably expected to substantially disrupt or cause interference with the regular school program shall not be permitted.
- Apparel designed as underwear may not be worn as outer garments.
- Students shall not wear clothes depicting a particular race or power, such as a glove, arm band, or any other insignia that might disrupt order and discipline.
- Apparel for PE, band, and athletic classes shall be at the discretion of the teacher, with principal approval.
- Students must wear school appropriate shoes at all times. House shoes are not allowed.
- On special days, the dress code will be at the discretion of the principal.
- Dress code compliance is a judgment of classroom teachers and/or administration. The final decision will be determined by the campus administration.

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 and return to the classroom. If the problem cannot be corrected at school, the principal will work with the

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student and parent to obtain an acceptable change of clothing for the student in a way that minimizes loss of instructional time.

Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

The table below is provided to illustrate dress code violation consequences.

1 st Offense	Parent notification + ISS until compliance with dress code is met
2 nd Offense	1 day detention as assigned by administration + ISS until compliance with dress code is met.
3 rd Offense	2 days of detention + ISS until compliance with dress code is met.
4 th Offense	1 day of ISS + ISS until compliance with dress code is met.
5 th Offense	2 days of ISS + ISS until compliance with dress code is met.

** If student continues to fail to comply with dress code, a parent conference will be held to discuss alternative disciplinary measures. **

Electronic Devices and Technology Resources (All Grade Levels)

Safe Use of Technology

The district is committed to ensuring that students use technology safely and will follow all federal and state requirements to protect students from excessive data collection or materials that are considered harmful to minors. The district considers parents as partners in cybersecurity and online safety.

In accordance with state and federal law, the district will:

- Install a filter that blocks and prohibits pornographic or obscene materials or applications, including from unsolicited pop-ups, installations, and downloads, before transferring an electronic device to a student to be used for an educational purpose
- Block or filter students' internet access to pictures that are obscene, contain child pornography, or have been determined to be harmful to minors in accordance with the Children's Internet Protection Act (CIPA)
- Require direct and informed parental consent for a student's use of software, other than software excluded from the consent requirement by law [See **Required State Assessments** and **Standardized Testing**.]
- Require direct and informed parental consent for a student's use of software that conducts mental health assessments or other assessments unrelated to education curricula that are intended to collect information about students [See **Consent to Conduct a Psychological Evaluation**.]

If you want to know more about partnering with the district regarding cybersecurity and online safety, or if you have complaints or concern about student use of electronic devices, please contact the Campus Principal, Crystal Brock, at 903-777-2711.

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[See **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)**.]

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [See **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)** for graphing calculator applications on computing devices.]

A student must have approval to possess other personal telecommunications devices on campus such as laptops, tablets, or other portable computers.

Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated in accordance with the Harleton High School Cell Phone Policy. This policy also states that after the third offense, the parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$10.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be stored in accordance with administrative regulations. [See policy FNCE for more information.]

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

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.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

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Acceptable Use of District Technology Resources

District-owned technology resources may be issued to individual students for instructional purposes. Use of the district's network systems and 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 possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, 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.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the ["Before You Text" Bullying and Sexting Course](https://txssc.txstate.edu/tools/courses/before-you-text/) (<https://txssc.txstate.edu/tools/courses/before-you-text/>), a state-developed program that addresses the consequences of sexting.

In accordance with state law, the district prohibits the installation or use of TikTok (or any successor application or service) on a district device, along with any other social media application or service determined by the governor.

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. In some cases, the consequence may be expulsion.

End-of-Course (EOC) Assessments

[See **Graduation (Secondary Grade Levels Only)** and **Standardized Testing**.]

Emergent Bilingual Students (All Grade Levels)

A student who is an emergent bilingual student is entitled to receive specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of both district personnel and at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent to any services recommended by the LPAC. 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.

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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 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**, may be administered to an emergent bilingual 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 emergent bilingual students who qualify for services.

If a student is considered an emergent bilingual student 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-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation (All Grade Levels)**.]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict 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 and parents can access the [UIL Parent Information Manual](https://www.uil texas.org/athletics/manuals) (<https://www.uil texas.org/athletics/manuals>) online. A hard copy can be provided by the coach or sponsor of the activity on request.

To report 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](https://www.uil texas.org/) (<https://www.uil texas.org/>) for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. Parents 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 a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

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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), 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.

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight-reading Evaluation, and the student receives a grade below 70 in any course at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance but is ineligible for other extracurricular activities for at least three weeks.

In addition, the following applies to all extracurricular activities:

- A student who 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.
- An absence for participation in an activity that has not been approved will be considered 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: Student Council, National Honor Society, FFA, and TAFE.

Fees (All Grade Levels)

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide their own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, and the like.
- Voluntarily purchased student health and accident insurance.

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- 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.
- 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.**]
- A maximum fee of \$50 for 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 for the student to meet the 90 percent attendance requirements. 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 High School Principal. [See policy FP for more information.]

Fundraising (All Grade Levels)

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

Gang-Free Zones (All Grade Levels)

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Grade-Level Classification (Grades 9-12 Only)

After grade 9, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)

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15	Grade 12 (Senior)

Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period
- How the student's mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like)
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed
- Procedures for a student to follow after an absence
- Grading consequences for academic dishonesty, including cheating or copying the work of another student, plagiarism (including the unauthorized use of artificial intelligence (AI) such as ChatGPT), and unauthorized communication between students during an examination

[See **Report Cards/Progress Reports and Conferences (All Grade Levels)** for additional information on grading guidelines.]

Graduation (Secondary Grade Levels Only)

Requirements for a Diploma

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

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law
- 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
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE)
- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA)

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

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- Algebra I
- Biology
- U.S. History

A student who does not achieve a sufficient score will have opportunities to retake an assessment.

State law allows a student to meet EOC requirements by substituting satisfactory performance on approved national standardized assessments or on the state-developed assessment used for entrance into Texas public universities. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation in the applicable content area. This may require the student's participation outside normal school operating times.

In limited circumstances, a student who fails to demonstrate proficiency on up to two 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.

[See **Standardized Testing**.]

Foundation Graduation Program

Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM)
- Business and Industry
- Public Service
- Arts and Humanities
- Multidisciplinary Studies

Endorsements earned by a student will be noted on the student's transcript.

A student can complete the foundation graduation program with a "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

Personal Graduation Plans will be completed for each high school student.

State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student's sophomore year, the student and student's parent may request that the student graduate without an endorsement. The district will advise the student and the student's parent of the specific benefits of graduating with an endorsement. The student and the student's parent must then submit written permission to the school counselor for the student to graduate without an endorsement.

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A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student's desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on their transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, 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 license or certificate recognized at the state, national, or international level. 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, 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.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

Credits Required

The foundation graduation program requires completion of the following credits:

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4
Science	3	4
Social Studies	3	3
Physical Education	1	1
Languages other than English	2	2
Fine Arts	1	1
Locally required course	1	1

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Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
Electives	4	6
Total	22 credits	26 credits

Additional considerations apply in some course areas, including:

- **Mathematics:** To obtain the distinguished level of achievement under the foundation graduation program, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits. A student's completion of the distinguished level of achievement is a requirement to be considered for automatic admission to a Texas four-year college or university and will be included on a student's transcript.
- **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.
- **Languages other than English:** Students are required to earn 2 credits in the same language other than English to graduate.
 - A student may substitute computer programming languages for these credits.
 - A student may satisfy one of the 2 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 which endorsement to pursue upon entering grade 9.

Financial Aid Application Requirement

Before graduating from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

The Assistant Principal of Student Services will partner with faculty and college partners to offer evenings or in-school opportunities to complete the FAFSA or TASFA with assistance.

A student is not required to complete and submit a FAFSA or TASFA if:

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- The student's parent submits a form provided by the district indicating that the parent authorizes the student to opt out
- A student who is 18 years of age or older or a legally independent minor submits a form provided by the district indicating that the student opts out
- A school counselor authorizes the student to opt out for good cause

Please contact the school counselor for more information.

To confirm that a student has completed and submitted a FAFSA or TASFA, the student must submit one of the following:

- A screenshot that includes the processed date field of the FAFSA ApplyTexas Counselor Suite
- Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA
- A copy or screenshot of the FAFSA acknowledgment page
- A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form)
- An acknowledgment receipt from an institution of higher education (IHE)
- A copy of a financial aid award letter from an IHE

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 is a requirement for a student to be considered for automatic admission to a public four-year college or university in Texas, depending on their rank in class.

The school will review personal graduation plan options with each student entering grade 9 and the student's parent. Before the end of grade 9, a student and their parent will be required to sign off on a personal graduation plan that promotes college and workforce readiness, promotes career placement and advancement, and facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will outline an appropriate course sequence based on the student's choice of endorsement.

Please review [TEA's Graduation Toolkit](https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures) (<https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures>).

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

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Available Course Options for All Graduation Programs

Each spring, the district will update students on the courses required or offered in each curriculum area so students can enroll 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.

Not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at their 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 a course in the required curriculum other than fine arts or career and technical education (CTE), the district will offer the course 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 be issued to a 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

Admission, review, and dismissal (ARD) committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law.

Upon the recommendation of the ARD committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of their individualized education program (IEP) and in accordance with state 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 to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

A student who receives special education services and has completed four years of high school but has not met the requirements of their IEP may participate in graduation ceremonies and receive a certificate of attendance. The student may then remain enrolled to complete the IEP and earn a high school diploma but will only be allowed to participate in one graduation ceremony.

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

Graduation Activities

Graduation activities will include:

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- Senior Breakfast
- Baccalaureate
- Graduation

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments or been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. Keep in mind that participating in the ceremonies is not the same as graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

Students 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.

The following students and student groups shall be recognized at graduation ceremonies:

- Students who have earned approved graduation honors and regalia will be recognized by allowing those students to wear the approved regalia during the graduation ceremony.

Graduation Speakers

Certain graduating students will be given an opportunity to speak 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 the Student Code of Conduct and policy FNA(LOCAL) for more information.]

[See **Student Speakers (All Grade Levels)** for student speakers at other school events.]

Graduation Expenses

Because students and parents will incur expenses 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 **Student Speakers (All Grade Levels)**.]

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 TEXAS Grant Program, Teach for Texas Grant Program, and Future Texas Teachers Scholarship Program for scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Certain students who graduate early may also be eligible for the Texas First Scholarship Program.

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[See **College and University Admissions and Financial Aid (All Grade Levels)** for more information.]

Contact the school counselor for information about other scholarships and grants available to students.

Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**.]

Hazing (All Grade Levels)

Hazing is defined 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
- 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

The district will not tolerate hazing. Disciplinary consequences for hazing will be 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, superintendent, or law enforcement official.

[See **Harleton High School believes in** and is committed to celebrating the success and achievements of our students. For more information concerning awards, contact the high school office.

Bullying (All Grade Levels) and policies FFI and FNCC for more information.]

Health — Physical and Mental

Illness (All Grade Levels)

When your child is ill, please contact the school to let us know they will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, a child with a fever over 100 degrees must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal

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illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 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 and the school nurse determines that the child should go home, the nurse will contact the parent.

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

The school nurse is available to answer any questions for parents who are concerned about whether or not their 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. You may access the [DSHS exemption form \(https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions\)](https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions) online or by writing to this address:

Texas Department of State Health Services

Immunization Section, Mail Code 1946

P.O. Box 149347

Austin, Texas 78714-9347

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
- Polio
- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)
- Meningococcal
- Hepatitis A

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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.

For information on immunization against bacterial meningitis and college enrollment and attendance, see **Bacterial Meningitis (All Grade Levels)**.

[See the DSHS's [School and Childcare Vaccine Requirements](https://www.dshs.texas.gov/immunizations/school) (<https://www.dshs.texas.gov/immunizations/school>) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or a disease, head lice spread through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

The district does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The district will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice is available on the DSHS website [Managing Head Lice in School Settings and at Home](https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school) (<https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school>) and the Centers for Disease Control and Prevention's website [About Head Lice](https://www.cdc.gov/lice/about/head-lice.html) (<https://www.cdc.gov/lice/about/head-lice.html>).

[See policy FFAA for more information.]

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

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student may be authorized to possess their 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.

In accordance with policy FFAC, authorized employees 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 provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered 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.

An elementary or secondary student may possess and self-apply sunscreen to avoid overexposure to the sun. An elementary 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. If a secondary 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 they have written authorization from a parent and a physician or other licensed health-care provider. The student must also demonstrate to their 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 (All Grade Levels)**.]

Unassigned Epinephrine Auto-injectors

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized school personnel who have been adequately trained to administer an

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unassigned epinephrine auto-injector to a person who is reasonably believed to be experiencing a severe allergic reaction (anaphylaxis).

An “unassigned epinephrine auto-injector” is an epinephrine auto-injector prescribed by an authorized health-care provider in the name of the school issued with a non-patient-specific standing delegation order for the administration of an epinephrine auto-injector.

Epinephrine auto-injectors include brand-name devices such as EpiPens®.

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

The district will ensure that at each campus a sufficient number of school personnel are trained to administer epinephrine so that at least one trained individual is present on campus during regular on-campus school hours and when school personnel are physically on site for school-sponsored activities.

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

For additional information, see FFAC(LOCAL).

Unassigned Medication for Respiratory Distress

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained school personnel to administer a medication for respiratory distress on a school campus or at a school-related activity to a person reasonably believed to be experiencing symptoms of respiratory distress.

The district will provide at each campus school personnel who are trained to administer prescription medication for respiratory distress during regular school hours.

“Unassigned medication for respiratory distress” means albuterol, levalbuterol, or another medication designated by the executive commission of the Health and Human Services Commission for treatment of respiratory distress, prescribed by an authorized health-care provider in the name of the district with a non-patient-specific standing delegation order for the administration of a medication for respiratory distress, and issued by an authorized health-care provider.

For additional information, see FFAC(LOCAL).

Unassigned Opioid Antagonists

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained school personnel at each campus that serves students in grades 6-12 to administer an opioid antagonist, such as Narcan or Naloxone, to an individual who is reasonably believed to be experiencing an opioid-related drug overdose.

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One or more authorized and trained individuals will be present on each campus subject to this policy during regular school hours.

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
- Safe, supportive, and positive school climates

Harleton High School participates in Red Ribbon Week, partners with ETCADA, utilizes Texas Child Health Access Through Telemedicine (TCHAT), and incorporates the ESTEEM programs.

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:

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- **Consent to Conduct a Psychological Evaluation and Consent to Provide a Mental Health Care Service** for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information
- **Counseling** for the district's comprehensive school counseling program
- **Physical and Mental Health Resources (All Grade Levels)** for campus and community mental and physical health resources
- **Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)** for board-adopted policies and administrative procedures that promote student health

Physical Activity Requirements

Temporary Restriction from Participation in Physical Education

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

Physical Fitness Assessment (Grades 3-12)

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of their child's physical fitness assessment conducted during the school year by contacting:

Crystal Brock

High School Principal

903-777-2711

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.

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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 the required physical examination.

See the UIL's explanation of [sudden cardiac arrest](https://www.uil texas.org/health/info/sudden-cardiac-death) (<https://www.uil texas.org/health/info/sudden-cardiac-death>) for more information.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent nationally accepted and peer-reviewed standards.

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. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

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 for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.harletonisd.net for information regarding meningitis.

Note: 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 (All Grade Levels)**.]

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)

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Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching 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 found on the DSHS [Allergies and Anaphylaxis](https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis) website (<https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis>).

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan 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.harletonisd.net.

[See **Celebrations (All Grade Levels)** and policy FFAF for more 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, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder. A parent who submits a plan must use the [Seizure Management and Treatment Plan Form](https://tea.texas.gov/academics/tea-seizure-management-form.pdf) (<https://tea.texas.gov/academics/tea-seizure-management-form.pdf>) developed by the Texas Education Agency.

[See **A Student with Physical or Mental Impairments Protected under Section 504** and contact the school nurse for more information.]

Tobacco, E-Cigarettes, and Nicotine Products Prohibited (All Grade Levels)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity. With limited exceptions for medication, [see **Medicine at School (All Grade Levels)**] students are also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property 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 FNCD and GKA for more information.]

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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 full-time nurse, Shannon Hearron, at HearronShannon@harletonisd.net.
- The High School Assistant Principal of Student Services, Honey Ratcliff, at RatcliffHoney@harletonisd.net.
- The local public health authority, Jennifer Hancock, RN, BSN, which may be contacted at 903-938-8338 or jhancock@mhchd.org.
- The local mental health authority, Community Healthcore, which may be contacted at www.communityhealthcore.com or 903-758-2471.

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 the central administration office and online at <https://pol.tasb.org/Home/Index/608>.

- 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: the FFH series of policies
- 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. See DIP at www.HarletonISD.net.

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

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For more information about these procedures and access to the District Improvement Plan, please contact Shannon Hearn at HerronShannon@harletonisd.net.

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

During the preceding school year, the district's School Health Advisory Council (SHAC) held meetings. Additional information about the district's SHAC is available from the District Nurse's office.

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the district website at www.harletonisd.net.

[See **Consent to Human Sexuality Instruction, Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**, and policies BDF and EHAA. For more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. For questions about the content or implementation of the district's wellness policy and plan, please contact Shannon Hearn at HerronShannon@harletonisd.net.

Homework (All Grade Levels)

Harleton High School utilizes both in class and out of class instruction to facilitate the delivery of instruction to our students. The assignment of homework is subject to the parameters of the Harleton High School grading policy and is at the discretion of the individual teachers.

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, including without parental consent, if necessary, if it 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 the student at school
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection
- Ordinarily be present for the questioning or interview, 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:

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- 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 legally authorized person, the principal will verify the person's identity and, to the best of their ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally 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 legally authorized person, 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 has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

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

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Leaving Campus (All Grade Levels)

Student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day.

Parental consent is required before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area 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.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, the parent must submit a note to the main office at least two hours before the student needs to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon return if the student returns the same day.

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 the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by their parent to leave campus unaccompanied, 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.

If a student is 18 years of age or is an emancipated minor, the student may sign out of school. Documentation regarding the reason for the absence will be required.

During Lunch

Harleton High School is a closed campus. Students are not allowed to leave campus during the lunch period. However, a student's school day may conclude before the start of the lunch period due to their schedule of courses (early release). If a student has no course scheduled after the lunch period, they are allowed to leave campus for the day. Once a student leaves campus for the day, they are not allowed to return to campus until the next school day, unless they are returning for a scheduled practice, detention, or other approved actions

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.

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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. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, 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 teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with the teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade. [See **Attendance for Credit or Final Grade (All Grade Levels).**]

A student Involved In an extracurricular activity must notify teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

DAEP Makeup Work

Grades 9-12

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), the student will have an opportunity to complete the course before the beginning of the next school year. 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) for more information.]

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

Alternative Means to Receive Coursework

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.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS 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) for more information.]

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex and prohibits sex discrimination in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the U.S. Department of Education's Office for Civil Rights, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district's nondiscrimination policy and grievance procedures are in the FFH series of policies in the district's policy manual, available at <https://pol.tasb.org/Home/Index/608>.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Honey Ratcliff, Assistant Principal of Student Services, 903-777-2711.

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described in the FFH series of policies.

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

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- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator, Crystal Brock, or the ADA/Section 504 Coordinator, Honey Ratcliff, at 903-777-2711.
- For all other concerns regarding discrimination, see the superintendent, Jay Ratcliff, at RatcliffJay@harletonisd.net.

[See policies at FB, the FFH series, and GKD for more information.]

Nontraditional Academic Programs (All Grade Levels)

Harleton High School is committed to offering students expanded access to a variety of educational, non-traditional school day educational opportunities that include but may not be limited to, face to face dual credit instruction. All non-traditional academic programs must be approved by the High School Principal, Crystal Brock.

Parent and Family Engagement (All Grade Levels)

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day 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 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**.]
- 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 at 903-777-2711 an appointment. The teacher will usually return your call or meet with you during their conference period or before or after school. [See **Report Cards/Progress Reports and Conferences (All Grade Levels)**.]
- Becoming a school volunteer. [See **Volunteers (All Grade Levels)** and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include: W.I.N. Committee, Wildcat CREW, All-Sports Backers, AG Booster Club, and Band Booster Club.

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- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact the High School Office at 903-777-2711.
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See **Shannon Herron at HerronShannon@harletonisd.net**.
- **School Health Advisory Council (SHAC) (All Grade Levels)** 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 held on the second Tuesday of each month at 7:00 p.m. in the Board Room located on the High School Campus. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting on the district bulletin board located outside the High School Main Entrance and online at www.harletonisd.net. [See policies BE and BED for more information.]

Parking and Parking Permits (Secondary Grade Levels Only)

A student must present a valid driver's license and proof of insurance to be eligible for a parking permit.

Students must request a parking permit and pay a fee of \$5 to park in a school parking lot. So long as space is available, parking permits may be issued throughout the year.

Students will not be permitted to:

- Speed
- Double-park
- Park across a white or yellow line
- Park in a fire lane
- Sit in parked cars during school hours

Students may be subject to disciplinary action for violation of these rules. The district may tow cars that are parked in violation of these rules.

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**.]

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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 proficiency. In making promotion decisions, the district will consider the following:

- Teacher recommendation
- Grades
- Scores on criterion-referenced or state-mandated assessments
- Any other necessary academic information as determined by the district

High School Grade Levels

To earn credit in a course, a student must receive a grade of at least 70 based on course-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 (Grades 9-12 Only)**.]

Repeating a High-School Credit Course

A parent may request in writing that a student repeat a high-school credit course in which the student was enrolled during the previous school year unless the district determines that the student has met all requirements for graduation.

Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

Release of Students from School

[See **Leaving Campus (All Grade Levels)**.]

Remote Instruction

The district may offer remote instruction in accordance with TEA guidelines.

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All district policies, procedures, guidelines, rules, and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's 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 progress report if their child's performance in any course/subject area is near or below 70 or is below the expected level of performance. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See **Working Together** for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal, superintendent, and school board pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. 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 **Grading Guidelines (All Grade Levels)** and policy EIA(LOCAL) for more information.]

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.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school. The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

[See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**.]

Required State Assessments

STAAR (State of Texas Assessments of Academic Readiness) for 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
- Science in grades 5 and 8
- Social Studies in grade 8

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Standardized Testing for a Student Enrolled Above Grade Level

If a student in grades 3-8 is enrolled in a class or course intended for students above the 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 they are enrolled, unless otherwise required to do so by federal law.

A student in grades 3-8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science before high school.

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
- U.S. History

Satisfactory performance on the applicable assessments is required for graduation, unless 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. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment.

Requesting Administration of STAAR/EOC in Paper Format (All Grade Levels)

STAAR and EOC assessments are administered electronically.

A parent or teacher may request that a STAAR or EOC be administered to a student in paper format. The district may grant this request for any single administration for up to three percent of the number of students enrolled in the district. Requests will be granted in the order in which they are received.

Requests for paper format for a fall administration of a STAAR or EOC must be submitted no later than September 15 each school year.

Requests for paper format for a spring administration of a STAAR or EOC must be submitted no later than December 1 each school year.

Standardized Testing for a Student in Special Programs

Certain students — some with disabilities and some classified as emergent bilingual students — may be eligible for exemptions, accommodations, or deferred testing.

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

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An admission, review, and dismissal (ARD) committee for a student in grades 9-12 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 (PGP). [See **Graduation (Secondary Grade Levels Only)**.] STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

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

Failure to Perform Satisfactorily on a STAAR or EOC Assessment

If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the next school year through one of the following:

- Assigning the student to a teacher who is certified as a master, exemplary, or recognized teacher if one is available in the grade and subject matter of the state assessment on which the student did not perform satisfactorily
- Providing supplemental instruction

A student may be required to attend any assigned supplemental instruction program before or after school or during the summer.

The district will provide transportation for supplemental instruction.

When a student fails to perform satisfactorily on a required state assessment in the same subject area for two or more years, the district shall develop an accelerated education plan. Parents are encouraged to participate in developing this plan.

Safety (All Grade Levels)

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. 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 all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a district employee.
- Follow instructions from teachers and other district employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by completing the Crisis Go form at <https://safe2speakup.com/onlinebully?workspace=HarletonISDTX>.

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- 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

The district may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the district's CTE programs.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct 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.

Preparedness Training: CPR and Stop the Bleed

The district will offer instruction in CPR and the use of an automated external defibrillator (AED) at least once to students enrolled in grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR or AED certification.

The district will annually offer students in grades 7-12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Stop the Bleed Texas](https://stopthebleedtexas.org/) (<https://stopthebleedtexas.org/>).

Emergency Medical Treatment and Information

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, and the like).

The district may consent to medical treatment, including dental treatment, if necessary, for a student if all of the following requirements are met:

- The district has received written authorization from a person having the right to consent
- That person cannot be contacted
- That person has not given the district actual notice to the contrary

The emergency care authorization form will be used by the district when a student's parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

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

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information if the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

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 changes. State law requires parents to update contact information within two weeks after the date the information changes.

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

KYKX	Longview	105.7
KWKH	Shreveport	1130 AM
KFXK	Longview	Channel 51
KLTV	Tyler	Channel 7

[See **Parent Contact Information** and **contacting the campus** registrar, Katherine Bates, at BatesKatherine@harletonisd.net.

Automated Emergency Communications.]

SAT, ACT, and Other Standardized Tests

[See **Standardized Testing**.]

Schedule Changes (High School Grade Levels)

Students are allowed to request schedule changes by scheduling an appointment with the Assistant Principal of Student Services. Schedule change request may not be approved due to

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several reasons including but not limited to the timing of the request and conflicts with the student's schedule.

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator, Jay Ratcliff, at RatcliffJay@harletonisd.net or call 903-777-2372.

Food and Nutrition 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.

Some students are eligible for free and reduced-price meals based on financial need. 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 requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

To apply for free or reduced-price meal services, contact the High School Office at 903-777-2711.

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. 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 meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

The following information is published as required by the USDA for participation in the National School Lunch Program:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of

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race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

“Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

“To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

Program.Intake@usda.gov

“This institution is an equal opportunity provider.”

The responsible state agency that administers the program is the [Texas Department of Agriculture](https://www.texasagriculture.gov/Home/Contact-Us) (<https://www.texasagriculture.gov/Home/Contact-Us>), which can be reached at (800) TELL-TDA (835-5832) or (800) 735-2989 (TTY).

The local agency that administers the program is the district. [See **Nondiscrimination Statement (All Grade Levels)** for the name and contact information for the Title IX coordinator, ADA/Section 504 coordinator, and superintendent for other concerns about discrimination.]

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information about these policies and guidelines, see the High School Office. [See policy FFA for more information.]

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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 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 have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the district's IPM coordinator at 903-777-2372.

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior 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 open for independent student use during the following times with a teacher permit:

- Before and after school (open and close times are dependent on the librarian's schedule)
- *During the school day (with permission of the student's scheduled teacher and librarian)*
- *The library is open during break and is closed during lunch*

The district provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The district follows the Texas State Library and Archive Commission's standards for school library collection development.

Parents are the primary decision makers regarding their student's access to library material. The district encourages parental involvement in library acquisition, maintenance, and campus activities. Parents are encouraged to communicate with the District Librarian, Kim Clynch, and their child's teacher about special considerations regarding library materials self-selected by their student.

A parent who wants to access to the school's library or any available online catalog should submit a request to the principal.

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The district welcomes student and parent feedback on library materials and services. Parents may contact the District Librarian, Kim Clynch. A district employee or parent may request the reconsideration of a library material by contacting the District Librarian, Kim Clynch, or another administrator or by submitting a reconsideration of library material request on a form.

For more information, see EFB(LOCAL).

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and 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 (All Grade Levels)

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 following areas are open to students before school, beginning at 7:30 a.m.

- *The cafeteria*
- *The food court*
- *The food court restrooms (Parking Lot Student Entrance)*

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. 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.

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The district may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. [See **Fees (All Grade Levels)** for more information.]

The district is not responsible for refunding fees paid directly to a third-party vendor.

Searches and Investigations

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches and investigations.

District officials may conduct investigations in accordance with law and district policy and may question students regarding a student's own conduct or the conduct of others. [For questioning of students by law enforcement officials, see **Harleton High School utilizes both in class** and out of class instruction to facilitate the delivery of instruction to our students. The assignment of homework is subject to the parameters of the Harleton High School grading policy and is at the discretion of the individual teachers.

Law Enforcement Agencies (All Grade Levels).]

District officials may search 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 or 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.

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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 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 **Electronic Devices and Technology Resources (All Grade Levels)** and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may 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 (Secondary Grade Levels Only)

Harleton ISD requires drug testing of any student in grades 7 – 12 who chooses to participate in any school-sponsored extracurricular activities.

A student participating in these activities shall be tested randomly throughout the school year for the presence of illegal drugs and alcohol.

The purpose of the drug-testing program is to deter student use of illegal and performance enhancing drugs or alcohol.

The district's policy FNF(LOCAL) addresses board authorization for drug testing of students as described in the policy, but specifics of the drug-testing program should be addressed in administrative regulations, such as this handbook or your extracurricular conduct guide.

[See **Steroids (Secondary Grade Levels Only)**.]

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

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Sexual Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**.]

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, emergent bilingual students, 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 the Assistant Principal of Student Services, Honey Ratcliff, at 903-777-2711.

The Texas State Library and Archives Commission's [Talking Book Program](https://www.tsl.texas.gov/tbp/index.html) (<https://www.tsl.texas.gov/tbp/index.html>) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing

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. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

Note: These assessments may qualify a student to receive a performance acknowledgment on the student's 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 TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

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Student Speakers (All Grade Levels)

If a student meets the eligibility criteria and wishes to introduce one of the school events, the student should submit their name in accordance with policy FNA(LOCAL).

[See **Graduation (Secondary Grade Levels Only)** for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Summer School (All Grade Levels)

For information concerning summer school, contact the Assistant Principal of Student Services or the High School Principal.

Tardies (All Grade Levels)

Harleton High School Tardy Plan

Tardies are by semester, including all periods.

1 st Tardy	Verbal Warning
2 nd Tardy	Verbal Warning
3 rd Tardy	Verbal Warning and Parent Contact
4 th Tardy	1 Before or After School Detention
5 th Tardy	2 Before or After school Detention
6 th Tardy	3 Before or After school Detention
7 th Tardy	Saturday School

Each Tardy Thereafter—Sat School/ISS/Detention as needed

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is 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.

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[For information on library books and other resources students may access voluntarily, see **Library (All Grade Levels)**.]

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

The superintendent is authorized to investigate and approve transfers between schools.

[See **Safety Transfers/Assignments, Harleton High School believes in** and is committed to celebrating the success and achievements of our students. For more information concerning awards, contact the high school office.

Bullying (All Grade Levels), and **A Student with Physical or Mental Impairments Protected under Section 504**, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for their child to ride with or be released after the event to the parent or another adult designated by the parent. [See **School-Sponsored Field Trips (All Grade Levels)**.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for their child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact the Director of Transportation, Mike Harper, at 903-777-2372.

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Observe all usual classroom rules
- Follow the driver's directions at all times
- Enter and leave the vehicle in an orderly manner at the designated stop

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- 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
- 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, including loss of the privilege to ride in a district vehicle.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Vandalism (All Grade Levels)

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, the district uses video and audio recording equipment 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 will review the video and audio recordings as needed and 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 before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, contact the campus principal.

[See policy EHBAF(LOCAL) for more information.]

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** for video and other recording by parents or visitors to virtual or in-person classrooms.]

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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:

- Request entry to the school at the primary entrance unless otherwise directed by a district employee
- Report to the main office
- Be prepared to show identification
- Exit the school at the primary entrance and leave all exterior doors closed, latched, and locked unless actively monitored by a district employee
- Comply with all applicable district policies and procedures

If requested by a district employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the district. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on district property may be ejected from district property.

Individuals may visit classrooms or observe virtual instruction during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** for video and other recording by parents or visitors to virtual or in-person classrooms.]

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 to or eject a person from district property if the person refuses to leave peaceably on request and either of the following applies:

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

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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

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)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact the High School Office at 903-777-2711 for more information and to complete an application.

The district does not require state criminal history background checks for volunteers who are parents, guardians, or grandparents of a child enrolled in the district.

Subject to exceptions in accordance with state law and district procedures, other volunteers will be subject to a state criminal history background check, and the volunteer must pay all costs for the background check.

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)

To withdraw a student under age 18 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.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

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Glossary

Accelerated instruction, including supplemental instruction, is an intensive educational program designed to help an individual student acquire the knowledge and skills required at their grade level. It is required when a student does not meet the passing standard on a state-mandated assessment. Accelerated instruction may be provided by assigning a student to a classroom teacher who is certified as a master, exemplary, or recognized teacher or by providing supplemental instruction in addition to regular instruction.

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and their 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 stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

ED stands for the U.S. Department of Education.

Emergent bilingual student refers to a student of limited English proficiency. Other related terms include English learner, English language learner, and limited English proficient student.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments is required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act.

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FERPA refers to the federal Family Educational Rights and Privacy Act, which 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 years of age or older directs the school not to release directory information.

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

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.

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 beginning 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.

Safe and Supportive School Team is a team established at each campus that is responsible for conducting a threat assessment regarding individuals who make threats of violence or exhibit harmful, threatening, or violent behavior and determining appropriate intervention, and providing guidance to students and school employees on recognizing harmful, threatening, or violent behavior that may pose a threat to the community, school, or individual.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required 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 help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist 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.

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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. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for 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; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and 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.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that emergent bilingual students make in learning the English language and is administered for those who meet the participation requirements in kindergarten-grade 12.

TSI stands for the Texas Success Initiative, an 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 stands for 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 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.

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Appendix: Freedom from Bullying Policy

Note to Student Handbook developer: State law requires that the district's policy on bullying be distributed in its Student Handbook(s).

On April 6, 2023, TEA publicized minimum standards for bullying prevention policies and procedures in accordance with state law. TASB Policy Service included recommended revisions to FFI(LOCAL) in Update 121 in June 2023. TASB recommends that districts adopt revisions to this policy prior to the beginning of the 2023-24 school year. Districts should update the appendix to the student handbook containing FFI(LOCAL) as soon as the board adopts revisions to the policy.

The following has been formatted for the district to more easily insert its FFI(LOCAL) policy here rather than in the body of the handbook.

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit <https://pol.tasb.org/Home/Index/608>. Below is the text of Harleton ISD's policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on October 16, 2017.

STUDENT WELFARE: FREEDOM FROM BULLYING FFI(LOCAL)

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

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.

FALSE CLAIM

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.

TIMELY REPORTING

REPORT This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING PROHIBITED

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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.

DEFINITION

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 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:
2. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. In Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES

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.

RETALIATION

PROCEDURES

STUDENT REPORT

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.

EMPLOYEE REPORT

REPORT FORMAT

PROHIBITED CONDUCT

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

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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.

INVESTIGATION OF REPORT CONCLUDING THE 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.

NOTICE TO PARENTS

DISTRICT ACTION

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.

DISCIPLINE

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.

CORRECTIVE 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

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staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

TRANSFERS

The principal or designee shall refer to FDB for transfer provisions.

COUNSELING

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.

IMPROPER CONDUCT

CONFIDENTIALITY

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).

APPEAL

RECORDS RETENTION

ACCESS TO POLICY AND PROCEDURES

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.

Harleton Elementary Student Handbook

2024-25 School Year



If you have difficulty accessing the information in this document because of disability, please contact the district at (903)777-4092 or walkermaegan@harletonisd.net.

Harleton Elementary Student Handbook

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Harleton Elementary Student Handbook

Harleton ISD

ADOPTED: 2024 - 2025 School Calendar

August '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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September '24						
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October '24						
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November '24						
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January '25						
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June '25						
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July '25						
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Harleton Elementary Student Handbook

Harleton ISD Board of Trustees

Jacob Muehlstein, President

Kevin Evers, Vice President

Harvey Fox, Secretary

Brad Nixon

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Brian Degner

Superintendent of Schools

Jay Ratcliff

Harleton Elementary School Administrators

Meagan Walker, Principal

Rena Lowry, Assistant Principal

School Nurse

Shannon Hearn

School Registrar

Dusty Coleman

Preface Parents and Students:

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The Harleton Elementary Student Handbook is a general reference guide that is divided into two sections:

Section One: Parental Rights describes certain parental rights as specified in state or federal law.

Section Two: Other Important Information for Parents and Students is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

Note: Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Harleton Elementary Student Code of Conduct. To review the Code of Conduct, visit the district’s website at www.harletonisd.net. State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

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

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at (903)777-4092.

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 www.harletonisd.net.

Harleton Elementary Student Handbook

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.

For questions about the material in this handbook, please contact:

Meagan Walker, Elementary Principal

17240 St Hwy 154

Harleton, TX 75651

walkermaegan@harletonisd.net

(903)777-4092

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment of Electronic Distribution of Student Handbook (completed through Skyward at registration),
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information,
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form for participation in third-party surveys.

[See **Objecting to the Release of Directory Information** on page 10 and **Consent Required Before Student Participation in a Federally Funded Survey** on page 11 for more information.]

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact:

Meagan Walker, Elementary Principal

17240 St Hwy 154

Harleton, TX 75651

walkermaegan@harletonisd.net

903-777-4092

Section One: Parental Rights

This section describes certain parental rights as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation

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

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

Consent to Provide a Mental Health Care Service

The district will not provide a mental health care service to a student or conduct a medical screening of a student as part of the district's intervention procedures except as permitted by law.

The district has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison can be reached at (903)777-4092.

The mental health liaison can provide further information regarding these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

[See **Mental Health Support** on page 49.]

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
- Other original works

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a cocurricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

Prohibiting the Use of Corporal Punishment

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

However, in accordance with law, the district may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to his or her child must complete the form during electronic registration. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

Note:

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the district knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not be administered, even when the student's caregiver or caseworker has not submitted a signed statement prohibiting its use.

Limiting Electronic Communications between Students and District Employees

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include his or her immediate supervisor and the student's parent as recipients on all text messages.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should 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 student's education records without written consent.

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

- A student's photograph (for publication in the school yearbook)
- A student's name and grade level (for communicating class and teacher assignments)
- 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)
- 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 this information. Any objection must be made in writing to the principal [within ten school days of the student's first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

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 a second for all other requests. For district publications and announcements, the district has designated the following as directory information: all District publications and announcements—directory information shall include student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors, awards, dates of attendance, grade level, most recent school previously attended, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If a parent does not object to the use of his or her child's information for these school-sponsored purposes, the school will not ask permission each time the district wants to use the information for these purposes.

For all other purposes, the district has identified the following as directory information: student name, major field of study, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If a parent does not object to the use of the student's

information for these purposes, the school **must** release this information when requested by an outside entity or individual.

Note: Also see **Authorized Inspection and Use of Student Records** on page 14.

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams.

A parent has the right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following protected areas:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sex behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers
- Religious practices, affiliations, or beliefs of the student or parent
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program

A parent may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey. [See policy EF(LEGAL) for more information.]

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

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, 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 for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum

The ED provides extensive information about the [Protection of Pupil Rights Amendment](https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance) (<https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance>), including a [PPRA Complaint Form](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>).

Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

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 to provide the following:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution
- 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 any of the following apply:

- 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.
- 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.]

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

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** on page 59 and policy EC(LEGAL) for more information.]

Religious or Moral Beliefs

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. The student must also satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations
- Evaluative data such as grades earned on assignments or tests
- Results from diagnostic assessments

Harleton Elementary Student Handbook

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, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

If a district offers tutorial services to students, state law requires a student with a grade below 70 for a reporting period to attend.

[For questions about school-provided tutoring programs, contact the student's teacher and see policies EC and EHBC. See **Standardized Testing** on page **Error! Bookmark not defined.** for information regarding required accelerated instruction after a student fails to perform satisfactorily on certain state-mandated tests.]

Right of Access to Student Records, Curriculum Materials, and District Records/Policies

Parent Review of 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, whether instruction is delivered in-person, virtually, or remotely.

The district will make instructional materials available for parent review no later than 30 days before the school year begins and for at least 30 days after the school year ends. However, tests that have not yet been administered will not be made available for parent examination.

The district will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

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.

District Review of Instructional Materials

A parent may request that the district conduct an instructional material review in a math, English Language Arts, science, or social studies class in which the parent's student is enrolled to determine alignment with state standards and the level of rigor for the grade level.

The district is not required to conduct an instructional material review for a specific subject area or grade level at a specific campus more than once per school year.

For more information about requesting an instructional material review, contact the campus principal, Meagan Walker.

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 the Student Code of Conduct and policy FO(LEGAL) for more information.]

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

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

Student Records

Accessing Student Records

A parent may review his or her child's 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 the child, as the term "intervention strategy" is defined by law
- State assessment instruments that have been administered to the child
- Teaching materials and tests used in the child's classroom

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an "eligible" student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information** on page 10, 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](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

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 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 restricted to an eligible student or a student's parent unless the school receives a copy of a court order terminating parental rights or the right to access a student's education records. A parent's rights regarding access to student records are not affected by the parent's marital status.

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, the parent may continue to have access to the records 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 when school officials have what federal law refers to as a "legitimate educational interest" in a student's records.

Legitimate educational interest may include:

- 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
- Investigating or evaluating programs

School officials may include:

- Board members and employees, such as the superintendent, administrators, and principals
- Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff)
- A person or company with whom the district has contracted or allowed to provide a specific 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 team to support the district's safe and supportive school program

Harleton Elementary Student Handbook

- A parent or student serving on a school committee
- A parent or student assisting a school official in the performance of his or her duties

FERPA also permits the disclosure of personally identifiable information without written consent:

- 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, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school 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 directory information-designated details. [See **Objecting to the Release of Directory Information** on page 10 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 registrar is custodian of all records for currently enrolled students at the assigned school. The registrar is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wants to inspect the student's records should submit a written request to the custodian of records identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits 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 the records.

You may contact the custodian of records for currently enrolled students at:

Dusty Coleman

17240 State Hwy 154

Harleton, Texas 75651

(903)777-4092

You may contact the custodian of records for students who have withdrawn or graduated at:

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Superintendent's office: 17000 State Hwy 154, Harleton, Texas 75651 903-777-2372

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 custodian of records. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information 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 after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement 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 complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if the board of trustees determines that the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines.

[See **Report Cards/Progress Reports and Conferences** on page 60, **Complaints and Concerns** on page 33, and **Finality of Grades** at policy FNG(LEGAL).]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office or on the district's website at www.harletonisd.net.

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

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Has an emergency permit or other provisional status for which state requirements have been waived; and
- Is currently teaching in the field or discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

A Student with Exceptionalities or Special Circumstances

Children of Military Families

[The Interstate Compact on Educational Opportunities for Military Children](https://www.dodea.edu/partnership/interstatecompact.cfm) (<https://www.dodea.edu/partnership/interstatecompact.cfm>) entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements
- Grade level, course, or educational program placement

- Eligibility requirements for participation in extracurricular activities
- Enrollment in the Texas Virtual School Network (TXVSN)
- Graduation requirements

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty
- On leave
- Returning from a deployment of at least four months

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](https://tea.texas.gov/about-tea/other-services/military-family-resources) (<https://tea.texas.gov/about-tea/other-services/military-family-resources>).

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

State law permits a parent of multiple-birth siblings (for example, twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL) for more information.]

Safety Transfers/Assignments

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom.

Transportation is not provided for a transfer to another campus. See the principal for more information.

[See **Bullying** on page 27, and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of his or her child to a neighboring district if the child has been the victim of 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 the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request 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.

A Student in the Conservatorship of the State (Foster Care)

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to 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).

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district.

The district will award partial course credit when the student only passes one half of a two-half course. [For provisions on partial course credit for students who are not in the conservatorship of the state, see EI(LOCAL).]

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries — or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries — is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

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 a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid.
- Arrange and accompany the student on campus visits.
- Assist in researching and applying for private or institution-sponsored scholarships.
- Identify whether the student is a candidate for appointment to a military academy.
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS).
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

If you have questions, please contact the district's foster care liaison: (903)777-4092

[See **Credit by Examination for Advancement/Acceleration** on page **Error! Bookmark not defined.** and **Course Credit** on page **Error! Bookmark not defined..**]

A Student Who Is Homeless

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.

A student who is 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 at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules
- Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district
- Awarding partial credit when a student passes only one half of a two-half course
- Eligibility requirements for participation in extracurricular activities
- Graduation requirements

Federal law allows a student who is homeless to remain enrolled in 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 district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student 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.

For more information on services for students who are homeless, contact the district's homeless education liaison: (903)777-4092

[See **Credit by Examination for Advancement/Acceleration** on page **Error! Bookmark not defined.** and **Course Credit** on page **Error! Bookmark not defined..**]

A Student Who Has Learning Difficulties or Who Needs 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](https://fw.escapps.net/Display_Portal/publications) (https://fw.escapps.net/Display_Portal/publications). 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](https://fw.escapps.net/Display_Portal/publications) (https://fw.escapps.net/Display_Portal/publications).

Contact Person for Special Education Referrals

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is: Rena Lowry (903)777-4092 or lowryrena@harletonisd.net.

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
- 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: Rena Lowry (903)777-4092 or lowryrena@harletonisd.net.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 23.]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](https://fw.escapps.net/Display_Portal?destination=/) (https://fw.escapps.net/Display_Portal?destination=/)
- [Partner Resource Network](http://prntexas.org/) (<http://prntexas.org/>)
- [SPEDTEX: Special Education Information Center](https://www.spedtex.org/) (<https://www.spedtex.org/>)
- [Texas First Project](http://www.texasprojectfirst.org/) (<http://www.texasprojectfirst.org/>)

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

A Student Who Receives 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, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus — if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL) for more information.]

A Student Who Speaks 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 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.

[See **Emergent Bilingual Students** on page 43 and **Special Programs** on page 68.]

A Student with Physical or Mental Impairments Protected under Section 504

A student with 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 whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page 20 and policy FB for more information.]

Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact the principal.

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws are discussed below — one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit.

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.

Ages 6-18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall 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 a student in kindergarten-grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

Compulsory Attendance — Exemptions

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days
- Required court appearances
- Appearing at a governmental office to obtain U.S. citizenship
- Taking part in a US naturalization oath ceremony
- Serving as an election clerk

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- Health-care appointments for the student or a child of the student, including absences related to autism services
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician
- For students in the conservatorship 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.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments. [See **Children of Military Families** on page 17.]

Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including wifi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and may be monitored by the district. For more information, see **Telecommunication and Other Electronic Devices** on page 67 .

Compulsory Attendance — Failure to Comply

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student who is absent without permission from school, any class, any required special program, or any required tutorial 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 or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6-18

When a student age 6-18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school.
- Request a conference between school administrators and the parent.
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is: Dusty Coleman at (903)777-4092

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For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

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

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

Attendance for Credit or Final Grade (All Grade Levels)

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

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

With the exception of absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the principal or committee will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student has completed makeup work satisfactorily. If the student completes makeup work, absences listed under **Compulsory Attendance — Exemptions** on page 24 and absences for extracurricular activities will be considered extenuating circumstances.
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

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

Official Attendance-Taking Time (All Grade Levels)

The district will take official attendance every day at 9:00am.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

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

Within 3 days of returning to school, a student who is absent for more than 3 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 absence. Otherwise, the absence may be considered unexcused and 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 absence to determine whether an absence will be excused or unexcused.

Certification of Absence Due to Severe Illness or Treatment

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

Accountability under State and Federal Law (All Grade Levels)

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

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings
- A School Report Card (SRC) for each campus in the district, compiled by TEA
- The district's financial management report, which includes 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

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

TEA maintains additional accountability and accreditation information at [TEA Performance Reporting Division](https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting) (<https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting>).

Awards and Honors (All Grade Levels)

Each six weeks for the 1st through 5th six weeks of school an academic recognition will be held in the week after report cards go home for grades K-5. Award explanation:

- A Honor Roll – grade of 90 or above in every area
- A/B Honor Roll – grade of 80 or above in every area
- Perfect Attendance – No absences, no tardies, and no more than 1 time leaving school early

End of the Year Recognition will be as follow:

- Kindergarten – Sight Word, Citizenship, Perfect Attendance
- First Grade – A Honor Roll every six weeks, A/B Honor Roll every six weeks, Perfect Attendance all year, Citizenship 98 and above all year
- Grades 2-5 – A Honor Roll every six weeks, A/B Honor Roll every six weeks, Perfect Attendance all year, Citizenship 98 or above all year

Bullying (All Grade Levels)

The district strives to prevent bullying, in accordance with the district's policies, by promoting a positive school culture; building healthy relationships between students and staff; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

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
- Infringes on the rights of the victim at school

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done using any electronic communication device, including:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool

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
- Ostracism

The district will integrate into instruction research-based content designed to reduce bullying that is appropriate for students' age groups.

Students in elementary grades will participate in:

- Instruction designed so that students can recognize bullying behaviors and how to report them
- Age-appropriate discussions that encourage peers to intervene when they observe bullying occur
- Instruction that characterizes bullying as a behavior that results from the student's need to acquire more mature social or coping skills, not an unchangeable trait

The district will use an age-appropriate survey regarding school culture that includes relevant questions on bullying to identify and address student concerns.

Each campus has a committee that addresses bullying by focusing on prevention efforts and health and wellness initiatives. The committee will include parents and secondary students. For more information on this committee, including interest in serving on the committee, contact the campus principal.

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Any district employee aware of a report of a bullying incident will relay the report to an appropriate administrator. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying by visiting www.harletonisd.net and clicking on the "stop bullying" logo.

The administration will investigate any allegations of bullying and 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.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

The district will provide research-based interventions, which may include counseling options, for students who engage in bullying behaviors, students who are targeted by bullying behaviors, and any student who witnessed bullying behaviors.

Any action taken in response to bullying will comply with state and federal law regarding students with disabilities.

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

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the board may transfer the student to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments** on page 18.]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

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

[See **Safety Transfers/Assignments** on page 18, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 36, **Hazing** on page 46, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

Celebrations (All Grade Levels)

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See **Food Allergies** on page 52.]

Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at www.harletonisd.net Trafficking includes both sex and labor trafficking.

Warning Signs of Sexual Abuse

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.

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

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and 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, or 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** on page 36 and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page **Error! Bookmark not defined..**]

Warning Signs of Trafficking

Child 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. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers contact 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
- Older romantic partners

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips

- Being employed but not having a school-authorized work permit
- Being employed and having a work permit but clearly working outside the permitted hours for students
- Owning a large debt and being unable to pay it off
- Not being allowed breaks at work or being subjected to excessively long work hours
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss
- Not being in control of his or her own money
- Living with an employer or having an employer listed as a student's caregiver
- A desire to quit a job but not being allowed to do so

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page **Error! Bookmark not defined..**]

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

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

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, 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.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on 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](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp) (<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>)

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at [Texas Abuse Hotline Website](http://www.txabusehotline.org) (www.txabusehotline.org).

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites include resources to help increase awareness of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway](https://www.childwelfare.gov/pubPDFs/whatiscan.pdf) (<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>)
- [KidsHealth, For Parents, Child Abuse](https://kidshealth.org/en/parents/child-abuse.html) (<https://kidshealth.org/en/parents/child-abuse.html>)
- [Office of the Texas Governor's Child Sex Trafficking Team](https://gov.texas.gov/organization/cjd/childsextrafficking) (<https://gov.texas.gov/organization/cjd/childsextrafficking>)

- [Human Trafficking of School-aged Children](https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children) (<https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children>)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](https://taasa.org/product/child-sexual-abuse-parental-guide/) (<https://taasa.org/product/child-sexual-abuse-parental-guide/>)
- [National Center of Safe Supportive Learning Environments: Human Trafficking in America's Schools](https://safesupportivelearning.ed.gov/human-trafficking-americas-schools) (<https://safesupportivelearning.ed.gov/human-trafficking-americas-schools>)

Communications (All Grade Levels)

Parent Contact Information

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address.

A parent must provide the contact information to the district upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the district.

If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

A parent may update contact information by logging in to Skyward, or contacting the elementary office at (903)777-4092.

Automated Emergency Communications

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 situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See **Safety** on page 61 for information regarding contact with parents during an emergency situation.]

Automated Nonemergency Communications

Your child's school periodically sends information by automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission and specific to your child, your child's school, or the district.

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal. [See **Safety** on page 61 for information regarding contact with parents during an emergency.]

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 resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy at FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at www.harletonisd.net. The complaint forms can be accessed at the principal's or superintendent's office.

To file a formal complaint a parent or student should complete and submit the complaint form. In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.

If the concern is not resolved, a parent or student may request a conference with the superintendent.

If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior — on and off campus, during remote and in-person instruction, and on district vehicles — and outlines 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 summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

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 is available on the district's website at www.harletonisd.net and the coordinator for this campus is listed below:

Rena Lowry (903)777-4092

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.

Disruption of School Operations

Disruption of school operations is 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.

Harleton Elementary Student Handbook

- 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 or within 500 feet of district property includes:

- Making loud noises
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity
- 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 is also considered a disruption.

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 and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

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
- 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.

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should contact their homeroom teacher or assistant principal. 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 **Mental Health Support** on page 49, and **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children** on page 30 and **Dating Violence** on page 36.]

Kindergarten Acceleration

For the acceleration of a student who is five years old at the beginning of the school year, eligibility will be based on data, teacher input, and principal discretion.

Students in Grades 1-5

A student in elementary school is eligible to accelerate to the next grade level if:

- The student scores at least an 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.

Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, age, disability, 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 or on the district's website at www.harletonisd.net. [See policy FFH for more information.]

Dating Violence

Dating violence will not be tolerated at school. To report dating violence, see **Reporting Procedures**, on page 38.

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 or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a 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, 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
- Threats to harm a student's past or current dating partner
- Attempts to isolate the student from friends and family
- Stalking
- Encouraging others to engage in these behaviors

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

For more information on dating violence, see:

- Texas Attorney General's office [recognizing and responding to dating violence flier](https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf) (<https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf>)
- The CDC's [Preventing Teen Dating Violence](https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html) (<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html>)

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page **Error! Bookmark not defined..**]

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a 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
- Other kinds of aggressive conduct such as theft or damage to property

Sexual Harassment and Gender-Based Harassment

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

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature
- Sexual advances
- Jokes or conversations of a sexual nature
- Other sexually motivated conduct, communications, or contact

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

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault
- Threatening or intimidating conduct
- Other kinds of aggressive conduct such as theft or damage to property

Retaliation

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited. A person who makes a false claim, 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, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Bullying** on page 27]

The district will promptly notify the parent 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 parent 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

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

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 comply with law.

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 its investigation at the conclusion of the agency's investigation.

During 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 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 36.]

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, newspapers, yearbooks, brochures, flyers, and the like.

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 20 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. Approval will be granted or denied within two school days.

The principal has designated upper hall near cafeteria as the location for approved nonschool materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

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 policy FNG(LOCAL) for student complaint procedures.]

From Others

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy 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 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 DGBA or GF for more information.]

The principal has designated upper hall near cafeteria as the location for approved nonschool materials to be placed for voluntary viewing or collection.

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 noncurriculum-related student group meeting held in accordance with policy 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

The district's dress code teaches grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Shirts must come to the shoulder of the student
- No midriff bearing tops/t-shirts – no skin is to show at the waist at any time.
- Shorts must be no shorter than the tip of the longest finger with the student's hand fully extended down the side of the student's leg.
- If a student chooses to wear a dress, shorts must be worn.
- All undergarments must be covered.
- Hair length will not be restricted for students. All students are required to wear their hair above their eyes, well-groomed, and clean at all times. **Unnatural styles or colors**

that create a disruption will be considered in violation of this code (this includes blue, hot pink, green, purple, and other unnatural colors of hair).

- Caps, hats or rags on the head may not be worn in the building, except for special occasions to be determined by the teachers and principal.
- Clothing with pictures, emblems, or writings that depict or advertise tobacco, alcohol, drugs, or any other prohibited substance or is disruptive or interferes with the school program may not be worn.
- Cleats or other shoes designed for sports that might damage floors or track in large amounts of dirt may not be worn.
- Students **must** wear tennis shoes to PE class. Tennis shoes may be worn to school or brought and kept in the backpack or locker until PE.
- A district wide policy of no cheerleading, football, or softball uniforms worn in class will be observed in the elementary as well as junior high and high school.
- Mesh jerseys (football, baseball, etc.), must be worn with a shirt under them
- Skate-shoes are not allowed at school.
- Skin must not show through holes in jeans/pants.
- **All dress will be at the judgment of the teacher and the principal with the principal making the final decision.**
- **The dress code applies to all extra-curricular activities such as awards ceremonies, field days, field trips, etc.**

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 and return to the classroom. If the problem cannot be corrected at school, the principal will work with the student and parent to obtain an acceptable change of clothing for the student in a way that minimizes loss of instructional time.

Repeated or severe 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 Cell Phones, and Other Electronic Devices

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [See **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials** on page 69 for graphing calculator applications on computing devices.]

A student must have approval to possess other personal telecommunications devices on campus such as laptops, tablets, or other portable computers.

Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated.

The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

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

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 67 and policy FNF for more information.]

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.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. 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 may be issued to individual students for instructional purposes. Use of the district's network systems and 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 possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, 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.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the ["Before You Text" Sexting Prevention Course](https://txssc.txstate.edu/tools/courses/before-you-text/) (<https://txssc.txstate.edu/tools/courses/before-you-text/>), a state-developed program that addresses the consequences of sexting.

In accordance with state law, the district prohibits the installation or use of TikTok or any successor application or service on a district device, along with any other social media application or service determined by the governor.

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. In some cases, the consequence may be expulsion.

End-of-Course (EOC) Assessments

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

Emergent Bilingual Students (All Grade Levels)

A student who is an emergent bilingual student is entitled to receive specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of both district personnel and at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent to any services recommended by the LPAC. 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.

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 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 **Error! Bookmark not defined.**, may be administered to an emergent bilingual 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 emergent bilingual students who qualify for services.

If a student is considered an emergent bilingual student 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-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation** on page 69.]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict 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 and parents

can access the [UIL Parent Information Manual](https://www.uiltexas.org/athletics/manuals) (<https://www.uiltexas.org/athletics/manuals>) online. A hard copy can be provided by the coach or sponsor of the activity on request.

To report 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](https://www.uiltexas.org/) (<https://www.uiltexas.org/>) for additional information on all UIL-governed activities.]

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

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), 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 applies to all extracurricular activities:

- A student who 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.
- A student is allowed in a school year up to 15 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will be considered 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: n/a

Fees (All Grade Levels)

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.

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- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, and the like.
- 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.
- 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 69.]
- A maximum fee of \$50 for 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 for the student to meet the 90 percent attendance requirements. 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 principal. [See policy FP for more information.]

Fundraising (All Grade Levels)

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

Gang-Free Zones (All Grade Levels)

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Gender-Based Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 36.]

Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period
- How the student's mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like)
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed
- Procedures for a student to follow after an absence

Pre-K will receive a written report from the teacher.

Kindergarten will require students to master 7 out of 10 TEKS based criteria listed below:

1. Identify all capital and lowercase letters in print
2. Read 78 sight words
3. Produce all 26 letter sounds
4. Write 52 letters with 90% accuracy
5. Read fluently RAZ level C
6. Write a 3 sentence story
7. Decode using phonics at a 70% accuracy rate
8. Identify numbers to 20
9. Count to 100
10. Complete sets of 20

Grades 1 – 5 will receive numerical scores for all subject areas

[See **Report Cards/Progress Reports and Conferences** on page 60 for additional information on grading guidelines.]

Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 36.]

Hazing (All Grade Levels)

Hazing is defined 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

- 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

The district will not tolerate hazing. Disciplinary consequences for hazing will be 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, superintendent, or law enforcement official.

[See **Bullying** on page 27 and policies FFI and FNCC for more information.]

Health — Physical and Mental

Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 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 and the school nurse determines that the child should go home, the nurse will contact the parent.

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

The school nurse is available to answer any questions for parents who are concerned about whether or not their 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. You may access the [DSHS exemption form \(https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions\)](https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions) online or by writing to this address:

Texas Department of State Health Services
Immunization Section, Mail Code 1946
P.O. Box 149347
Austin, Texas 78714-9347

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
- Polio
- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)
- Meningococcal
- Hepatitis A

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.

For information on immunization against bacterial meningitis and college enrollment and attendance, see **Bacterial Meningitis** on page 52 .

[See the DSHS's [Texas School & Child Care Facility Immunization Requirements](https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization) (<https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization>) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or a disease, head lice spread through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

The district does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The district will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home](https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school) (<https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school>) and from the Centers for Disease Control and Prevention's website [Head Lice Information for Parents](https://www.cdc.gov/parasites/lice/head/parents.html) (<https://www.cdc.gov/parasites/lice/head/parents.html>).

[See policy FFAA for more information.]

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.

In accordance with policy FFAC, authorized employees 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 provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellant 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.

An elementary or secondary student may possess and self-apply sunscreen to avoid overexposure to the sun. An elementary 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. If a secondary 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 52.

Mental Health Support (All Grade Levels)

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

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- 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
- Safe, supportive, and positive school climates

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](#)

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.

Information regarding the district's School Health Advisory Council (SHAC) is available from the school nurse, Shannon Hearn at (903)777-4092.

The duties of the SHAC include:

Making recommendations regarding physical and mental health curriculum to 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.

Harleton 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 Shannon Hearn with questions about the content or implementation of the district's wellness policy and plan.

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** on page 8 and **Consent to Provide a Mental Health Care Service** on page 8 for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** on page 35 for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** on page 53 for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** on page 53 for board-adopted policies and administrative procedures that promote student health.

Physical Activity Requirements

Elementary School

The district will ensure that students in full-day prekindergarten-grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

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

Temporary Restriction from Participation in Physical Education

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

Physical Fitness Assessment (Grades 3-12)

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of his or her child's physical fitness assessment conducted during the school year by contacting: (903)777-4092

Physical Health Screenings/Examinations

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent nationally accepted and peer-reviewed standards.

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. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.harletonisd.net for information regarding meningitis.

[See **Immunization** on page 47.]

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)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching 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* found on the DSHS [Allergies and Anaphylaxis](https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis) website (<https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis>)

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan 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.harletonisd.net.

[See **Celebrations** on page 30 and policy FFAF for more 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, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 23 and contact the school nurse for more information.]

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 cigarette (e-cigarette), or any other electronic vaporizing device while on school property 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 FNCD and GKA for more information.]

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: Shannon Hearron at (903)777-4092
- The district school counselor: Kim Winstead at (903)777-3010
- The local public health authority, Texas Human Services Department which may be contacted at (903)938-7751
- The local mental health authority, Community Healthcore, which may be contacted at (903)938-7721.

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.harletonisd.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.

For further information regarding these procedures and access to the District Improvement Plan, please contact: (903)777-2372

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

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

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the district website at www.harletonisd.net.

[See **Consent to Human Sexuality Instruction** on page **Error! Bookmark not defined.**, **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page **Error! Bookmark not defined.**, and policies BDF and EHAA. For more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. For questions about the content or implementation of the district's wellness policy and plan, please contact: Shannon Hearron at (903)777-4092

Homework (All Grade Levels)

Teachers assign homework at all grade levels to provide students additional practice on skills taught at school. This practice is important for the student to master the skills. The assignments are checked daily and students are rewarded for having this responsibility. All students will be required to complete all homework assignments.

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, including without parental consent, if necessary, if it 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 the student at school.
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily be present for the questioning or interview, 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.

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- 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 legally authorized person, the principal will verify the person's identity and, to the best of his or her ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally 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 legally authorized person, 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 has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

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

Leaving Campus (All Grade Levels)

Student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day.

Parental consent is required before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we

cannot allow any unescorted adult to go to the classroom or other area 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.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. 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 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 the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, 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.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

During Lunch

Students are not allowed to leave during lunch unless checked out by a parent or guardian. Students checked out during lunch or any other time will be counted tardy/absent for any class time missed.

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. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, 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 teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade. [See **Attendance for Credit or Final Grade** on page 26.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

DAEP Makeup Work

Elementary and Middle/Junior High School Grade Levels

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 while in the DAEP placement.

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

Alternative Means to Receive Coursework

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.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS 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) for more information.]

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

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

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Jay Ratcliff at (903)777-2372

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Rena Lowry at (903)777-4092
- For all other concerns regarding discrimination, see the superintendent: Jay Ratcliff at (903)777-2372

[See policies FB, FFH, and GKD for more information.]

Parent and Family Engagement (All Grade Levels)

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day 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 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 at (903)777-4092 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 60.]
- Becoming a school volunteer. [See **Volunteers** on page 72 and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include: *n/a*
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact: (903)777-2372.
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction,

instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See **School Health Advisory Council (SHAC)** on page 52 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 held on the second Tuesday of each month at 7:00 p.m. at Harleton High School Board Room. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at each campus and online at www.harletonisd.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 12.]

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 proficiency. In making promotion decisions, the district will consider the following:

- Teacher recommendation
- Grades
- Scores on criterion-referenced or state-mandated assessments
- Any other necessary academic information as determined by the district

Elementary and Middle/Junior High Grade Levels

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.

Kindergarten to first grade promotion will require students to master 7 out of 10 TEKS based criteria listed below:

- 1) Identify all capital and lower case letters in print
- 2) Read 78 sight words.
- 3) Produce all 26 letter sounds
- 4) Write 52 letters with 90% accuracy
- 5) Read fluently RAZ level C
- 6) Write a 3 sentence story
- 7) Decode using phonics at a 70% accuracy rate
- 8) Identify numbers to 20
- 9) Count to 100
- 10) Complete sets of 20

In grades 1-5 promotion is based on **overall average of 70** on a scale of 100 based upon course-level, grade-level standards (TEKS-essential knowledge and skills) for all subject areas **and a grade of 70 or above in reading and mathematics.**

Repeating Kindergarten — Grade-8 at Parent Request

A parent may request in writing that a student repeat kindergarten, or any grade in grade 1-8. Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

Release of Students from School

[See **Leaving Campus** on page 55.]

Remote Instruction

The district may offer remote instruction in accordance with TEA guidelines.

All district policies, procedures, guidelines, rules, and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

Report Cards/Progress Reports and Conferences (All Grade Levels)

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

At the end of the first three weeks parents will receive a progress report if their child's performance in any course/subject area is near or below 70 or is below the expected level of performance. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See **Working Together** on page 58 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. 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 **Grading Guidelines** on page 46 and policy EIA(LOCAL) for more information.]

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.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school the next school day. The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 36.]

Required State Assessments

STAAR (State of Texas Assessments of Academic Readiness) for 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
- Science in grades 5 and 8
- Social Studies in grade 8

Standardized Testing for a Student Enrolled Above Grade Level

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.

A student in grades 3-8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

Requesting Administration of STAAR/EOC in Paper Format (All Grade Levels)

STAAR and EOC assessments are administered electronically.

A parent or teacher may request that a STAAR or EOC be administered to a student in paper format. The district may grant this request for any single administration for up to three percent of the number of students enrolled in the district. Requests will be granted in the order in which they are received.

Requests for paper format for a fall administration of a STAAR or EOC must be submitted no later than September 15 each school year.

Requests for paper format for a spring administration of a STAAR or EOC must be submitted no later than December 1 each school year.

Standardized Testing for a Student in Special Programs

Certain students — some with disabilities and some classified as emergent bilingual students — may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

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 (PGP). [See **Graduation** on page **Error! Bookmark not defined.**]

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

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

Failure to Perform Satisfactorily on STAAR or EOC

If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the subsequent school year by:

- Assigning the student to a teacher who is certified as a master, exemplary, or recognized teacher if one is available in the grade and subject matter of the state assessment on which the student did not perform satisfactorily, or
- Providing supplemental instruction.

A student may be required to attend any assigned supplemental instruction program before or after school or during the summer.

When a student fails to perform satisfactorily on a required state assessment in the same subject area for two or more years, the district shall develop an accelerated education plan. Parents are encouraged to participate in developing this plan.

Safety (All Grade Levels)

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. 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 all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a district employee.
- Follow instructions from teachers and other district employees regarding classroom doors.

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- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by visiting www.harletonisd.net.
- 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.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct 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.

Preparedness Training: CPR and Stop the Bleed

The district will offer instruction in CPR and the use of an automated external defibrillator (AED) at least once to students enrolled in grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR or AED certification.

The district will annually offer students in grades 7-12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see:

- [Homeland Security's Stop the Bleed](https://www.dhs.gov/stopthebleed) (<https://www.dhs.gov/stopthebleed>)
- [Stop the Bleed Texas](https://stopthebleedtexas.org/) (<https://stopthebleedtexas.org/>)

Emergency Medical Treatment and Information

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, and the like).

The district may consent to medical treatment, including dental treatment, if necessary, for a student if:

- The district has received written authorization from a person having the right to consent;
- That person cannot be contacted; and
- That person has not given the district actual notice to the contrary.

The emergency care authorization form will be used by the district when a student's parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

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

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

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 changes. State law requires parents to update contact information within two weeks after the date the information changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways: Facebook, Remind App, Enotes: via automated text and/or email.

[See **Parent Contact Information** on page 33 and **Automated Emergency Communications** on page 33.]

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator: Jay Ratcliff at (903)777-2372

Food and Nutrition 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.

Some students are eligible for free and reduced-price meals based on financial need. 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 requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

To apply for free or reduced-price meal services, contact:

Tammy Vance vancetammy@harletonisd.net

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. 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 meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

The following information is published as required by the USDA for participation in the National School Lunch Program:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

"Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

"To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:**

(833) 256-1665 or (202) 690-7442; or

3. **email:**

Program.Intake@usda.gov

"This institution is an equal opportunity provider."

The responsible state agency that administers the program is the [Texas Department of Agriculture](https://www.texasagriculture.gov/Home/Contact-Us) (<https://www.texasagriculture.gov/Home/Contact-Us>), which can be reached at (800) TELL-TDA (835-5832) or (800) 735-2989 (TTY).

The local agency that administers the program is the district. See **Nondiscrimination Statement** on page 57 for the name and contact information for the Title IX coordinator, ADA/Section 504 coordinator, and superintendent for other concerns about discrimination.

Vending Machines (All Grade Levels)

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

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 ensure a safe, pest-free school environment.

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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 have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the district's IPM coordinator: Mike Harper at (903)777-1597

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior 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 open for independent student use during the following times with a teacher permit:

- Hours are 7:30-3:30
- Book check-out is 2 weeks
- Students with over-due books are not allowed to check out books

Use by Students Before and After School (All Grade Levels)

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. Elementary students may go to the cafeteria to eat breakfast or go directly to the classroom at 7:30. The library is available to students after they have checked in their homeroom and acquired a hall pass to the library.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

School Hours

7:30 – Buildings open (Do not drop off elementary students before 7:30. They are not able to enter the building.)

7:55 – First bell – all students need to be in their homeroom

8:00 – Tardy bell - Any student not in homeroom must go to the office for a Tardy Slip

3:40 –Dismissal

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

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.

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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 that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. See **Fees (All Grade Levels)** on page 44 for more information.

The district is not responsible for refunding fees paid directly to a third-party vendor.

Searches

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches.

District officials may search 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 or 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 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 **Electronic Devices and Technology Resources** on page 41 and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may 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.

Sexual Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 36.]

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, emergent bilingual students, 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: Rena Lowry at (903)777-4092

The Texas State Library and Archives Commission's [Talking Book Program](https://www.tsl.texas.gov/tbp/index.html) (<https://www.tsl.texas.gov/tbp/index.html>) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Student Speakers (All Grade Levels)

The district provides students the opportunity to introduce certain school events. 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 **Graduation** on page **Error! Bookmark not defined.** for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Tardies (All Grade Levels)

A warning bell sounds at 7:55, and the tardy bell rings at 8:00. All students not in class when this bell sounds will be counted as tardy. Teachers will not admit tardy students to class unless they have first reported to the office to receive a tardy slip. Tardies are recorded and will affect perfect attendance. The office will keep records as to the number of tardies a student receives, and repeated instances of tardiness will result in the following penalties in accordance with Education Code 25.0951:

- If a student receives 3 tardies within a four week period, he/she will receive a warning letter.
- If a student 6 tardies the student's parent will be required to meet with the principal.
- If a student receives 10 or more tardies within a six month period, the parent will be reported to truancy court.

These actions are in accordance with the *25.093 and 25.094 Texas Education Codes.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is 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.

For information on library books and other resources students may access voluntarily, see **Library (All Grade Levels)** on page 66.

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments** on page 18, **Bullying** on page 27, and **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page 20, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for his or her child to ride with or be released after the event to the parent or another adult designated by the parent. [See **School-Sponsored Field Trips** on page 66.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on

an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact (903)777-4092

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, 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, including loss of the privilege to ride in a district vehicle.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Vandalism (All Grade Levels)

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, the district uses video and audio recording equipment 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 will review the video and audio recordings as needed and 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 before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, contact the principal or superintendent that the district has designated to coordinate the implementation of and compliance with this law.

[See policy EHBAF(LOCAL) for more information.]

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** on page 9 for video and other recording by parents or visitors to virtual or in-person classrooms.]

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:

- Request entry to the school at the primary entrance unless otherwise directed by a district employee.
- Report to the main office.
- Be prepared to show identification.
- Exit the school at the primary entrance and leave all exterior doors closed, latched, and locked unless actively monitored by a district employee.
- Comply with all applicable district policies and procedures.

If requested by a district employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the district. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on district property may be ejected from district property.

Individuals may visit classrooms or observe virtual instruction during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** on page 9 for video and other recording by parents or visitors to virtual or in-person classrooms.]

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 to 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 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).

[See the 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.

Volunteers (All Grade Levels)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact the campus principal.

The district does not require state criminal history background checks for volunteers who are parents, guardians, or grandparents of a child enrolled in the district.

Subject to exceptions in accordance with state law and district procedures, other volunteers will be subject to a state criminal history background check, and the volunteer must pay all costs for the background check.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 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.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Glossary

Accelerated instruction, including supplemental instruction, is an intensive educational program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment. Accelerated instruction may be provided by assigning a student to a classroom teacher who is certified as a master, exemplary, or recognized teacher or by providing supplemental instruction in addition to regular instruction.

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes 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 stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

ED stands for the U.S. Department of Education.

Emergent bilingual student refers to a student of limited English proficiency. Other related terms include English learner, English language learner, and limited English proficient student.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments is required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act.

FERPA refers to the federal Family Educational Rights and Privacy Act, which 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 years of age or older directs the school not to release directory information.

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

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.

Harleton Elementary Student Handbook

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.

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 the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required 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 help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist 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. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for 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; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and 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.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that emergent bilingual students make in learning the English language and is administered for those who meet the participation requirements in kindergarten-grade 12.

TSI stands for the Texas Success Initiative, an 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.

Harleton Elementary Student Handbook

TXVSN stands for 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 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: Freedom from Bullying Policy

Note to Student Handbook developer: State law requires that the district's policy on bullying be distributed in its Student Handbook(s).

On April 6, 2023, TEA publicized minimum standards for bullying prevention policies and procedures in accordance with state law. TASB Policy Service included recommended revisions to FFI(LOCAL) in Update 121 in June 2023. TASB recommends that districts adopt revisions to this policy prior to the beginning of the 2023-24 school year. Districts should update the appendix to the student handbook containing FFI(LOCAL) as soon as the board adopts revisions to the policy.

The following has been formatted for the district to more easily insert its FFI(LOCAL) policy here rather than in the body of the handbook.

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit www.harletonisd.net. Below is the text of Harleton ISD's policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on October 16, 2017.

Harleton ISD 102905		
STUDENT WELFARE FREEDOM FROM BULLYING		FFI (LOCAL)
	Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.	
Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.	
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.	
Retaliation	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	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.	
False Claim	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.	
Timely Reporting	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.	
Reporting Procedures	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, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.	
Student Report		
Employee Report	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.	
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Harleton Elementary Student Handbook

Harleton ISD
102905

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	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, sex, 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.
Investigation of Report	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.
Concluding the Investigation	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.
Notice to Parents	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.
District Action 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. The District may notify law enforcement in certain circumstances.
Discipline	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.

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Harleton Elementary Student Handbook

Harleton ISD
102905

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

	The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
<i>Corrective Action</i>	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 whether 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.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	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.
<i>Improper Conduct</i>	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.
<i>Confidentiality</i>	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.
<i>Appeal</i>	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
<i>Records Retention</i>	Retention of records shall be in accordance with CPC(LOCAL).
<i>Access to Policy and Procedures</i>	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 website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

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ADOPTED:

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Summer Student Workers
\$8.50-\$9.25

Step	Hourly Rate
0	\$ 8.50
1	\$ 8.75
2	\$ 9.00
3	\$ 9.25

Pay Grade One
Custodians, Cafeteria, Security Guard, Maintenance Helper
\$12.09-\$15.59

Step	Hourly Rate	
0	\$	12.09
1	\$	12.23
2	\$	12.37
3	\$	12.51
4	\$	12.65
5	\$	12.79
6	\$	12.93
7	\$	13.07
8	\$	13.21
9	\$	13.35
10	\$	13.49
11	\$	13.63
12	\$	13.77
13	\$	13.91
14	\$	14.05
15	\$	14.19
16	\$	14.33
17	\$	14.47
18	\$	14.61
19	\$	14.75
20	\$	14.89
21	\$	15.03
22	\$	15.17
23	\$	15.31
24	\$	15.45
25	\$	15.59

Pay Grade Two
Instructional Aides, Maintenance, Food Service, Asst. Dir.
\$12.95-17.20

Step	Hourly Rate
0	\$ 12.95
1	\$ 13.12
2	\$ 13.29
3	\$ 13.46
4	\$ 13.63
5	\$ 13.80
6	\$ 13.97
7	\$ 14.14
8	\$ 14.31
9	\$ 14.48
10	\$ 14.65
11	\$ 14.82
12	\$ 14.99
13	\$ 15.16
14	\$ 15.33
15	\$ 15.50
16	\$ 15.67
17	\$ 15.84
18	\$ 16.01
19	\$ 16.18
20	\$ 16.35
21	\$ 16.52
22	\$ 16.69
23	\$ 16.86
24	\$ 17.03
25	\$ 17.20

Pay Grade Three

Accts. Payable, Instructional Aide, Campus Secretary, Child Nutrition Specialist, Data Entry, Maintenance Technician, Food Service Supervisor, Custodial Supervisor

\$13.97-19.97

Step	Hourly Rate
0	\$ 13.97
1	\$ 14.17
2	\$ 14.37
3	\$ 14.57
4	\$ 14.77
5	\$ 14.97
6	\$ 15.17
7	\$ 15.37
8	\$ 15.57
9	\$ 15.77
10	\$ 15.97
11	\$ 16.17
12	\$ 16.37
13	\$ 16.57
14	\$ 16.77
15	\$ 16.97
16	\$ 17.17
17	\$ 17.37
18	\$ 17.57
19	\$ 17.77
20	\$ 17.97
21	\$ 18.17
22	\$ 18.37
23	\$ 18.57
24	\$ 18.77
25	\$ 18.97
26	\$ 19.97

Pay Grade Four
Bus Drivers
\$28.34

Step	Hourly Rate
Steps are not applicable for bus driver positions	\$ 28.34
Bus driver waiting time for field trips	\$ 10.00

Pay Grade Five
Computer Tech., A/C Tech
\$15.15-20.90

Step	Hourly Rate
0	\$ 15.15
1	\$ 15.38
2	\$ 15.61
3	\$ 15.84
4	\$ 16.07
5	\$ 16.30
6	\$ 16.53
7	\$ 16.76
8	\$ 16.99
9	\$ 17.22
10	\$ 17.45
11	\$ 17.68
12	\$ 17.91
13	\$ 18.14
14	\$ 18.37
15	\$ 18.60
16	\$ 18.83
17	\$ 19.06
18	\$ 19.29
19	\$ 19.52
20	\$ 19.75
21	\$ 19.98
22	\$ 20.21
23	\$ 20.44
24	\$ 20.67
25	\$ 20.90

Pay Grade Six
LVN Nurse, Supt. Secretary
\$18.23-24.73

Step	Hourly Rate
0	\$ 18.23
1	\$ 18.49
2	\$ 18.75
3	\$ 19.01
4	\$ 19.27
5	\$ 19.53
6	\$ 19.79
7	\$ 20.05
8	\$ 20.31
9	\$ 20.57
10	\$ 20.83
11	\$ 21.09
12	\$ 21.35
13	\$ 21.61
14	\$ 21.87
15	\$ 22.13
16	\$ 22.39
17	\$ 22.65
18	\$ 22.91
19	\$ 23.17
20	\$ 23.43
21	\$ 23.69
22	\$ 23.95
23	\$ 24.21
24	\$ 24.47
25	\$ 24.73

Pay Grade Seven
Computer Specialist, Transportation Maintenance Director, Exempt Employees
\$32,282 - \$61,436

Step	Yearly Salary
0	\$32,282
1	\$33,108
2	\$33,934
3	\$34,760
4	\$35,587
5	\$36,413
6	\$37,239
7	\$38,065
8	\$38,891
9	\$39,717
10	\$40,544
11	\$41,370
12	\$42,196
13	\$44,768
14	\$45,594
15	\$46,420
16	\$47,246
17	\$48,072
18	\$48,898
19	\$50,550
20	\$51,360
21	\$52,202
22	\$53,028
23	\$53,854
24	\$54,680
25	\$55,506
26	\$56,332
27	\$57,158
28	\$57,984
29	\$58,810
30	\$59,636
31	\$61,436

**Harleton ISD
2024-2025
Stipend Pay Scale**

Position	Amount
Athletics	
Full-time, Certified Coaches Coordinators	
Offensive	\$ 3,500.00
Defensive	\$ 3,500.00
Special Teams	\$ 1,000.00
Varsity Football	\$ 2,000.00
Field Maintenance	\$ 1,000.00
Weight Room	\$ 2,500.00
Head Coach	
Basketball	\$ 4,000.00
Baseball	\$ 4,000.00
Softball	\$ 4,000.00
Girl's Track	\$ 3,000.00
Boy's Track	\$ 3,000.00
Tennis	\$ 2,500.00
Cross Country	\$ 2,500.00
Power Lifting	\$ 2,500.00
Golf	\$ 2,500.00
Volleyball	\$ 2,500.00
Assistant/Jr. High Coach	\$ 2,000.00
Coaches (10 month contract)who work cross country or football will receive 7 extra days per yr	
Coaches who oversee the summer program may receive extra duty pay at \$25 per hour.	
Coaches who work field conditioning and maintenance will receive 10 extra days per yr.	
Part-time or Non-certified Coaches:	
Stipends will be negotiated individually, but not exceed those in the above schedule	
Athletic stipends will be reduced if employees does not have a CDL.	
Non-athletics	
Band Director	\$ 5,500.00
Asst. Band Director	\$ 2,500.00
Auditorium Sight/Sound Mgr.	\$ 2,000.00
HS AG	\$ 3,000.00
JH AG	\$ 1,500.00
HS One Act Play	\$ 2,000.00
JH One Act Play	\$ 1,500.00
HS Cheerleading	\$ 3,000.00
JH Cheerleading	\$ 2,000.00
HS Yearbook	\$ 1,500.00
JH Yearbook	\$ 600.00
EL Yearbook	\$ 900.00

**Harleton ISD
2024-2025
Stipend Pay Scale**

HS Majorette	\$	2,000.00
JH Majorette	\$	1,500.00
National Honor Society Sponsor	\$	500.00
JH BETA Sponsor	\$	500.00
HS Student Council Sponsor	\$	500.00
JH Student Council Sponsor	\$	500.00
HS Rocketry Sponsor	\$	1,000.00
HS Robotics Sponsor	\$	1,000.00
JH Robotics Sponsor	\$	500.00
ESL Certification	\$	500.00
Texas Assoc Future Educators Sponsor	\$	500.00
Future Business Leaders Assoc Sponsor	\$	500.00
Prom Sponsors	\$	200.00
HS Registrar/PEIMS	\$	6,000.00
UIL Academic Sponsors	\$	200.00
Campus Coordinator	\$	500.00
UIL Academic Sponsors team advance to Regionals		\$200
UIL Academic Sponsors team advance to State		\$300
Invitational Meet- (limit 2)		\$100

After School Tutoring

Teachers	\$25/hr
Aides	\$12.50/hr
Bus Drivers	Regular hourly rate

Board Clerk \$100 per meeting

Substitute Teacher

Non-certified	\$75 per day
Certified	\$80 per day

Ticket Booth Attendants \$50 for up to 3 hrs

Insurance Stipend:

Harleton ISD employees will receive up to \$1,000 if monies are available.

Teaching and Non-teaching Professional Employees:

Classroom teachers will receive state base plus a local supplement of \$3,000

Additional \$500 for every year over step 20 not exceed step 25.

Additional \$1,000 for step 26-30 collectively.

**Harleton ISD
2024-2025
Stipend Pay Scale**

Longevity Stipend:

Harleton ISD employees will receive a \$1,000 longevity stipend that has 21+ years of service in public education, according to their service records.

Librarian and Counselors

Will receive state base plus a local supplement of \$6500 (\$3000 teacher stipend/\$3500 stipend above teacher pay).

Teachers who work past their 187 days will be paid their daily rate for each day worked.

Administrators

Superintendent, Principals, Athletic Director

Assistant Principal of Student Services, & Business Manager

Administrative salaries will be determined by the Harleton ISD board.

TTESS Calendar 2024-2025

August 7- August 30

Campus Orientation for all teachers has to occur during this window.
District Orientation for teachers who have never been appraised under the T-TESS. Principals will provide the training to the appropriate personnel by August 30, 2024.

September 27

Due to appraiser: All teachers must complete and submit the
(1) Goal Setting Plan with one goal and
(2) Student Growth Goal for one class or group of students.
Complete in DMAC.

October 11 & 15 Non-Observation Day

November 22 Non-Observation Day

December 2 Non-Observation Day

December 20 Non-Observation Day

January 17 & 21 Non-Observation Day

February 14 & 24 Non-Observation Day

March 28 Non-Observation Day

April 30

All End-of-Year conferences must be completed. ALL student growth goal tracker information must be uploaded in DMAC.

May 1

A teacher may waive a summative conference if all documents are signed at the end-of-year conference. A written summative annual appraisal report shall be shared with the teacher no later than 15 working days before the last day of instruction for students.

Orientation

- Teachers new to the district will be trained for T-TESS.
- All individuals appraised with T-TESS will complete T-TESS campus orientation.
- Teachers hired after August orientation sessions will be trained by campus administration.

Teacher Goal-Setting Plan (GS) and Student Growth Goal (SGG)

- A completed, appraiser-approved Goal-Setting Plan and Student growth goal must be submitted through DMAC by ALL teachers and reviewed at the beginning of the year conference.
- Teacher Goal Setting and Student Growth Goals will be maintained through the course of the school year by the teacher.
- Teacher Goal Setting and Student Growth Goals will be reviewed with the teacher at the End-of-Year conference.
- Student Growth Goal Rating will be shared with teachers at the end-of-year conference.

Formal Observation

- Advance notice – provide a ten (10) working day window for observation.
- Minimum 45- minute observation or shorter segments. Written summary submitted to the teacher within ten (10) working days of the formal observation.

Post-Conference

- The post-conference must be held no more than ten (10) working days after the formal observation.

Schedule Limitations – Review and Testing Days

- Formal observations may NOT be held on days scheduled for end-of-semester or end-of-year examinations, or days scheduled for state-mandated assessments or other standardized tests.

Growth Plans

- T-TESS appraisals do NOT automatically trigger growth plans.
- Professional growth plans may be established for teachers at any time throughout the year.
- Contact HR for assistance on establishing growth plans.

Documented Walkthroughs

- A minimum of two (2) documented T-TESS walkthroughs must be conducted for ALL teachers. These must be completed in DMAC on the T-TESS walkthrough document (Minimum: one each semester)
- Each walkthrough must be a minimum of ten (10) minutes in length.
- Documentation must be shared with the teacher in writing within ten (10) days.

Teacher Response/Request for a Second Appraiser

- A teacher may rebut in writing and/or request 2nd appraisal within 10 working days after receiving the Observation Summary Form or Summative Annual Report.
- Request for a Second Appraiser guidelines are found in the HR Handbook on the HISD website.

End-of-Year Conference

- All teachers must have an End-of-Year Conference no later than May 9, 2025.
- Review of the appraisal data collected throughout the current school year.
- Examine and discuss the evidence related to the teacher's performance on the four domains OR domain four of the T-TESS rubric depending on the type of teacher appraisal.
- Review Goal-Setting and Professional Development Plan and Plan for following school year.
- Review Student Growth Goals, student trackers and SGG rating rubric - add to T-TESS summative report.

Summative Annual Report and Conference

- Teachers may waive the summative conference IF no new evidence is provided and signatures are obtained at the end-of year conference.
- Any piece of evidence/documentation shared with the teacher in writing within ten (10) days can be used as documentation/evidence.
- The summative report must be in the hands of the teacher five (5) working days before the summative conference.
- The summative conference must be held no later than 15 working days before the last day of instruction – May 2, 2025.
- Printed, signed copies provided to HR.

Librarians, Counselors, Nurses, and Other Educational Professionals do not use the T-TESS instrument.

		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025		
		Last Yr	This Yr	This Yr	This Yr	Next Yr	Pct Inc	
Fnc-Obj.	So-Org-Prog	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend	/Dec	Lk
00-1102.00-000-500000	MISCELLANEOUS ACCT	.00	.00	.00	.00	_____.	.00%	N
00-1103.00-000-500000	MONEY MARKET ACCOUNT	.00	.00	.00	.00	_____.	.00%	N
00-1105.00-000-500000	CERTIFICATE OF DEPOSITS	.00	.00	.00	.00	_____.	.00%	N
00-1106.00-000-500000	INVESTMENT IN LONE STAR	.00	.00	.00	.00	_____.	.00%	N
00-1107.00-000-500000	INVESTMENT WITH AJ CAPI	.00	.00	.00	.00	_____.	.00%	N
00-1110.00-000-500000	OBJECT GROUP DESCRIPTI	.00	.00	.00	.00	_____.	.00%	N
00-1111.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-1120.00-000-500000	INVESTMENTS-LSIP	.00	.00	.00	.00	_____.	.00%	N
00-1120.01-000-500000	INVESTMENTS-AJ CAPITAL	.00	.00	.00	.00	_____.	.00%	N
00-1120.02-000-500000	INVESTMENTS-CERTIFICAT	.00	.00	.00	.00	_____.	.00%	N
11XX Totals		.00	.00	.00	.00	_____.	.00%	
00-1220.00-000-500000	PROPERTY TAXES REC. - D	.00	.00	.00	.00	_____.	.00%	N
00-1220.01-000-500000	PROPERTY TAXES REC. - D	.00	.00	.00	.00	_____.	.00%	N
00-1221.00-000-500000	RECEIVABLE PROPERTY TA	.00	.00	.00	.00	_____.	.00%	N
00-1230.00-000-500000	ALLOW FOR UNCOL TAXES	.00	.00	.00	.00	_____.	.00%	N
00-1241.00-000-500000	DUE FROM STATE	.00	.00	.00	.00	_____.	.00%	N
00-1243.00-000-500000	DUE FROM OTHER GOVERN	.00	.00	.00	.00	_____.	.00%	N
00-1251.00-000-500000	SUNDRY RECEIVABLES	.00	.00	.00	.00	_____.	.00%	N
00-1260.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-1262.00-000-500000	DUE FROM SPEC REVENUE	.00	.00	.00	.00	_____.	.00%	N
00-1264.00-000-500000	CAPITAL PROJECTS FUNDS	.00	.00	.00	.00	_____.	.00%	N
00-1267.00-000-500000	DUE FROM PAYROLL CLEA	.00	.00	.00	.00	_____.	.00%	N
00-1289.00-000-500000	DUE FROM OTHER FUNDS	.00	.00	.00	.00	_____.	.00%	N
00-1290.00-000-500000	OTHER RECEIVABLES	.00	.00	.00	.00	_____.	.00%	N
00-1299.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
12XX Totals		.00	.00	.00	.00	_____.	.00%	

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
00-1310.01-000-500000	GIRLS BASKETBALL UNIFO	.00	.00	.00	.00	_____.	.00%	N
00-1310.02-000-500000	FLAG UNIFORMS	.00	.00	.00	.00	_____.	.00%	N
00-1310.03-000-500000	INVENTORY/FB TICKETS 98	.00	.00	.00	.00	_____.	.00%	N
13XX Totals		.00	.00	.00	.00	_____.	.00%	
00-1410.00-000-500000	DEFERRED EXPENDITURES	.00	.00	.00	.00	_____.	.00%	N
00-1410.01-000-500000	DEFERRED EXPENDITURES	.00	.00	.00	.00	_____.	.00%	N
00-1410.11-000-500000	DEFERRED EXPENDITURES	.00	.00	.00	.00	_____.	.00%	N
14XX Totals		.00	.00	.00	.00	_____.	.00%	
00-1810.00-000-500000	RESTRICTED ASSETS	.00	.00	.00	.00	_____.	.00%	N
18XX Totals		.00	.00	.00	.00	_____.	.00%	
Totals		.00	.00	.00	.00	_____.	.00%	
00-2110.00-000-500000	ATTORNEY FEES	.00	.00	.00	.00	_____.	.00%	N
00-2110.01-000-500000	ACCOUNTS PAYABLE	.00	.00	.00	.00	_____.	.00%	N
00-2110.02-000-500000	ACCOUNTS PAYABLE CONS	.00	.00	.00	.00	_____.	.00%	N
00-2111.00-000-500000	PAYABLE ACCOUNT	.00	.00	.00	.00	_____.	.00%	N
00-2122.00-000-500000	LOANS PAYABLE - CURREN	.00	.00	.00	.00	_____.	.00%	N
00-2151.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2152.01-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2152.02-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2153.00-000-500000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.	.00%	N
00-2153.00-002-500000		.00	.00	.00	.00	_____.	.00%	N
00-2153.00-043-500000		.00	.00	.00	.00	_____.	.00%	N
00-2154.00-023-500000		.00	.00	.00	.00	_____.	.00%	N
00-2155.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2155.01-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2155.04-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-003-500000		.00	.00	.00	.00	_____.	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
00-2159.00-007-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-008-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-012-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-016-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-021-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-022-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-024-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-025-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-026-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-028-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-030-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-031-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-040-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-041-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-044-500000		.00	.00	.00	.00	_____.	.00%	N
00-2160.00-000-500000	ACCRUED WAGES PAYABL	.00	.00	.00	.00	_____.	.00%	N
00-2161.00-000-500000	WAGE ACCRUALS	.00	.00	.00	.00	_____.	.00%	N
00-2171.00-000-500000	DUE TO SPECIAL REVENUE	.00	.00	.00	.00	_____.	.00%	N
00-2171.01-000-500000	GENERAL FUND-DIFFEREN	.00	.00	.00	.00	_____.	.00%	N
00-2171.99-000-500000	GENERAL FUND	.00	.00	.00	.00	_____.	.00%	N
00-2172.00-000-500000	DUE TO SPECIAL REVENUE	.00	.00	.00	.00	_____.	.00%	N
00-2175.00-000-500000	DUE TO PAYROLL	.00	.00	.00	.00	_____.	.00%	N
00-2175.99-000-500000	DUE TO GENERAL FUNDS	.00	.00	.00	.00	_____.	.00%	N
00-2177.00-000-500000	TRUST AND AGENCY FUND	.00	.00	.00	.00	_____.	.00%	N
00-2177.02-000-500000	DUE TO PAYROLL CLEARIN	.00	.00	.00	.00	_____.	.00%	N
00-2177.99-000-500000	DUE TO TRUST & AGENCY F	.00	.00	.00	.00	_____.	.00%	N
00-2180.00-000-500000	DUE TO OTHER GOV'T	.00	.00	.00	.00	_____.	.00%	N

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Cnty Dist: 102-905		HARLETON ISD				Page: 4 of 54		
Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
00-2181.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2183.00-000-500000	DUE TO OTHER GOVERNME	.00	.00	.00	.00	_____.	.00%	N
	21XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2210.00-000-500000	ACCRUED EXPENSES	.00	.00	.00	.00	_____.	.00%	N
00-2211.11-000-500000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
00-2211.12-000-500000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
00-2211.14-000-500000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
00-2211.16-000-500000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
00-2211.19-000-500000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
	22XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2310.00-000-500000	DEFERRED REVENUE	.00	.00	.00	.00	_____.	.00%	N
00-2312.00-000-500000	DEF. REVENUE OTHER THA	.00	.00	.00	.00	_____.	.00%	N
	23XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2600.00-000-500000	DEFERRED RESOURCES IN	.00	.00	.00	.00	_____.	.00%	N
	26XX Totals	.00	.00	.00	.00	_____.	.00%	
	Totals	.00	.00	.00	.00	_____.	.00%	
00-3410.00-000-500000	RESERVED FOR INVENTOR	.00	.00	.00	.00	_____.	.00%	N
00-3440.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-3470.00-000-500000	CAPITAL ACQUISITION PRO	.00	.00	.00	.00	_____.	.00%	N
	34XX Totals	.00	.00	.00	.00	_____.	.00%	
00-3510.00-000-500000	DESIGNATED FB-CONSTRU	.00	.00	.00	.00	_____.	.00%	N
00-3510.01-000-500000	DESIGNATED FB-M&O TAX	.00	.00	.00	.00	_____.	.00%	N
00-3540.00-000-500000	SELF INSURANCE DES FB	.00	.00	.00	.00	_____.	.00%	N
00-3590.00-000-500000	OTHER DESIGNATED FUND	.00	.00	.00	.00	_____.	.00%	N
	35XX Totals	.00	.00	.00	.00	_____.	.00%	
00-3600.00-000-500000	UNRESERVED/UNDESIG. FU	.00	.00	.00	.00	_____.	.00%	N
00-3601.00-000-500000		.00	.00	.00	.00	_____.	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND		File ID: N							
Fnc-Obj.	So-Org-Prog	Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
00-3602.00-000-500000			.00	.00	.00	.00	_____.	.00%	N
		36XX Totals	.00	.00	.00	.00	_____.	.00%	
00-3700.00-000-500000		BUDGET FUND BALANCE	.00	.00	.00	.00	_____.	.00%	N
		37XX Totals	.00	.00	.00	.00	_____.	.00%	
		Fund Balance Totals	.00	.00	.00	.00	_____.	.00%	
00-4310.00-000-500000		RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.	.00%	N
00-4310.01-000-500000		RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.	.00%	N
		43XX Totals	.00	.00	.00	.00	_____.	.00%	
		Totals	.00	.00	.00	.00	_____.	.00%	
00-5711.00-000-500000		TAXES-CURRENT	1,777,267.36	1,547,919.00	1,547,919.00	1,553,830.34	1,627,188.00	5.12%	N
00-5712.00-000-500000		"TAXES, PRIOR YEAR"	59,312.54	120,000.00	120,000.00	106,771.02	120,000.00	.00%	N
00-5719.00-000-500000		"PENALTY, ETC."	58,534.28	55,000.00	55,000.00	88,503.64	55,000.00	.00%	N
00-5729.00-000-500000		HEADSTART REVENUE	37,636.01	41,000.00	41,000.00	33,621.88	41,000.00	.00%	N
00-5739.01-000-500000		TUITION	42,775.00	49,600.00	49,600.00	17,725.00	49,600.00	.00%	N
00-5739.02-000-500000		TUITION FOR SUMMER SCH	.00	.00	.00	.00	_____.	.00%	N
00-5742.00-000-500000		EARN FM TEMP DEP & INVE	.97	20.00	20.00	.65	20.00	.00%	N
00-5742.01-000-500000		INTEREST EARNED ON OPE	431.48	1,000.00	1,000.00	352.32	1,000.00	.00%	N
00-5742.02-000-500000		INTEREST FROM INVESTME	227,108.28	50,000.00	50,000.00	76,319.12	70,000.00	40.00%	N
00-5742.03-000-500000		INTEREST EARNED ON	1.74	20.00	20.00	1.60	20.00	.00%	N
00-5743.00-000-500000		AMBULANCE BLDG & RENT	.00	.00	.00	.00	_____.	.00%	N
00-5744.00-000-500000		STUDENT OF THE MONTH D	.00	675.00	675.00	.00	675.00	.00%	N
00-5744.01-000-500000		REVENUE FROM NON-PROF	106,375.00	.00	.00	250.00	_____.	.00%	N
00-5744.05-000-500000		IN MEMORY OF-LIBRARY D	395.00	.00	.00	60.00	_____.	.00%	N
00-5744.07-000-500000		HEAD START DONATIONS	.00	.00	.00	.00	_____.	.00%	N
00-5745.00-000-500000		INSURANCE RECOVERY	.00	.00	.00	25,282.53	_____.	.00%	N
00-5749.00-000-500000		MISC REVENUE FROM LOC	14,366.95	3,500.00	3,500.00	7,460.12	3,500.00	.00%	N
00-5749.00-000-5000BF		BOOK FAIR PROCEEDS	5,474.02	6,200.00	6,200.00	8,361.26	6,200.00	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
Fnc-Obj.	So-Org-Prog	Description						
00-5749.00-000-5000TB		PAYMENT FOR LOST TEXT	.00	100.00	100.00	.00	100.00	.00% N
00-5749.00-000-5000ERA		E RATE DISCOUNTS REVEN	11,900.00	.00	.00	.00	_____.	.00% N
00-5749.01-000-5000000		JH LAPTOP FEE	.00	.00	.00	.00	_____.	.00% N
00-5749.01-001-5000000		HS TESTING FEES	2,815.00	.00	.00	1,473.00	_____.	.00% N
00-5749.03-000-5000000		HS DRINK SALES	161.54	1,000.00	1,000.00	173.92	1,000.00	.00% N
00-5752.00-000-5000000		HS FOOTBALL GATE RECEI	13,866.00	16,000.00	16,000.00	17,484.00	16,000.00	.00% N
00-5752.01-000-5000000		JH FOOTBALL GATE RECEIP	4,561.00	3,500.00	3,500.00	3,939.00	3,500.00	.00% N
00-5752.02-000-5000000		BASKETBALL GATE RECEIP	9,428.75	5,000.00	5,000.00	8,364.00	5,000.00	.00% N
00-5752.04-000-5000000		BASKETBALL TOURNAMENT	4,246.00	3,200.00	3,200.00	5,771.00	3,200.00	.00% N
00-5752.05-000-5000000		TRACK MEET ENTRY FEES	1,000.00	3,500.00	3,500.00	350.00	3,500.00	.00% N
00-5752.06-000-5000000		HS FOOTBALL OUT OF TOW	.00	.00	.00	.00	_____.	.00% N
00-5752.08-000-5000000		HS TENNIS TOURNAMENT	540.00	.00	.00	.00	_____.	.00% N
00-5759.00-000-5000000		MINERAL ROYALTIES	.00	900.00	900.00	.00	900.00	.00% N
57XX Totals			2,378,196.92	1,908,134.00	1,908,134.00	1,956,094.40	2,007,403.00	5.20%
00-5811.00-000-5000000		PER CAPITA APPORTIONME	425,504.00	272,994.00	272,994.00	278,177.00	394,800.00	44.62% N
00-5812.00-000-5000000		FOUNDATION ENTITLEMEN	6,085,417.50	6,784,900.00	6,784,900.00	6,903,919.00	6,633,454.00	-2.23% N
00-5820.00-000-5000000		PREKINDERGARTEN REVEN	.00	.00	.00	.00	_____.	.00% N
00-5829.01-000-5000000		HOUSE BILL 1	.00	.00	.00	.00	_____.	.00% N
00-5831.00-000-5000000		TRS ON BEHALF	470,098.61	.00	.00	.00	_____.	.00% N
00-5839.00-000-5000000		STATE REV-STATE ENERGY	.00	.00	.00	.00	_____.	.00% N
58XX Totals			6,981,020.11	7,057,894.00	7,057,894.00	7,182,096.00	7,028,254.00	-4.42%
00-5931.00-000-5000000		SHARS REVENUE	127,547.97	50,000.00	50,000.00	7,484.61	50,000.00	.00% N
00-5932.00-000-5000000		MEDICAID ADMINISTRAT CL	.00	.00	.00	.00	_____.	.00% N
00-5949.00-000-5000000		FEDERAL REV DIST DIRECT	43,108.77	35,328.00	35,328.00	33,761.01	24,237.00	-31.39% N
59XX Totals			170,656.74	85,328.00	85,328.00	41,245.62	74,237.00	-13.00%
Revenue Totals			9,529,873.77	9,051,356.00	9,051,356.00	9,179,436.02	9,109,894.00	.65%

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
11-2152.00-001-511000		.00	.00	.00	.00	_____.	.00%	N
11-2152.00-101-511000		.00	.00	.00	.00	_____.	.00%	N
	21XX Totals	.00	.00	.00	.00	_____.	.00%	
	Totals	.00	.00	.00	.00	_____.	.00%	
00-6144.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
	61XX Totals	.00	.00	.00	.00	_____.	.00%	
	Function 00 Totals	.00	.00	.00	.00	_____.	.00%	
11-6112.00-001-511000	SALARIES OR WAGES FOR	8,385.00	15,000.00	15,000.00	10,982.50	15,000.00	.00%	N
11-6112.00-001-524000	"SUBSTITUTES, ACCEL ED"	1,025.00	5,500.00	5,500.00	130.00	5,500.00	.00%	N
11-6112.00-001-531000	SALARIES OR WAGES FOR	.00	580.00	580.00	.00	580.00	.00%	N
11-6112.00-041-511000	SUBSTITUTES JH REGULAR	22,154.24	11,000.00	11,000.00	9,027.50	11,000.00	.00%	N
11-6112.00-041-522000	SUB-JH VOC TEACHER	540.00	.00	.00	1,860.00	_____.	.00%	N
11-6112.00-041-524000	SUBSTITUTE TEACHERS	675.00	11,000.00	11,000.00	75.00	11,000.00	.00%	N
11-6112.00-101-511000	SUBSTITUTES ELEM REGUL	29,353.60	20,000.00	20,000.00	31,371.12	20,000.00	.00%	N
11-6112.00-101-524000	SUBSTITUTES ELEM SCE	1,997.50	600.00	600.00	305.00	600.00	.00%	N
11-6112.00-101-525000	SUBSTITUTE TEACHER ELE	.00	5,850.00	5,850.00	.00	5,850.00	.00%	N
11-6112.00-101-536000	SUBSTITUTE PRE K TEACH	232.50	.00	.00	957.70	_____.	.00%	N
11-6112.03-001-522000	"SUB-TEACHER, H. S. VOCA	6,955.00	7,500.00	7,500.00	3,475.00	7,500.00	.00%	N
11-6112.03-101-523000	"SUB-TEACHER, ELEM. SPE	3,662.50	1,600.00	1,600.00	1,622.50	1,600.00	.00%	N
11-6112.04-001-523000	"SUB-TEACHER, HIGH SCHO	550.00	2,000.00	2,000.00	315.00	2,000.00	.00%	N
11-6112.05-041-523000	"SUB-TEACHER, JR. HIGH S	150.00	800.00	800.00	705.00	800.00	.00%	N
11-6119.00-001-511000	SALARIES OR WAGES-TECH	760,084.80	765,105.00	765,105.00	685,991.61	870,552.00	13.78%	N
11-6119.00-001-5110TB	TEXT BOOK COORDINATOR	.00	1,000.00	1,000.00	.00	_____.	-100.00%	N
11-6119.00-001-521000	SALARIES OR WAGES-TECH	6,397.69	7,628.00	7,628.00	6,779.94	7,628.00	.00%	N
11-6119.00-001-523000	HS SPED TEACHER	1,000.00	.00	.00	.00	_____.	.00%	N
11-6119.00-001-531000	SALARIES OR WAGES-TECH	.00	10,000.00	10,000.00	.00	_____.	-100.00%	N
11-6119.00-041-511000	SALARIES OR WAGES-TECH	594,976.51	643,105.00	643,105.00	548,014.25	643,877.00	.12%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
11-6119.00-041-522000	JH VOCATIONAL TEACHER	3,763.91	.00	.00	34,933.97	45,666.00	100.00%	N
11-6119.00-041-523000	SALARIES-PROF. PERSONN	31,318.57	59,040.00	59,040.00	53,591.27	61,040.00	3.39%	N
11-6119.00-041-537000	JH TEACHER DYSLEXIA	188.88	2,000.00	2,000.00	1,777.69	2,000.00	.00%	N
11-6119.00-041-543000	JH SPED AND DYSLEXIA TE	29,520.00	.00	.00	.00	_____.	.00%	N
11-6119.00-101-511000	SALARIES-PROF. PERSONN	894,084.47	989,061.00	989,061.00	836,004.46	1,007,768.00	1.89%	N
11-6119.00-101-5110TB	TEXT BOOK COORDINATOR	.00	.00	.00	.00	_____.	.00%	N
11-6119.00-101-521000	SALARIES OR WAGES-ELEM	.00	5,000.00	5,000.00	.00	5,000.00	.00%	N
11-6119.00-101-523000	ELEM TEACHER	3,436.84	37,390.00	37,390.00	32,616.30	39,100.00	4.57%	N
11-6119.00-101-525000	ELEM BILINGUAL SALARIES	.00	.00	.00	.00	_____.	.00%	N
11-6119.00-101-534000	HEAD START TEACHER	.00	.00	.00	.00	_____.	.00%	N
11-6119.00-101-536000	PRE-K TEACHER	55,843.16	52,810.00	52,810.00	29,743.78	38,390.00	-27.31%	N
11-6119.00-101-537000	ELEM TEACHER DYSLEXIA	.00	.00	.00	.00	_____.	.00%	N
11-6119.00-999-599000	SALARIES OR WAGES-TECH	.00	177,120.00	177,120.00	.00	118,079.00	-33.33%	N
11-6119.01-001-524000	TEACHERS-HS ST. COMP E	9,108.97	5,941.00	5,941.00	7,481.16	4,977.00	-16.23%	N
11-6119.01-041-524000	TEACHERS-JR.HI ST.COMP.	108,600.79	109,405.00	109,405.00	97,471.10	112,881.00	3.18%	N
11-6119.01-101-511000	HEADSTART TEACHER	.00	.00	.00	.00	_____.	.00%	N
11-6119.01-101-524000	TEACHERS-ELEM. ST.COMP	65,097.16	174,722.00	174,722.00	60,809.24	58,782.00	-66.36%	N
11-6119.02-001-511000	SALARIES OR WAGES-PAD	.00	.00	.00	.00	_____.	.00%	N
11-6119.02-001-524000	SALARIES-TAKS REMED. CL	.00	.00	.00	3,200.00	_____.	.00%	N
11-6119.02-101-521000	TEACHERS-ELEM. G/T	.00	.00	.00	.00	_____.	.00%	N
11-6119.03-001-522000	SALARIES OR WAGES-VOC	249,560.02	275,797.00	275,797.00	212,291.83	226,058.00	-18.03%	N
11-6119.03-041-522000	JH VOC TEACHER	.00	.00	.00	.00	_____.	.00%	N
11-6119.03-101-523000	TEACHERS-ELEM. SP.ED	86,277.10	90,850.00	90,850.00	39,960.00	47,170.00	-48.08%	N
11-6119.04-001-523000	TEACHERS-HIGH SCHOOL S	97,568.78	158,784.00	158,784.00	88,883.30	98,219.00	-38.14%	N
11-6119.05-101-523000	"SPEECH THERAPIST, SPEC	.00	.00	.00	.00	_____.	.00%	N
11-6119.06-041-521000	TEACHER-JR HIGH G/T	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6121.00-001-511000	EXTRA DUTY PAY/OT-SUPP	.00	.00	.00	.00	_____.	.00%	N

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		Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	
Fnc-Obj.	So-Org-Prog	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		Lk
11-6129.00-001-511000	AEP-DISCIPLINE MGT	75.00	3,000.00	3,000.00	.00	3,000.00	.00%	N
11-6129.00-001-524000	SALARIES FOR SUPPORT P	36,557.88	37,660.00	37,660.00	32,697.77	_____.	-100.00%	N
11-6129.00-001-531000	HS AIDE-HS ALLOTMENT	.00	.00	.00	.00	_____.	.00%	N
11-6129.00-041-511000	SALARIES FOR SUPPORT P	29,078.36	29,317.00	29,317.00	26,281.51	_____.	-100.00%	N
11-6129.00-041-522000	COMPUTER TECHNICIAN	.00	.00	.00	.00	_____.	.00%	N
11-6129.00-041-523000	SALARIES FOR SUPPORT P	59,234.38	40,911.00	40,911.00	57,428.23	69,583.00	70.08%	N
11-6129.00-041-524000	SALARIES FOR SUPPORT P	44,289.52	24,861.00	24,861.00	40,212.10	46,510.00	87.08%	N
11-6129.00-101-523000	SUB ELEM.SP.ED.AIDE	21,880.50	2,100.00	2,100.00	43,309.30	20,103.00	857.29%	N
11-6129.00-101-524000	ELEM AIDE ST COMP ED	27,055.88	14,840.00	14,840.00	987.50	14,840.00	.00%	N
11-6129.00-101-525000	ELEM AIDE ESL	1,807.44	19,820.00	19,820.00	8,334.42	22,214.00	12.08%	N
11-6129.00-101-536000	PRE-K AIDE	3,649.12	38,877.00	38,877.00	31,044.00	43,176.00	11.06%	N
11-6129.00-101-537000	ELEM AIDE DYSLEXIA	1,784.32	19,565.00	19,565.00	17,411.16	20,350.00	4.01%	N
11-6129.01-001-511000	BUS DRIVER-ED FIELD TRIP	90.00	1,200.00	1,200.00	.00	1,200.00	.00%	N
11-6129.01-001-522000	COMPUTER TECHNICIAN	.00	.00	.00	.00	_____.	.00%	N
11-6129.01-001-523000	TEACHER AIDES-HIGH SCH	41,323.82	42,674.00	42,674.00	48,787.10	64,768.00	51.77%	N
11-6129.01-041-511000	BUS DRIVER-ED FIELD TRIP	65.00	400.00	400.00	.00	400.00	.00%	N
11-6129.01-041-523000	SUB AIDE - JH SPEC ED	600.00	500.00	500.00	352.50	500.00	.00%	N
11-6129.01-101-511000	BUS DRIVER-ED FIELD TRIP	558.00	1,100.00	1,100.00	850.00	1,100.00	.00%	N
11-6129.01-101-523000	TEACHER AIDES-ELEM. SP.	42,520.76	42,437.00	42,437.00	25,595.89	42,681.00	.57%	N
11-6129.01-101-524000	BUS DRIVER HEADSTART FI	250.00	350.00	350.00	140.00	350.00	.00%	N
11-6129.01-101-536000	SUB PRE-K AIDE	820.00	.00	.00	6,627.50	_____.	.00%	N
11-6129.02-001-511000	TEACHER AIDE-BASIC SKILL	26,878.30	26,676.00	26,676.00	26,176.58	28,456.00	6.67%	N
11-6129.02-001-523000	SUB-AIDE-HIGH SCHOOL SP	157.50	5,000.00	5,000.00	715.00	5,000.00	.00%	N
11-6129.02-101-511000	HEADSTART AIDE	31,318.16	22,109.00	22,109.00	.00	_____.	-100.00%	N
11-6129.03-101-511000	SUB-AIDE-ELEM. BASIC SKI	2,262.50	2,500.00	2,500.00	1,205.00	2,500.00	.00%	N
11-6129.04-101-511000	COMPUTER TECHNICIAN	1,876.80	20,583.00	20,583.00	18,107.80	21,340.00	3.68%	N
11-6141.00-001-511000	SOCIAL SECURITY/MEDICA	10,896.93	10,152.00	10,152.00	10,186.37	10,877.00	7.14%	N

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Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
11-6141.00-001-5110TB	SOCIAL SECURITYMEDICAR	.00	.00	.00	.00	_____.	.00%	N
11-6141.00-001-521000	SOCIAL SECURITY	81.23	97.00	97.00	95.14	97.00	.00%	N
11-6141.00-001-522000	SOCIAL SECURITY/MEDICA	.00	3,000.00	3,000.00	.00	3,000.00	.00%	N
11-6141.00-001-523000	EMPLOYERS SHARE FICA H	14.50	1,500.00	1,500.00	.00	1,500.00	.00%	N
11-6141.00-001-524000	"EMPLOYERS SHARE, FICA"	470.43	441.00	441.00	412.32	441.00	.00%	N
11-6141.00-001-531000	SOCIAL SECURITY/MEDICA	.00	342.00	342.00	.00	342.00	.00%	N
11-6141.00-041-511000	SOCIAL SECURITY/MEDICA	10,032.96	9,500.00	9,500.00	8,429.27	8,445.00	-11.11%	N
11-6141.00-041-521000	SOCIAL SECURITY	.00	40.00	40.00	.00	40.00	.00%	N
11-6141.00-041-522000	SOCIAL SECURITY/MEDICA	93.55	200.00	200.00	621.84	586.00	193.00%	N
11-6141.00-041-523000	EMPLOYERS SHARE FICA	1,699.71	1,342.00	1,342.00	1,540.82	1,737.00	29.43%	N
11-6141.00-041-524000	SOCIAL SECURITY	648.00	350.00	350.00	536.07	564.00	61.14%	N
11-6141.00-041-537000	SOCIAL SECURITY/MEDICA	2.61	28.00	28.00	24.55	28.00	.00%	N
11-6141.00-101-511000	EMPLOYERS SHARE FICA E	13,672.42	13,142.00	13,142.00	12,564.53	13,368.00	1.72%	N
11-6141.00-101-5110TB		.00	.00	.00	.00	_____.	.00%	N
11-6141.00-101-521000	SOCIAL SECURITY	.00	.00	.00	.00	_____.	.00%	N
11-6141.00-101-523000	EMPLOYERS SHARE FICA E	513.39	1,000.00	1,000.00	1,340.86	829.00	-17.10%	N
11-6141.00-101-524000	"EMPLOYERS SHARE, FICA"	276.35	1,659.00	1,659.00	88.99	1,659.00	.00%	N
11-6141.00-101-525000		24.93	259.00	259.00	115.22	306.00	18.15%	N
11-6141.00-101-536000	SOCIAL SECURITY/MEDICA	134.44	1,273.00	1,273.00	884.96	1,032.00	-18.93%	N
11-6141.00-101-537000	SOCIAL SECURITY/MEDICA	25.87	269.00	269.00	252.47	281.00	4.46%	N
11-6141.01-001-511000		1.31	100.00	100.00	.00	100.00	.00%	N
11-6141.01-001-523000	SOCIAL SECURITY/MEDICA	599.15	575.00	575.00	702.57	2,050.00	256.52%	N
11-6141.01-001-524000	SOCIAL SECURITY/MEDICA	128.70	83.00	83.00	104.23	69.00	-16.87%	N
11-6141.01-041-511000		.94	50.00	50.00	.00	50.00	.00%	N
11-6141.01-041-523000		45.90	20.00	20.00	26.96	20.00	.00%	N
11-6141.01-041-524000	SOCIAL SECURITY/MEDICA	1,415.03	1,425.00	1,425.00	1,271.92	1,487.00	4.35%	N
11-6141.01-101-511000	SOCIAL SECURITY/MEDICA	30.81	50.00	50.00	44.90	50.00	.00%	N

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Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
11-6141.01-101-523000	SOCIAL SECURITY/MEDICA	600.97	299.00	299.00	367.18	590.00	97.32%	N
11-6141.01-101-524000	SOCIAL SECURITY/MEDICA	2,329.28	2,412.00	2,412.00	818.80	785.00	-67.45%	N
11-6141.01-101-536000	SOCIAL SECURITY/MEDICA	52.81	100.00	100.00	502.05	100.00	.00%	N
11-6141.02-001-511000	SOCIAL SECURITY/MEDICA	416.73	600.00	600.00	453.77	355.00	-40.83%	N
11-6141.02-001-523000		12.05	250.00	250.00	54.70	250.00	.00%	N
11-6141.02-001-524000	SOCIAL SECURITY/MEDICA	.00	.00	.00	46.53	_____.	.00%	N
11-6141.02-101-511000	SOCIAL SECURITY/MEDICA	378.32	199.00	199.00	.00	199.00	.00%	N
11-6141.03-001-522000	SOCIAL SECURITY/MEDICA	3,741.84	2,450.00	2,450.00	3,003.78	3,299.00	34.65%	N
11-6141.03-101-511000		165.64	200.00	200.00	77.93	200.00	.00%	N
11-6141.03-101-523000	SOCIAL SECURITY/MEDICA	1,440.37	573.00	573.00	622.35	584.00	1.92%	N
11-6141.04-001-523000	SOCIAL SECURITY/MEDICA	1,346.54	1,305.00	1,305.00	1,207.80	1,279.00	-1.99%	N
11-6141.04-101-511000	SOCIAL SECURITY/MEDICA	27.21	284.00	284.00	262.55	295.00	3.87%	N
11-6141.05-041-523000		11.48	100.00	100.00	53.94	100.00	.00%	N
11-6141.05-101-523000	SOCIAL SECURITY/MEDICA	.00	720.00	720.00	.00	720.00	.00%	N
11-6141.06-041-521000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.	.00%	N
11-6142.00-001-511000	HEALTH INSURANCE/HS RE	35,781.50	33,257.00	33,257.00	33,979.44	44,056.00	32.47%	N
11-6142.00-001-5110TB		.00	.00	.00	.00	_____.	.00%	N
11-6142.00-001-521000	GROUP HEALTH & LIFE INS	396.00	472.00	472.00	78.64	472.00	.00%	N
11-6142.00-001-522000	GROUP HEALTH & LIFE INS	.00	9,900.00	9,900.00	.00	11,700.00	18.18%	N
11-6142.00-001-523000	GROUP INSURANCE HS	.00	3,300.00	3,300.00	.00	3,900.00	18.18%	N
11-6142.00-001-524000	HEALTH INSURANCE/HS RE	2,272.92	2,273.00	2,273.00	2,271.50	2,273.00	.00%	N
11-6142.00-001-531000	GROUP HEALTH & LIFE INS	.00	3,300.00	3,300.00	.00	_____.	-100.00%	N
11-6142.00-041-511000	HEALTH INSURANCE/JH RE	26,733.90	29,935.00	29,935.00	26,149.68	23,996.00	-19.84%	N
11-6142.00-041-521000	GROUP HEALTH & LIFE INS	.00	200.00	200.00	.00	_____.	-100.00%	N
11-6142.00-041-522000	GROUP HEALTH & LIFE INS	.00	.00	.00	3,180.40	3,767.00	100.00%	N
11-6142.00-041-523000	HEALTH INS/ JH SPEC ED	3,300.00	3,188.00	3,188.00	6,490.10	7,587.00	137.99%	N
11-6142.00-041-524000	GROUP HEALTH & LIFE INS	6,600.00	3,300.00	3,300.00	6,600.00	7,800.00	136.36%	N

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Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
11-6142.00-041-537000	GROUP HEALTH & LIFE INS	.00	112.00	112.00	109.90	128.00	14.29%	N
11-6142.00-101-511000	HEALTH INSURANCE/ELEM.	39,314.10	36,294.00	36,294.00	38,379.92	54,712.00	50.75%	N
11-6142.00-101-5110TB		.00	.00	.00	.00	_____.	.00%	N
11-6142.00-101-521000	GROUP HEALTH & LIFE INS	.00	300.00	300.00	.00	_____.	-100.00%	N
11-6142.00-101-523000	HEALTH INS/ELEM.SP.ED.	.00	6,600.00	6,600.00	.00	3,900.00	-40.91%	N
11-6142.00-101-524000	HEALTH INS/ELEM COMP	.00	9,900.00	9,900.00	.00	3,900.00	-60.61%	N
11-6142.00-101-536000	GROUP HEALTH & LIFE INS	.00	.00	.00	1,320.00	3,900.00	100.00%	N
11-6142.01-001-523000		.00	3,500.00	3,500.00	3,850.00	2,688.00	-23.20%	N
11-6142.01-001-524000		330.00	330.00	330.00	330.00	315.00	-4.55%	N
11-6142.01-041-524000		4,297.70	4,297.00	4,297.00	4,257.58	4,813.00	12.01%	N
11-6142.01-101-523000		3,300.00	3,300.00	3,300.00	.00	3,900.00	18.18%	N
11-6142.01-101-524000		2,893.42	2,474.00	2,474.00	2,680.28	2,599.00	5.05%	N
11-6142.02-001-511000		3,300.00	3,300.00	3,300.00	3,300.00	3,900.00	18.18%	N
11-6142.02-001-523000		.00	.00	.00	.00	_____.	.00%	N
11-6142.02-101-511000		3,300.00	3,300.00	3,300.00	.00	_____.	-100.00%	N
11-6142.03-001-522000		16,520.70	9,959.00	9,959.00	15,706.00	13,892.00	39.49%	N
11-6142.03-101-523000	GROUP HEALTH & LIFE INS	3,300.00	3,300.00	3,300.00	3,300.00	3,900.00	18.18%	N
11-6142.04-001-523000		4,562.60	4,566.00	4,566.00	4,461.50	4,985.00	9.18%	N
11-6142.05-101-523000		.00	3,300.00	3,300.00	.00	_____.	-100.00%	N
11-6143.00-001-511000	"WORKERS' COMP., H.S."	3,854.55	4,000.00	4,000.00	3,811.38	4,000.00	.00%	N
11-6143.00-001-5110WC	WKRS COMP CLAIMS PD-HS	8,580.88	4,300.00	4,300.00	1,504.00	4,300.00	.00%	N
11-6143.00-001-521000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.	.00%	N
11-6143.00-001-522000	VOCATIONAL WORKERS CO	770.91	900.00	900.00	762.28	900.00	.00%	N
11-6143.00-001-5220WC	WKRS COMP CLAIMS PD-HS	.00	850.00	850.00	.00	850.00	.00%	N
11-6143.00-001-523000	WORKERS COMP - HS. SP.	513.94	900.00	900.00	508.18	900.00	.00%	N
11-6143.00-001-5230WC	WKRS COMP CLAIMS PD-HS	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6143.00-001-531000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
Description		Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
11-6143.00-041-511000	"WORKERS' COMP., J.H."	3,340.61	3,500.00	3,500.00	3,303.19	3,500.00	.00%	N
11-6143.00-041-5110WC	WKRS COMP CLAIMS PD-JH	.00	600.00	600.00	.00	600.00	.00%	N
11-6143.00-041-523000	JR HI SPEC ED	770.91	1,100.00	1,100.00	762.28	1,100.00	.00%	N
11-6143.00-101-511000	"WORKERS' COMP., ELEM."	5,653.34	5,400.00	5,400.00	5,590.01	5,400.00	.00%	N
11-6143.00-101-5110WC	WKRS COMP CLAIMS PD-EL	764.00	2,500.00	2,500.00	414.00	2,500.00	.00%	N
11-6143.00-101-521000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.	.00%	N
11-6143.00-101-523000	WORKERS' COMP. SPECIAL	1,284.85	1,500.00	1,500.00	1,270.46	1,500.00	.00%	N
11-6143.00-101-5230WC	WKRS COMP CLAIMS PD-EL	.00	1,200.00	1,200.00	.00	1,200.00	.00%	N
11-6143.00-101-524000	WORKERS COMP CLAIMS	.00	150.00	150.00	.00	150.00	.00%	N
11-6143.00-101-5240WC	WKRS COMP CLAIMS PD-EL	.00	150.00	150.00	.00	150.00	.00%	N
11-6143.00-101-536000	WKRS COMP ELEM PREK	.00	.00	.00	.00	_____.	.00%	N
11-6143.00-101-5360WC	WKRS COMP ELEM PREK C	.00	.00	.00	30,400.66	_____.	.00%	N
11-6144.00-001-500000	TRS ON BEHALF	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-001-511000	TRS ON-BEHALF BENEFIT	123,369.57	.00	.00	.00	_____.	.00%	N
11-6144.00-001-5110TB		.00	.00	.00	.00	_____.	.00%	N
11-6144.00-001-521000	TRS ON-BEHALF BENEFIT	537.48	.00	.00	.00	_____.	.00%	N
11-6144.00-001-522000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-001-523000	TEACHER RETRE/TRS CAR	70.36	.00	.00	.00	_____.	.00%	N
11-6144.00-001-524000	TRS ON-BEHALF BENEFIT	3,383.69	.00	.00	.00	_____.	.00%	N
11-6144.00-001-531000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-041-511000	TRS ON-BEHALF BENEFIT	50,163.35	.00	.00	.00	_____.	.00%	N
11-6144.00-041-521000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-041-523000	TRS ON-BEHALF BENEFIT	8,029.56	.00	.00	.00	_____.	.00%	N
11-6144.00-041-524000	TRS ON-BEHALF BENEFIT	1,729.38	.00	.00	.00	_____.	.00%	N
11-6144.00-101-511000	TRS ON-BEHALF BENEFIT	76,357.15	.00	.00	.00	_____.	.00%	N
11-6144.00-101-5110TB		.00	.00	.00	.00	_____.	.00%	N
11-6144.00-101-521000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
11-6144.00-101-523000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-101-524000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-101-536000	TRS ON-BEHALF BENEFIT	8.93	.00	.00	.00	_____.	.00%	N
11-6144.00-101-537000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
11-6144.00-999-599000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
11-6144.01-001-511000		.00	.00	.00	.00	_____.	.00%	N
11-6144.01-001-522000		.00	.00	.00	.00	_____.	.00%	N
11-6144.01-001-523000	TRS ON-BEHALF BENEFIT	1,770.98	.00	.00	.00	_____.	.00%	N
11-6144.01-001-524000	TRS ON-BEHALF BENEFIT	628.22	.00	.00	.00	_____.	.00%	N
11-6144.01-041-511000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
11-6144.01-041-524000	TRS ON-BEHALF BENEFIT	9,317.67	.00	.00	.00	_____.	.00%	N
11-6144.01-101-511000		.00	.00	.00	.00	_____.	.00%	N
11-6144.01-101-523000	TRS ON-BEHALF BENEFIT	3,615.18	.00	.00	.00	_____.	.00%	N
11-6144.01-101-524000	TRS ON-BEHALF BENEFIT	15,396.74	.00	.00	.00	_____.	.00%	N
11-6144.02-001-511000	TRS ON-BEHALF BENEFIT	2,274.43	.00	.00	.00	_____.	.00%	N
11-6144.02-001-523000		.00	.00	.00	.00	_____.	.00%	N
11-6144.02-101-511000	TRS ON-BEHALF BENEFIT	2,686.61	.00	.00	.00	_____.	.00%	N
11-6144.03-001-522000	TRS ON-BEHALF BENEFIT	21,885.42	.00	.00	.00	_____.	.00%	N
11-6144.03-101-511000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
11-6144.03-101-523000	TRS ON-BEHALF BENEFIT	7,884.45	.00	.00	.00	_____.	.00%	N
11-6144.04-001-523000	TRS ON-BEHALF BENEFIT	6,892.98	.00	.00	.00	_____.	.00%	N
11-6144.05-041-523000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
11-6144.05-101-523000		.00	.00	.00	.00	_____.	.00%	N
11-6145.00-001-511000	"UNEMPLOYMENT COMP., H	454.80	800.00	800.00	454.80	800.00	.00%	N
11-6145.00-001-521000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.	.00%	N
11-6145.00-001-522000	VOCATIONAL - UNEMPLOY	60.64	200.00	200.00	60.64	200.00	.00%	N
11-6145.00-001-523000	UNEMPLOYEMENT COMP. H	60.64	250.00	250.00	60.64	250.00	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
11-6145.00-001-531000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.	.00%	N
11-6145.00-041-511000	"UNEMPLOYMENT COMP., J.	394.16	650.00	650.00	394.16	650.00	.00%	N
11-6145.00-041-523000	UNEMPLOYMENT COMP.-JR	121.28	200.00	200.00	121.28	200.00	.00%	N
11-6145.00-101-511000	"UNEMPLOYMENT COMP., E	636.72	900.00	900.00	636.72	900.00	.00%	N
11-6145.00-101-521000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.	.00%	N
11-6145.00-101-523000	UNEMPLOYMENT COMP. EL	121.28	200.00	200.00	121.28	200.00	.00%	N
11-6146.00-001-511000	TR BENEFITS/H.S.REG.	-1,123.49	21,092.00	21,092.00	30,545.79	36,535.00	73.22%	N
11-6146.00-001-5110TB	TRS- TEXTBOOK COORDINA	.00	.00	.00	.00	_____.	.00%	N
11-6146.00-001-521000	TR BENEFITS	196.07	243.00	243.00	207.38	243.00	.00%	N
11-6146.00-001-522000	TEACHER RETIREMT/TRS C	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
11-6146.00-001-523000	TR BENEFITS	48.54	750.00	750.00	.00	750.00	.00%	N
11-6146.00-001-524000	TR BENEFITS	935.89	945.00	945.00	803.67	945.00	.00%	N
11-6146.00-001-531000	TEACHER RETIREMT/TRS C	.00	645.00	645.00	.00	645.00	.00%	N
11-6146.00-041-511000	TR BENEFITS/JR.H.REG.	20,276.63	22,316.00	22,316.00	17,908.02	23,049.00	3.28%	N
11-6146.00-041-521000	TR BENEFITS	.00	50.00	50.00	.00	50.00	.00%	N
11-6146.00-041-522000	TEACHER RETIREMENT/TR	28.23	.00	.00	1,123.26	1,655.00	100.00%	N
11-6146.00-041-523000	TR BENEFITS	5,400.21	2,819.00	2,819.00	3,063.34	3,971.00	40.87%	N
11-6146.00-041-524000	TR BENEFITS	3,032.60	512.00	512.00	958.80	1,224.00	139.06%	N
11-6146.00-041-537000	TEACHER RETIREMENT/TR	1.42	63.00	63.00	56.35	72.00	14.29%	N
11-6146.00-101-511000	TR BENEFITS/ELEM.REG.	25,971.47	29,243.00	29,243.00	24,344.62	34,566.00	18.20%	N
11-6146.00-101-5110TB		.00	.00	.00	.00	_____.	.00%	N
11-6146.00-101-521000	TEACHER RETIREMENT	.00	50.00	50.00	.00	50.00	.00%	N
11-6146.00-101-523000	TR BENEFITS	2,321.55	1,715.00	1,715.00	2,913.57	1,843.00	7.46%	N
11-6146.00-101-524000	TEACHER RETIREMENT	1,861.58	2,150.00	2,150.00	.00	2,150.00	.00%	N
11-6146.00-101-525000	TEACHER RETIREMENT/TR	13.56	499.00	499.00	267.67	583.00	16.83%	N
11-6146.00-101-536000	TEACHER RETIREMENT/TR	66.55	2,855.00	2,855.00	2,738.39	2,348.00	-17.76%	N
11-6146.00-101-537000	TEACHER RETIREMENT/TR	13.38	492.00	492.00	414.94	532.00	8.13%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
Fnc-Obj.	So-Org-Prog	Description						
11-6146.01-001-511000			.00	10.00	10.00	.00	10.00	.00% N
11-6146.01-001-523000		TEACHER RETIREMT/TRS C	3,450.91	526.00	526.00	3,695.93	586.00	11.41% N
11-6146.01-001-524000		TEACHER RETIREMT/TRS C	312.31	245.00	245.00	279.05	221.00	-9.80% N
11-6146.01-041-511000		TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.	.00% N
11-6146.01-041-524000		TEACHER RETIREMT/TRS C	3,652.47	3,762.00	3,762.00	3,375.98	4,362.00	15.95% N
11-6146.01-101-511000		TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.	.00% N
11-6146.01-101-523000		TEACHER RETIREMT/TRS C	998.62	546.00	546.00	670.63	1,119.00	104.95% N
11-6146.01-101-524000		TEACHER RETIREMT/TRS C	4,628.65	2,104.00	2,104.00	1,698.91	1,840.00	-12.55% N
11-6146.02-001-511000		TEACHER RETIREMT/TRS C	627.09	679.00	679.00	594.98	728.00	7.22% N
11-6146.02-001-523000			.00	50.00	50.00	.00	50.00	.00% N
11-6146.02-001-524000		TEACHER RETIREMENT/TR	.00	.00	.00	23.99	_____.	.00% N
11-6146.02-101-511000		TEACHER RETIREMT/TRS C	1,115.45	538.00	538.00	.00	538.00	.00% N
11-6146.03-001-522000		TEACHER RETIREMT/TRS C	7,625.49	5,460.00	5,460.00	6,100.02	29,922.00	448.02% N
11-6146.03-101-511000		TEACHER RETIREMENT/TR	.00	100.00	100.00	16.35	100.00	.00% N
11-6146.03-101-523000		TEACHER RETIREMT/TRS C	2,476.16	1,289.00	1,289.00	1,091.96	1,558.00	20.87% N
11-6146.04-001-523000		TEACHER RETIREMT/TRS C	4,500.14	4,673.00	4,673.00	4,125.06	5,075.00	8.60% N
11-6146.04-101-511000		TEACHER RETIREMENT/TR	14.08	519.00	519.00	400.93	559.00	7.71% N
11-6146.05-041-523000		TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.	.00% N
11-6146.05-101-523000		TEACHER RETIREMT/TRS C	.00	1,200.00	1,200.00	.00	1,200.00	.00% N
11-6146.06-041-521000		TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.	.00% N
11-6149.00-001-511000		EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.	.00% N
11-6149.00-001-521000		EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.	.00% N
11-6149.00-001-531000		EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.	.00% N
11-6149.00-101-521000		EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.	.00% N
61XX Totals			4,106,007.69	4,424,904.00	4,424,904.00	3,547,395.44	4,340,314.00	-1.91%
11-6219.00-001-511000		PURCHASING COOP.HS	221.80	250.00	250.00	221.37	250.00	.00% N
11-6219.00-001-5110BD		PROFESSIONAL SERVICES	5,050.00	5,000.00	5,000.00	9,910.00	5,000.00	.00% N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
11-6219.00-001-522000	PROF & CONTRACTED SVC	13,593.80	20,000.00	20,000.00	20,115.00	20,000.00	.00%	N
11-6219.00-001-525000	CONTRACTED SERVICE HS	.00	100.00	100.00	280.00	100.00	.00%	N
11-6219.00-001-538000	CCMR CONTRACTED SVCS	8,702.00	300.00	300.00	300.00	300.00	.00%	N
11-6219.00-041-511000	PURCHASING COOP-JH	190.76	200.00	200.00	190.39	200.00	.00%	N
11-6219.00-041-5110BD	CONTRACTED SERVICES-J	820.00	1,000.00	1,000.00	2,650.00	1,000.00	.00%	N
11-6219.00-041-522000	FILTER-INTERNET CONNEC	.00	.00	.00	.00	_____.	.00%	N
11-6219.00-041-525000	CONTRACTED SERVICES J	.00	500.00	500.00	455.00	500.00	.00%	N
11-6219.00-101-511000	PURCHASING COOP-ELEM	344.44	375.00	375.00	343.74	375.00	.00%	N
11-6219.00-101-525000	CONTR SVCS ELEM BILING	510.00	800.00	800.00	1,055.00	800.00	.00%	N
11-6219.01-001-511000	EDGENUITY -HS	8,000.00	8,000.00	8,000.00	10,100.00	8,000.00	.00%	N
11-6219.01-001-522000	PROFESSIONAL SVCS-EDG	.00	.00	.00	.00	_____.	.00%	N
11-6219.01-041-511000	EDGENUITY-JH	.00	.00	.00	.00	_____.	.00%	N
11-6219.01-101-511000	PROFESSIONAL CONTRACT	500.00	.00	.00	600.00	_____.	.00%	N
11-6219.02-001-511000	ROCKETRY SYSTEMS GO P	.00	4,000.00	4,000.00	5,060.00	4,000.00	.00%	N
11-6223.00-999-524000	DARE PROGRAM	.00	500.00	500.00	.00	500.00	.00%	N
11-6239.00-001-511000	REGION VII PROF DEV-HS	9,531.89	10,000.00	10,000.00	10,931.69	10,000.00	.00%	N
11-6239.00-001-523000	REG.VII HS SPECIAL ED WO	.00	100.00	100.00	.00	100.00	.00%	N
11-6239.00-001-531000	EDUCATION SERVICE CENT	.00	1,910.00	1,910.00	.00	1,910.00	.00%	N
11-6239.00-041-511000	EDUCATION SERVICE CENT	8,198.06	10,000.00	10,000.00	9,471.97	10,000.00	.00%	N
11-6239.00-041-523000	REGION VII JH SPECIAL ED	.00	100.00	100.00	.00	100.00	.00%	N
11-6239.00-101-511000	REG.VII PROF. DEVELOPME	14,802.05	14,000.00	14,000.00	16,699.39	14,000.00	.00%	N
11-6239.00-101-523000	REGION VII ELEM SPECIAL	.00	100.00	100.00	.00	100.00	.00%	N
11-6239.01-001-511000	DMAC - H.S.	.00	.00	.00	.00	_____.	.00%	N
11-6239.01-001-521000	REGION 7-HS GT PROGRAM	2,208.64	2,600.00	2,600.00	2,310.02	2,600.00	.00%	N
11-6239.01-041-511000	DMAC - J.H.	.00	.00	.00	.00	_____.	.00%	N
11-6239.01-041-521000	REGION 7-JH-GT PROGRAM	1,899.60	3,500.00	3,500.00	1,986.76	3,500.00	.00%	N
11-6239.01-101-511000	DMAC - ELEM.	.00	.00	.00	.00	_____.	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
Fnc-Obj.	So-Org-Prog	Description						
11-6239.01-101-521000		REGION 7-ELEM-GT PROGR	3,429.80	4,000.00	4,000.00	2,831.91	4,000.00	.00% N
11-6249.00-001-522000		CONT. REPAIR/MAINT. VO.A	.00	250.00	250.00	318.15	250.00	.00% N
11-6249.00-101-523000		CONTRACTED SVCS REPAI	.00	.00	.00	157.00	_____.	.00% N
11-6249.01-001-5110BD		REPAIR/MAINT. BAND EQUI	7,508.79	7,500.00	7,500.00	9,685.00	7,500.00	.00% N
11-6249.01-001-522000		CONT. REPAIR/MAINT PRIN	.00	700.00	700.00	.00	700.00	.00% N
11-6249.01-041-5110BD		REPAIR/MAINT. JH BAND	390.28	1,500.00	1,500.00	.00	1,500.00	.00% N
11-6249.01-101-5110BD		REPAIR/MAINT ELEM MUSIC	4.88	100.00	100.00	.00	100.00	.00% N
11-6249.02-001-5110BD		RENTALS BAND	751.60	1,000.00	1,000.00	898.00	1,000.00	.00% N
11-6249.02-001-522000		NETWORK MAINTENANCE-V	.00	1,000.00	1,000.00	.00	1,000.00	.00% N
11-6269.00-001-511000		COPIER RENTAL/HS	5,855.52	9,000.00	9,000.00	32,348.69	9,000.00	.00% N
11-6269.00-041-511000		COPIER RENTAL/JH	4,368.76	8,000.00	8,000.00	29,633.53	8,000.00	.00% N
11-6269.00-101-511000		COPIER RENTAL/ELEM	5,155.24	9,000.00	9,000.00	30,959.72	9,000.00	.00% N
11-6269.01-001-511000		RENTAL SUBSCRIPTIONS	1,190.00	1,200.00	1,200.00	760.34	1,200.00	.00% N
11-6299.00-001-511000		MISC CONTRACTED SVCS-	11,649.22	13,055.00	13,055.00	18,175.54	13,055.00	.00% N
11-6299.00-001-524000		DAEP WITH KILGORE ISD	.00	.00	.00	.00	_____.	.00% N
11-6299.00-001-528000		DAEP	3,739.40	15,000.00	15,000.00	2,250.00	15,000.00	.00% N
11-6299.00-041-511000		MISC CONTRACTED SVCS-J	7,926.00	7,251.00	7,251.00	9,462.86	7,251.00	.00% N
11-6299.00-041-524000		JH Mastery Connect	.00	.00	.00	.00	_____.	.00% N
11-6299.00-101-511000		MISC CONTRACTED SVCS-E	15,821.34	11,450.00	11,450.00	14,488.37	11,450.00	.00% N
11-6299.00-101-524000		Elementary Mastery Connect	2,057.41	3,600.00	3,600.00	.00	3,600.00	.00% N
62XX Totals			144,421.28	176,941.00	176,941.00	244,649.44	176,941.00	.00%
11-6311.00-001-522000		GAS FOR AG TRUCK	1,087.73	500.00	500.00	6,429.34	500.00	.00% N
11-6311.01-001-511000		GASOLINE/H.S.	37.00	100.00	100.00	.00	100.00	.00% N
11-6399.00-001-511000		TEACHING SUPPLIES-H.S. B	4,371.05	3,250.00	3,250.00	3,316.25	3,250.00	.00% N
11-6399.00-001-5110PA		HS PAPER SUPPLY	5,015.25	3,000.00	3,000.00	3,677.00	3,000.00	.00% N
11-6399.00-001-525000		HS BILINGUAL SUPPLIES	416.32	700.00	700.00	385.92	700.00	.00% N
11-6399.00-001-528000		DAEP SUPPLIES	.00	.00	.00	3,970.13	_____.	.00% N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
11-6399.00-001-538000	CCMR SUPPLIES	1,248.75	5,000.00	5,000.00	1,750.50	5,000.00	.00%	N
11-6399.00-041-511000	SUPPLIES-JH ELA	5,229.04	1,500.00	1,500.00	1,018.66	1,500.00	.00%	N
11-6399.00-041-5110PA	JH PAPER SUPPLY	3,792.23	2,100.00	2,100.00	2,384.75	2,100.00	.00%	N
11-6399.00-041-522000	JH VOC SUPPLIES	.00	1,000.00	1,000.00	833.05	1,000.00	.00%	N
11-6399.00-041-525000	JH BILINGUAL SUPPLIES	57.79	300.00	300.00	875.35	300.00	.00%	N
11-6399.00-101-511000	GENERAL SUPPLIES/ELEM	5,371.27	3,500.00	3,500.00	3,596.77	3,500.00	.00%	N
11-6399.00-101-5110PA	ELEM PAPER SUPPLY	4,331.32	4,500.00	4,500.00	5,657.25	4,500.00	.00%	N
11-6399.00-101-525000	ELEM BILINGUAL SUPPLIES	.00	500.00	500.00	1,226.85	500.00	.00%	N
11-6399.00-101-537000	DYSLEXIA SUPPLIES	.00	.00	.00	479.40	_____	.00%	N
11-6399.01-001-511000	HS SOCIAL STUDIES	799.00	800.00	800.00	796.00	800.00	.00%	N
11-6399.01-001-5110BD	TEACHING SUPPLIES BAND	5,120.05	5,000.00	5,000.00	5,904.14	5,000.00	.00%	N
11-6399.01-001-522000	GENERAL SUPPLIES-PRINT	1,801.37	2,500.00	2,500.00	712.43	2,500.00	.00%	N
11-6399.01-001-524000	TEACHING SUPPLIES-H.S. S	912.39	1,000.00	1,000.00	954.04	1,000.00	.00%	N
11-6399.01-041-511000	SUPPLIES-JH-HISTORY	518.41	800.00	800.00	337.02	800.00	.00%	N
11-6399.01-041-5110BD	TEACHING SUPPLIES JH BA	3,010.27	2,500.00	2,500.00	2,854.79	2,500.00	.00%	N
11-6399.01-041-524000	SUPPLIES-JH CONTENT MA	197.83	500.00	500.00	142.04	500.00	.00%	N
11-6399.01-101-511000	SUPPLIES ELEM FINE ARTS	541.40	750.00	750.00	1,099.72	750.00	.00%	N
11-6399.01-101-5110BD	SUPPLIES-ELEM MUSIC	.00	50.00	50.00	62.99	50.00	.00%	N
11-6399.01-101-524000	TEACHING SUPPLIES-ELEM.	691.88	1,000.00	1,000.00	1,029.88	1,000.00	.00%	N
11-6399.02-001-511000	POSTAGE/H.S.	1,284.00	1,000.00	1,000.00	1,072.00	1,000.00	.00%	N
11-6399.02-001-5110BD	TEACHING SUPPLIES BAND	332.10	500.00	500.00	1,216.43	500.00	.00%	N
11-6399.02-001-521000	TEACHING SUPPLIES-H.S. G	7,308.76	6,500.00	6,500.00	5,470.59	6,500.00	.00%	N
11-6399.02-001-522000	VOC AV SUPPLIES	1,633.54	1,500.00	1,500.00	1,517.34	1,500.00	.00%	N
11-6399.02-041-511000	POSTAGE/JR.HIGH	594.00	1,000.00	1,000.00	450.00	1,000.00	.00%	N
11-6399.02-041-5110AR	A R REWARDS JH	1,323.31	1,200.00	1,200.00	834.06	1,200.00	.00%	N
11-6399.02-041-521000	SUPPLIES-JR.HI G/T	427.63	1,000.00	1,000.00	456.14	1,000.00	.00%	N
11-6399.02-101-511000	SUPPLIES-PRE-K	109.97	100.00	100.00	94.50	100.00	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
11-6399.02-101-5110AR	A R REWARDS ELEM	2,899.59	2,500.00	2,500.00	2,400.00	2,500.00	.00%	N
11-6399.02-101-521000	TEACHING SUPPLIES-ELEM.	79.43	300.00	300.00	289.99	300.00	.00%	N
11-6399.03-001-511000	HS MATH SUPPLIES	1,239.58	1,000.00	1,000.00	365.94	1,000.00	.00%	N
11-6399.03-001-522000	SUPPLIES-HS VOC AG	25,835.11	15,000.00	15,000.00	17,194.06	15,000.00	.00%	N
11-6399.03-041-511000	JH ART SUPPLIES	1,064.81	1,500.00	1,500.00	1,586.89	1,000.00	-33.33%	N
11-6399.03-041-523000	SUPPLIES-JR.HI SP.ED.	97.77	700.00	700.00	415.52	700.00	.00%	N
11-6399.03-101-511000	SUPPLIES-KINDERGARTEN	1,559.16	1,500.00	1,500.00	1,441.13	1,500.00	.00%	N
11-6399.03-101-523000	SUPPLIES-ELEM. SP.ED	209.18	1,000.00	1,000.00	1,064.24	1,000.00	.00%	N
11-6399.04-001-511000	HS ENGLISH SUPPLIES	570.64	1,000.00	1,000.00	1,204.91	1,000.00	.00%	N
11-6399.04-001-522000	SUPPLIES-HS VOC PRINT S	1,197.47	2,000.00	2,000.00	125.94	2,000.00	.00%	N
11-6399.04-001-523000	SUPPLIES-HS SP.ED.	486.42	800.00	800.00	300.20	800.00	.00%	N
11-6399.04-041-511000	SUPPLIES - J.H. SCIENCE	2,066.34	1,500.00	1,500.00	1,917.63	1,500.00	.00%	N
11-6399.04-101-511000	SUPPLIES-1ST GRADE	1,366.55	1,500.00	1,500.00	1,505.49	1,500.00	.00%	N
11-6399.05-001-511000	HS DIGITAL CLASSROOM S	1,020.00	800.00	800.00	.00	800.00	.00%	N
11-6399.05-001-5110CH	TEACHING SUPPLIES-HS SC	3,653.17	3,600.00	3,600.00	3,956.13	3,600.00	.00%	N
11-6399.05-001-522000	HS VOC HEALTH SCIENCE S	.00	1,800.00	1,800.00	920.95	1,800.00	.00%	N
11-6399.05-041-511000	JH THEATER ART SUPPLIES	.00	250.00	250.00	18.39	250.00	.00%	N
11-6399.05-101-511000	SUPPLIES-ELEM SCIENCE	483.92	500.00	500.00	811.74	500.00	.00%	N
11-6399.06-001-511000	SUPPLIES-HS THEATER	2,437.10	2,000.00	2,000.00	3,985.10	2,000.00	.00%	N
11-6399.06-041-511000	JH HEALTH SUPPLIES	.00	.00	.00	.00	500.00	100.00%	N
11-6399.06-101-511000	SUPPLIES-2ND GRADE	1,442.99	1,500.00	1,500.00	173.52	1,500.00	.00%	N
11-6399.07-001-511000	FURN & EQUIP - HS	172.98	1,200.00	1,200.00	1,187.94	1,200.00	.00%	N
11-6399.07-001-522000	FURN&EQUIP-HS VOC PRIN	367.66	1,500.00	1,500.00	566.66	1,500.00	.00%	N
11-6399.07-001-523000	FURN & EQUIP-HS SPEC ED	.00	100.00	100.00	.00	100.00	.00%	N
11-6399.07-001-524000	FURN& EQUIP-HS COMP ED	.00	50.00	50.00	.00	50.00	.00%	N
11-6399.07-041-511000	FURN & EQUIP- JH	1,032.71	1,000.00	1,000.00	8,243.26	1,000.00	.00%	N
11-6399.07-041-523000	FURN & EQUIP- JH SP.	70.00	75.00	75.00	.00	75.00	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N			
Fnc-Obj.	So-Org-Prog	Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
11-6399.07-041-524000		FURN & EQUIP- JH COMP E	.00	50.00	50.00	50.00	50.00	.00%	N
11-6399.07-101-511000		FURN & EQUIP - ELEM	.00	1,200.00	1,200.00	452.04	1,200.00	.00%	N
11-6399.07-101-523000		FURN & EQUIP- ELEM SPEE	419.00	500.00	500.00	649.00	500.00	.00%	N
11-6399.07-101-524000		FURN & EQUIP-ELEM COMP	55.00	100.00	100.00	119.00	100.00	.00%	N
11-6399.08-001-511000		HS P.E. EQUIPMENT	530.81	800.00	800.00	225.24	800.00	.00%	N
11-6399.08-041-511000		JH P.E. EQUIPMENT	500.00	500.00	500.00	497.74	500.00	.00%	N
11-6399.08-101-511000		ELEM P.E. EQUIPMENT	476.78	500.00	500.00	1,094.86	500.00	.00%	N
11-6399.09-001-511000		HS ART SUPPLIES	1,929.84	2,000.00	2,000.00	1,415.21	2,000.00	.00%	N
11-6399.09-101-511000		SUPPLIES-3RD GRADE	1,422.54	1,500.00	1,500.00	1,503.02	1,500.00	.00%	N
11-6399.10-001-511000		TEACHING SUPPLIES-NEWS	78.00	600.00	600.00	126.86	600.00	.00%	N
11-6399.10-041-511000		SUPPLIES-JH MATH	2,378.69	1,500.00	1,500.00	1,214.51	1,500.00	.00%	N
11-6399.10-101-511000		SUPPLIES-4TH GRADE	1,200.98	1,500.00	1,500.00	1,431.36	1,500.00	.00%	N
11-6399.11-001-522000		HS BUSINESS VOC.	.00	1,500.00	1,500.00	160.72	1,500.00	.00%	N
11-6399.11-101-511000		SUPPLIES-5TH GRADE	1,249.16	1,500.00	1,500.00	622.19	1,500.00	.00%	N
11-6399.12-001-511000		TECH SUPPLY/HS	2,450.31	2,500.00	2,500.00	2,145.75	2,500.00	.00%	N
11-6399.12-041-511000		TECH SUPPLY/ JH	1,286.65	2,000.00	2,000.00	1,370.76	2,000.00	.00%	N
11-6399.12-101-511000		TECH SUPPLY/EL	1,644.17	2,000.00	2,000.00	1,882.62	2,000.00	.00%	N
11-6399.13-001-511000		NETWORKING SUPPLIES	.00	500.00	500.00	448.00	500.00	.00%	N
11-6399.13-101-511000		SUPPLIES-EL COMPUTER L	425.95	500.00	500.00	481.00	500.00	.00%	N
11-6399.14-001-511000		SOFTWARE LICENSE-HS	543.34	1,000.00	1,000.00	784.36	1,000.00	.00%	N
11-6399.14-041-511000		SOFTWARE LICENSE-JH	543.33	1,000.00	1,000.00	698.29	1,000.00	.00%	N
11-6399.14-101-511000		SOFTWARE LICENSE-ELEM	523.33	1,000.00	1,000.00	931.98	1,000.00	.00%	N
11-6399.15-101-511000		VOWAC & SOFTWARE	2,679.25	9,100.00	9,100.00	7,051.18	9,100.00	.00%	N
11-6399.16-101-511000		POSTAGE	396.00	1,000.00	1,000.00	328.00	1,000.00	.00%	N
63XX Totals			127,649.37	132,675.00	132,675.00	135,964.65	132,675.00	.00%	
11-6411.00-001-511000		TRAVEL HS TEACHERS	579.32	4,000.00	4,000.00	137.55	4,000.00	.00%	N
11-6411.00-001-521000		TRAVEL & SUBSISTENCE-E	1,019.88	2,000.00	2,000.00	326.90	2,000.00	.00%	N

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		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	Lk
Fnc-Obj.	So-Org-Prog	Last Yr Closing Amt	This Yr Orig Budget	This Yr Amend Budget	This Yr Actual Amt	Next Yr Recommend		
11-6411.00-001-523000	TRAVEL & SUBSISTENCE-H	.00	100.00	100.00	.00	100.00	.00%	N
11-6411.00-041-511000	TRAVEL JH TEACHERS	3,404.83	1,000.00	1,000.00	533.08	1,000.00	.00%	N
11-6411.00-041-521000	TRAVEL JH G/T TEACHERS	75.00	50.00	50.00	.00	50.00	.00%	N
11-6411.00-041-522000	JH VOC TEACHER TRAVEL	.00	1,000.00	1,000.00	86.45	1,000.00	.00%	N
11-6411.00-041-523000	TRAVEL JH SPEC ED TEACH	75.00	150.00	150.00	.00	150.00	.00%	N
11-6411.00-101-511000	TRAVEL ELEM TEACHERS	3,799.40	2,000.00	2,000.00	1,064.33	1,500.00	-25.00%	N
11-6411.00-101-523000	TRAVEL ELEM SPEC ED	.00	500.00	500.00	.00	500.00	.00%	N
11-6411.00-101-536000	TRAVEL & SUB ELEM PRE-K	.00	.00	.00	1,226.22	1,500.00	100.00%	N
11-6411.01-001-511000	HS TEACHER T&S-TCEA/CA	.00	3,000.00	3,000.00	.00	3,000.00	.00%	N
11-6411.01-001-5110BD	TRAVEL/BAND DIRECTOR	2,711.90	3,000.00	3,000.00	3,345.85	3,000.00	.00%	N
11-6411.01-001-522000	TRAVEL/HS VOC AG TEACH	4,316.13	4,000.00	4,000.00	.00	4,000.00	.00%	N
11-6411.01-041-511000	TRAVEL/TEXTBOOK COORD	.00	700.00	700.00	.00	700.00	.00%	N
11-6411.02-001-522000	TRAVEL /HS AV PRINTSHOP	.00	500.00	500.00	.00	500.00	.00%	N
11-6411.03-001-522000	TRAVEL/HS BUSINESS VOC	965.04	1,000.00	1,000.00	500.00	1,000.00	.00%	N
11-6411.04-001-522000	T& S-EMPLOYEE-VOCATION	.00	600.00	600.00	.00	600.00	.00%	N
11-6412.00-001-511000	STUDENT TRAVEL/H.S.	713.58	500.00	500.00	1,692.06	500.00	.00%	N
11-6412.00-001-521000	HS GT Student Travel	6,369.28	6,400.00	6,400.00	9,109.78	6,400.00	.00%	N
11-6412.00-001-523000	TRAVEL/HS SPEC ED STUD	.00	100.00	100.00	.00	100.00	.00%	N
11-6412.00-001-525000	Spanish Student Field Trip	607.20	600.00	600.00	553.20	600.00	.00%	N
11-6412.00-041-511000	STUDENT TRAVEL/JH	.00	250.00	250.00	593.10	250.00	.00%	N
11-6412.00-041-522000	JH VOC STUDENT TRAVEL	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
11-6412.00-101-511000	STUDENT TRAVEL ELEM	.00	200.00	200.00	1,860.85	200.00	.00%	N
11-6412.01-001-522000	STUDENT TRAVEL HS VOC	962.92	4,500.00	4,500.00	260.00	4,500.00	.00%	N
11-6412.01-041-521000	TRAVEL JH GT STUDENTS	318.52	500.00	500.00	130.09	500.00	.00%	N
11-6412.02-001-522000	TRAVEL HS VOC STUDENTS	9,214.78	10,000.00	10,000.00	3,995.32	10,000.00	.00%	N
11-6494.00-999-599000	RECLASSIFY TRANSPORTA	.00	.00	.00	.00	_____.	.00%	N
11-6499.00-001-511000	FEES/DUES HIGH SCHOOL	1,534.48	1,750.00	1,750.00	304.50	1,750.00	.00%	N

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Fnc-Obj.	So-Org-Prog	Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
11-6499.00-001-522000		HS CNA DUAL CREDIT FEE	.00	10,000.00	10,000.00	.00	10,000.00	.00%	N
11-6499.00-001-525000		HS BILINGUAL FEE & DUES	.00	50.00	50.00	.00	50.00	.00%	N
11-6499.00-001-538000		CCMR TESTING FEES	7,811.00	8,000.00	8,000.00	9,103.00	8,000.00	.00%	N
11-6499.00-041-511000		FEES/DUES- JH	.00	200.00	200.00	.00	200.00	.00%	N
11-6499.00-041-5110BD		MISC -JH BAND	471.83	1,600.00	1,600.00	968.83	1,600.00	.00%	N
11-6499.00-041-525000		JH BILINGUAL FEES/ DUES	.00	50.00	50.00	.00	50.00	.00%	N
11-6499.00-101-511000		HEADSTART CLASSROOM E	504.46	500.00	500.00	.00	500.00	.00%	N
11-6499.00-101-525000		ELEM BILINGUAL FEES/DUE	.00	50.00	50.00	.00	50.00	.00%	N
11-6499.00-999-599000		REFUND FOR TRANSFER P	.00	.00	.00	.00	_____.	.00%	N
11-6499.01-001-511000		FEES/DUES TEXTBOOK CO	.00	300.00	300.00	.00	_____.	-100.00%	N
11-6499.01-001-522000		HS WELDING DUAL CREDIT	.00	.00	.00	.00	_____.	.00%	N
11-6499.01-001-5990HS		CAMPUS DISCR FUND HS	1,958.98	3,000.00	3,000.00	3,671.75	3,000.00	.00%	N
11-6499.01-041-5990JH		CAMPUS DISCR FUND JH	1,778.39	2,000.00	2,000.00	3,117.55	2,000.00	.00%	N
11-6499.01-101-5990EL		CAMPUS DISCR FUND EL	2,646.90	3,000.00	3,000.00	6,051.42	3,000.00	.00%	N
11-6499.02-001-5110BD		FEES/DUES BAND DIRECTO	665.00	1,000.00	1,000.00	630.00	1,000.00	.00%	N
11-6499.05-001-511000		AWARDS - HS	5,072.36	5,100.00	5,100.00	5,285.00	5,100.00	.00%	N
11-6499.05-041-511000		AWARDS- JH	763.71	600.00	600.00	435.91	600.00	.00%	N
11-6499.05-101-511000		AWARDS-ELEM	449.52	450.00	450.00	572.93	1,450.00	222.22%	N
11-6499.06-001-511000		STUDENT OF THE MONTH -	450.00	495.00	495.00	450.00	495.00	.00%	N
11-6499.06-041-511000		STUDENT OF THE MONTH -	450.00	495.00	495.00	450.00	495.00	.00%	N
11-6499.06-101-511000		STUDENT OF THE MONTH -	533.94	495.00	495.00	450.00	495.00	.00%	N
64XX Totals			60,223.35	86,785.00	86,785.00	56,905.67	88,485.00	1.96%	
11-6639.00-001-511000		HIGH SCHOOL SIGN	.00	.00	.00	.00	_____.	.00%	N
11-6639.00-001-522000		VOCATIONAL EQUIPMENT	23,200.67	15,000.00	15,000.00	7,400.00	7,500.00	-50.00%	N
11-6639.00-001-523000		"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
11-6639.00-041-511000		"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
11-6639.00-041-523000		"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N			
Fnc-Obj.	So-Org-Prog	Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
11-6639.00-101-511000		PLAYGROUND EQUIPMENT	.00	.00	.00	.00	_____.	.00%	N
11-6639.00-101-523000		"FURNITURE, EQUIPMENT,	2,877.00	.00	.00	895.95	_____.	.00%	N
11-6639.01-101-511000		ELEMENTARY SIGN	.00	.00	.00	.00	_____.	.00%	N
11-6639.03-001-511000		TECHNOLOGY	.00	.00	.00	.00	_____.	.00%	N
11-6649.00-001-511000		FURN& EQUIP HS	2,474.86	1,200.00	1,200.00	4,000.00	1,200.00	.00%	N
11-6649.00-001-5110BD		FURN & EQUIP BAND	14,875.36	12,500.00	12,500.00	17,217.85	12,500.00	.00%	N
11-6649.00-001-522000		TECH EQUIP-VOC HS	999.98	1,000.00	1,000.00	1,422.88	1,000.00	.00%	N
11-6649.00-041-511000		FURN & EQUIP-JH	5,391.00	1,200.00	1,200.00	2,167.28	1,200.00	.00%	N
11-6649.00-101-511000		FURN & EQUIP-ELEM	3,190.62	2,000.00	2,000.00	7,649.06	2,000.00	.00%	N
11-6649.01-041-511000		FURN & EQUIP JH MATH	425.71	900.00	900.00	900.00	900.00	.00%	N
11-6649.02-041-511000		FURN & EQUIP JH SCIENCE	1,495.60	1,500.00	1,500.00	1,500.00	1,500.00	.00%	N
11-6649.03-001-511000		TECH EQUIPMENT-HS	12,413.52	13,315.00	13,315.00	12,112.83	13,315.00	.00%	N
11-6649.03-041-511000		TECH EQUIPMENT-JH	9,308.57	9,378.00	9,378.00	7,638.92	9,378.00	.00%	N
11-6649.03-101-511000		TECH EQUIPMENT-ELEM	16,293.29	19,393.00	19,393.00	17,917.66	19,393.00	.00%	N
11-6649.04-041-523000		FURN & EQUIP JH SPEC ED	.00	200.00	200.00	1,443.62	200.00	.00%	N
11-6649.05-041-511000		FURN & EQUIP JH HISTORY	.00	600.00	600.00	600.00	600.00	.00%	N
11-6649.06-041-511000		FURN & EQUUIP JH ELA	.00	600.00	600.00	599.99	600.00	.00%	N
66XX Totals			92,946.18	78,786.00	78,786.00	83,466.04	71,286.00	-9.52%	
Function 11 Totals			4,531,247.87	4,900,091.00	4,900,091.00	4,068,381.24	4,809,701.00	-1.84%	
12-6119.00-999-599000		SALARY/TECHNOLOGY DIR	143,583.34	144,208.00	144,208.00	126,931.29	73,068.00	-49.33%	N
12-6129.00-999-599000		LIBRARY AIDES & TECHNOL	129,056.72	115,758.00	115,758.00	105,997.26	169,139.00	46.11%	N
12-6129.01-999-599000		SUB-AIDE LIBRARY	3,934.30	7,000.00	7,000.00	2,963.41	7,000.00	.00%	N
12-6129.02-999-599000		AUDITORIUM SIGHT/SOUND	2,000.04	2,000.00	2,000.00	1,833.37	2,000.00	.00%	N
12-6141.00-999-599000		EMPLOYER'S SHARE FICA	3,803.90	3,491.00	3,491.00	3,218.40	5,020.00	43.80%	N
12-6141.01-999-599000			256.34	300.00	300.00	226.71	300.00	.00%	N
12-6141.02-999-599000		SOCIAL SECURITY/MEDICA	28.34	28.00	28.00	24.97	27.00	-3.57%	N
12-6142.00-999-599000		GROUP HEALTH & LIFE INS	15,066.23	15,831.00	15,831.00	14,787.85	19,320.00	22.04%	N

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12-6142.02-999-599000		GROUP HEALTH & LIFE INS	94.57	159.00	159.00	142.23	180.00	13.21%	N
12-6143.00-999-599000		WORKERS' COMP.	1,284.85	1,500.00	1,500.00	1,270.46	1,500.00	.00%	N
12-6144.00-999-599000		TRS ON-BEHALF BENEFIT	23,248.90	.00	.00	.00	_____.	.00%	N
12-6144.01-999-599000		TRS ON-BEHALF BENEFIT	27.66	.00	.00	.00	_____.	.00%	N
12-6144.02-999-599000		TRS ON-BEHALF BENEFIT	184.80	.00	.00	.00	_____.	.00%	N
12-6145.00-999-599000		UNEMPLOYMENT COMPEN	121.28	400.00	400.00	121.28	400.00	.00%	N
12-6146.00-999-599000		TR BENEFITS/TECH DIRECT	8,104.40	7,560.00	7,560.00	6,653.61	6,686.00	-11.56%	N
12-6146.01-999-599000			-13.12	200.00	200.00	.00	200.00	.00%	N
12-6146.02-999-599000		TEACHER RETIREMENT/TR	51.00	53.00	53.00	45.45	55.00	3.77%	N
61XX Totals			330,833.55	298,488.00	298,488.00	264,216.29	284,895.00	-4.55%	
12-6239.00-999-599000		REGION 7 LIBRARY COOP	775.00	775.00	775.00	503.75	775.00	.00%	N
12-6249.00-999-599000		CONTRACTED MAINT. & RE	10,510.62	11,500.00	11,500.00	10,423.23	11,500.00	.00%	N
12-6249.01-999-599000		COPY MACHINE	.00	100.00	100.00	.00	100.00	.00%	N
62XX Totals			11,285.62	12,375.00	12,375.00	10,926.98	12,375.00	.00%	
12-6329.00-001-599000		MAGS & PERIODICALS/LIB	.00	300.00	300.00	.00	300.00	.00%	N
12-6329.00-999-524000		LIBRARY BOOKS ST COMP	1,082.96	1,400.00	1,400.00	.00	1,400.00	.00%	N
12-6329.00-999-525000		SPANISH LIBRARY BOOKS	.00	100.00	100.00	612.23	100.00	.00%	N
12-6329.01-999-599000		LIBRARY EQUIPMENT	159.00	2,500.00	2,500.00	.00	2,500.00	.00%	N
12-6329.02-999-599000		LIBRARY BOOKS	18,430.65	18,000.00	18,000.00	11,785.05	18,000.00	.00%	N
12-6329.03-999-599000		LIBRARY BOOKS IN MEMOR	224.36	100.00	100.00	140.00	100.00	.00%	N
12-6399.00-999-599000		GENERAL SUPPLIES	6,844.75	6,000.00	6,000.00	6,104.00	6,000.00	.00%	N
63XX Totals			26,741.72	28,400.00	28,400.00	18,641.28	28,400.00	.00%	
12-6411.00-001-599000		TRAVEL & SUBSISTENCE/H	4,196.77	1,800.00	1,800.00	252.50	1,800.00	.00%	N
12-6411.01-999-599000		TRAVEL & SUBSISTENCE TE	4,376.66	4,500.00	4,500.00	5,421.43	4,500.00	.00%	N
12-6499.00-101-599000		FEES & DUES	182.00	300.00	300.00	.00	300.00	.00%	N
12-6499.00-101-5990BF		BOOK FAIR EXPENSE	5,157.02	6,200.00	6,200.00	8,248.72	6,200.00	.00%	N
64XX Totals			13,912.45	12,800.00	12,800.00	13,922.65	12,800.00	.00%	

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Fnc-Obj.	So-Org-Prog	Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
12-66	39.00-999-599000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
12-66	69.01-001-599000	EQUIPMENT	449.00	3,000.00	3,000.00	.00	3,000.00	.00%	N
66XX Totals			449.00	3,000.00	3,000.00	.00	3,000.00	.00%	
Function 12 Totals			383,222.34	355,063.00	355,063.00	307,707.20	341,470.00	-3.83%	
13-61	12.00-999-599000	SALARIES OR WAGES FOR	.00	.00	.00	.00	_____.	.00%	N
13-61	19.00-999-599000	SALARIES OR WAGES-TECH	81,641.58	.00	.00	1,000.00	_____.	.00%	N
13-61	41.00-999-599000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.	.00%	N
13-61	42.00-999-599000	GROUP HEALTH & LIFE INS	3,300.00	.00	.00	.00	_____.	.00%	N
13-61	43.00-999-599000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.	.00%	N
13-61	44.00-999-599000	TRS ON BEHALF	.00	.00	.00	.00	_____.	.00%	N
13-61	45.00-999-599000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.	.00%	N
13-61	46.00-999-599000	TEACHER RETIREMT/TRS C	9,239.37	.00	.00	31.31	_____.	.00%	N
13-61	49.00-999-599000	EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.	.00%	N
61XX Totals			94,180.95	.00	.00	1,031.31	_____.	.00%	
13-62	19.00-999-599000	OTHER PROFESSIONAL SE	2,500.00	4,000.00	4,000.00	2,500.00	4,000.00	.00%	N
13-62	19.02-999-599000	CAAPD/AH. CERT.	.00	700.00	700.00	.00	700.00	.00%	N
13-62	39.00-001-511000	REGION 7-WORKSHOPS-HS	2,246.85	2,000.00	2,000.00	1,661.50	2,000.00	.00%	N
13-62	39.00-041-511000	REGION 7-WORKSHOPS-JH	1,566.39	2,000.00	2,000.00	1,429.00	2,000.00	.00%	N
13-62	39.00-101-511000	REGION 7-WORKSHOPS-EL	5,157.40	3,000.00	3,000.00	3,856.09	3,000.00	.00%	N
13-62	39.02-999-599000	CAAPD/AH. CERT.	1,360.00	1,700.00	1,700.00	900.00	1,700.00	.00%	N
62XX Totals			12,830.64	13,400.00	13,400.00	10,346.59	13,400.00	.00%	
13-63	99.00-999-599000	GENERAL SUPPLIES	1,708.90	700.00	700.00	1,323.14	700.00	.00%	N
63XX Totals			1,708.90	700.00	700.00	1,323.14	700.00	.00%	
13-64	11.00-001-511000	STAFF DEV/HS REG	.00	2,200.00	2,200.00	149.95	2,200.00	.00%	N
13-64	11.00-041-511000	STAFF DEV/JH REG	1,393.89	1,200.00	1,200.00	224.95	1,200.00	.00%	N
13-64	11.00-101-511000	STAFF DEV/ELEM REG	1,581.21	5,000.00	5,000.00	1,038.03	4,000.00	-20.00%	N
13-64	11.00-999-524000	STAFF DEVELOPMENT COM	.00	100.00	100.00	103.78	100.00	.00%	N

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		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
13-6411.00-999-599000	TRAVEL AND SUBSISTENCE	223.75	300.00	300.00	686.14	300.00	.00%	N
13-6411.01-999-522000	VOCATIONAL TRAVEL/SUBS	.00	150.00	150.00	.00	150.00	.00%	N
13-6499.00-001-511000	FEES & DUES-HS	40.00	60.00	60.00	144.40	60.00	.00%	N
13-6499.00-041-511000	FEES & DUES-JH	.00	60.00	60.00	.00	60.00	.00%	N
13-6499.00-101-511000	FEES & DUES-ELEM	96.00	100.00	100.00	150.00	100.00	.00%	N
13-6499.00-999-599000	MISC. OPERATING EXPENS	.00	60.00	60.00	154.08	60.00	.00%	N
64XX Totals		3,334.85	9,230.00	9,230.00	2,651.33	8,230.00	-10.83%	
Function 13 Totals		112,055.34	23,330.00	23,330.00	15,352.37	22,330.00	-4.29%	
23-6119.00-001-599000	SALARIES OR WAGES-TECH	89,361.71	91,560.00	91,560.00	84,383.12	96,000.00	4.85%	N
23-6119.00-041-599000	SALARIES OR WAGES-TECH	73,460.50	75,263.00	75,263.00	70,760.84	84,500.00	12.27%	N
23-6119.00-101-599000	SALARIES OR WAGES-TECH	69,340.00	71,040.00	71,040.00	66,033.33	81,000.00	14.02%	N
23-6129.00-001-599000	"SALARY, HIGH SCH OFFICE	27,507.22	36,527.00	36,527.00	.00	37,089.00	1.54%	N
23-6129.00-041-599000	"SALARY, JR HIGH SCH OFF	25,016.68	26,982.00	26,982.00	23,995.13	27,295.00	1.16%	N
23-6129.00-101-599000	"SALARY, ELEMENTARY OF	61,204.42	64,089.00	64,089.00	59,211.54	41,552.00	-35.17%	N
23-6129.01-001-599000	SUBSTITUTE OFFICE WORK	560.00	2,000.00	2,000.00	427.50	2,000.00	.00%	N
23-6129.01-041-599000	SUBSTITUTE OFFICE WORK	75.00	960.00	960.00	150.00	960.00	.00%	N
23-6129.01-101-599000	SUBSTITUTE OFFICE WORK	.00	700.00	700.00	.00	700.00	.00%	N
23-6129.02-001-599000	OFFICE AIDE-HIGH SCHOOL	28,659.52	.00	.00	36,261.21	7,110.00	100.00%	N
23-6129.02-101-599000	AIDE-ELEM. OFFICE	.00	.00	.00	.00	_____.	.00%	N
23-6129.03-001-599000	HIGH SCHOOL-SECRETARY	.00	300.00	300.00	.00	300.00	.00%	N
23-6141.00-001-599000	SOCIAL SECURITY/MEDICA	1,655.22	1,662.00	1,662.00	1,190.15	1,341.00	-19.31%	N
23-6141.00-041-599000	SOCIAL SECURITY/MEDICA	1,386.71	1,375.00	1,375.00	1,335.16	1,535.00	11.64%	N
23-6141.00-101-599000	SOCIAL SECURITY/MEDICA	1,842.46	1,777.00	1,777.00	1,755.99	1,660.00	-6.58%	N
23-6141.01-001-599000		8.12	250.00	250.00	17.83	250.00	.00%	N
23-6141.01-041-599000		5.74	100.00	100.00	11.48	100.00	.00%	N
23-6141.01-101-599000		.00	30.00	30.00	.00	30.00	.00%	N
23-6141.02-001-599000	SOCIAL SECURITY/MEDICA	392.43	475.00	475.00	497.75	509.00	7.16%	N

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Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
23-6141.02-101-599000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.	.00%	N
23-6141.03-001-599000	SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.	.00%	N
23-6142.00-001-599000	GROUP HEALTH & LIFE INS	3,300.00	9,900.00	9,900.00	3,025.00	3,900.00	-60.61%	N
23-6142.00-041-599000	GROUP HEALTH & LIFE INS	3,300.00	3,300.00	3,300.00	3,025.00	3,900.00	18.18%	N
23-6142.00-101-599000	HEALTH INSURANCE/ELEM.	6,600.00	6,600.00	6,600.00	6,325.00	7,800.00	18.18%	N
23-6142.02-001-599000		3,300.00	3,300.00	3,300.00	3,025.00	3,900.00	18.18%	N
23-6143.00-001-599000	WORKERS' COMP.	513.94	750.00	750.00	508.18	750.00	.00%	N
23-6143.00-001-5990WC	WKRS COMP CLAIMS PD HS	.00	500.00	500.00	.00	500.00	.00%	N
23-6143.00-041-599000	WORKERS' COMP.	513.94	600.00	600.00	508.18	600.00	.00%	N
23-6143.00-041-5990WC	WKRS COMP CLAIMS PD JH	.00	200.00	200.00	.00	200.00	.00%	N
23-6143.00-101-599000	WORKERS' COMP.	513.94	650.00	650.00	508.18	650.00	.00%	N
23-6143.00-101-5990WC	WKRS COMP CLAIMS PD EL	5.00	1,200.00	1,200.00	13.00	1,200.00	.00%	N
23-6144.00-001-599000	TRS ON-BEHALF BENEFIT	8,424.60	.00	.00	.00	_____.	.00%	N
23-6144.00-041-599000	TRS ON-BEHALF BENEFIT	8,159.01	.00	.00	.00	_____.	.00%	N
23-6144.00-101-599000	TRS ON-BEHALF BENEFIT	10,475.02	.00	.00	.00	_____.	.00%	N
23-6144.01-001-599000		.00	.00	.00	.00	_____.	.00%	N
23-6144.01-041-599000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
23-6144.01-101-599000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
23-6144.02-001-599000	TRS ON-BEHALF BENEFIT	2,558.51	.00	.00	.00	_____.	.00%	N
23-6144.03-001-599000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
23-6145.00-001-599000	UNEMPLOYMENT COMP.	60.64	150.00	150.00	60.64	150.00	.00%	N
23-6145.00-041-599000	UNEMPLOYMENT COMP	60.64	150.00	150.00	60.64	150.00	.00%	N
23-6145.00-101-599000	UNEMPLOYMENT COMP.	60.64	150.00	150.00	60.64	150.00	.00%	N
23-6146.00-001-599000	TEACHER RETIREMT/TRS C	4,634.80	4,601.00	4,601.00	3,631.28	4,682.00	1.76%	N
23-6146.00-041-599000	TEACHER RETIREMT/TRS C	3,057.33	3,300.00	3,300.00	2,964.43	4,163.00	26.15%	N
23-6146.00-101-599000	TEACHER RETIREMT/TRS C	4,277.59	4,223.00	4,223.00	3,980.72	4,624.00	9.50%	N
23-6146.01-001-599000		.00	.00	.00	.00	_____.	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
Fnc-Obj.	So-Org-Prog	Description						
23-6146.01-041-599000		TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.	.00% N
23-6146.01-101-599000		TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.	.00% N
23-6146.02-001-599000		TEACHER RETIREMT/TRS C	705.30	910.00	910.00	867.82	1,023.00	12.42% N
23-6146.02-101-599000		TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.	.00% N
23-6146.03-001-599000		TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.	.00% N
61XX Totals		440,996.63	415,574.00	415,574.00	374,594.74	422,273.00	1.61%	
23-6219.00-001-599000		CONSULTANT SVCS-HS	.00	100.00	100.00	.00	100.00	.00% N
23-6219.00-041-599000		CONSULTANT SVCS-JH	.00	100.00	100.00	.00	100.00	.00% N
23-6219.00-101-599000		CONSULTANT SVCS-ELEM	.00	100.00	100.00	.00	100.00	.00% N
23-6239.00-001-599000		REGION 7 WORKSHOPS	.00	200.00	200.00	175.00	200.00	.00% N
23-6239.00-041-599000		REGION 7 WORKSHOPS	.00	150.00	150.00	175.00	150.00	.00% N
23-6239.00-101-599000		REGION 7 WORKSHOPS	.00	250.00	250.00	.00	250.00	.00% N
23-6299.00-999-522000		LEGAL NOTICES/PUBLICATI	.00	150.00	150.00	.00	150.00	.00% N
23-6299.00-999-523000		LEGAL NOTICES/PUBLICATI	.00	150.00	150.00	.00	150.00	.00% N
62XX Totals		.00	1,200.00	1,200.00	350.00	1,200.00	.00%	
23-6329.00-001-599000		BOOKS/PUBLICATIONS-HS	556.00	500.00	500.00	655.00	500.00	.00% N
23-6329.00-041-599000		BOOKS/PUBLICATIONS-JH	200.00	200.00	200.00	.00	200.00	.00% N
23-6329.00-101-599000		BOOKS/PUBLICATIONS-ELE	261.88	500.00	500.00	.00	500.00	.00% N
23-6399.00-001-599000		GENERAL SUPPLIES- HS	4,013.73	3,000.00	3,000.00	3,862.61	3,000.00	.00% N
23-6399.00-041-599000		GENERAL SUPPLIES-JH	1,595.97	1,500.00	1,500.00	768.73	1,500.00	.00% N
23-6399.00-101-599000		GENERAL SUPPLIES-ELEM	1,081.12	2,000.00	2,000.00	571.89	2,000.00	.00% N
63XX Totals		7,708.70	7,700.00	7,700.00	5,858.23	7,700.00	.00%	
23-6411.00-001-524000		TRAVEL/HS COMP ED	309.27	100.00	100.00	103.78	100.00	.00% N
23-6411.00-001-599000		TRAVEL/HS PRINCIPAL	2,519.33	3,500.00	3,500.00	4,184.47	3,500.00	.00% N
23-6411.00-041-599000		TRAVEL/JH PRINCIPAL	1,794.30	3,000.00	3,000.00	565.87	3,000.00	.00% N
23-6411.00-101-524000		TRAVEL/ ELEM COMP ED	178.03	100.00	100.00	103.78	100.00	.00% N
23-6411.00-101-599000		TAVEL/ELEM PRINCIPAL	680.03	1,500.00	1,500.00	3,418.12	1,500.00	.00% N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
23-6499.00-001-521000	MEMBERSHIP FEES-HS G/T	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-001-599000	FEES/DUES HS	345.00	600.00	600.00	345.00	600.00	.00%	N
23-6499.00-001-5990TB	TEXT BOOK REFUNDS HS	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-041-521000	MEMBERSHIP FEES-JH G/T	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-041-599000	FEES/DUES-JH	644.00	600.00	600.00	494.00	600.00	.00%	N
23-6499.00-041-5990TB	TEXT BOOK REFUNDS JH	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-101-521000	MEMBERSHIP FEES-ELEM G	.00	50.00	50.00	.00	50.00	.00%	N
23-6499.00-101-599000	FEES/DUES-ELEM	695.79	1,000.00	1,000.00	771.99	1,000.00	.00%	N
23-6499.00-101-5990TB	TEXT BOOK REFUNDS ELE	.00	50.00	50.00	.00	50.00	.00%	N
64XX Totals		7,165.75	10,700.00	10,700.00	9,987.01	10,700.00	.00%	
23-6639.00-001-599000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
23-6639.00-041-599000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
23-6639.00-101-599000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
23-6649.00-001-599000	FURN & EQUIP - HS ADMIN	230.28	500.00	500.00	1,520.17	500.00	.00%	N
23-6649.00-041-599000	FURN&EQUIP-JH ADM	.00	500.00	500.00	78.04	500.00	.00%	N
23-6649.00-101-599000	FURN & EQUIP-ELEM ADM	1,252.56	800.00	800.00	619.99	800.00	.00%	N
66XX Totals		1,482.84	1,800.00	1,800.00	2,218.20	1,800.00	.00%	
Function 23 Totals		457,353.92	436,974.00	436,974.00	393,008.18	443,673.00	1.53%	
31-6119.00-001-522000	SALARIES-PROF. PERSONN	34,584.94	36,010.00	36,010.00	33,062.20	43,000.00	19.41%	N
31-6119.00-001-599000	SALARIES-PROF. PERSONN	35,509.96	36,010.00	36,010.00	34,062.30	43,000.00	19.41%	N
31-6119.00-041-599000	SALARIES-PROF. PERSONN	1,000.00	63,841.00	63,841.00	59,520.77	66,656.00	4.41%	N
31-6119.00-101-524000	SALARIES OR WAGES-TECH	30,109.94	30,885.00	30,885.00	28,445.78	32,000.00	3.61%	N
31-6119.00-101-599000	SALARIES-PROF. PERSONN	30,110.06	30,885.00	30,885.00	28,445.88	32,000.00	3.61%	N
31-6119.01-001-599000	SALARIES OR WAGES-PT A	.00	.00	.00	.00	_____.	.00%	N
31-6141.00-001-522000	SOCIAL SECURITY	463.53	454.00	454.00	440.06	501.00	10.35%	N
31-6141.00-001-599000	EMPLOYERS SHARE FICA	477.12	454.00	454.00	454.61	501.00	10.35%	N
31-6141.00-041-599000	SOCIAL SECURITY	14.50	689.00	689.00	634.88	701.00	1.74%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
31-6141.00-101-524000	SOCIAL SECURITY/MEDICA	420.81	411.00	411.00	395.45	439.00	6.81%	N
31-6141.00-101-599000	"EMPLOYER'S SHARE,FICA"	420.80	411.00	411.00	395.46	439.00	6.81%	N
31-6141.01-001-599000		.00	.00	.00	.00	_____.	.00%	N
31-6142.00-001-522000	GROUP HEALTH & LIFE INS	1,650.00	1,650.00	1,650.00	1,512.50	1,950.00	18.18%	N
31-6142.00-001-599000	GROUP HEALTH & LIFE INS	1,650.00	1,650.00	1,650.00	1,512.50	1,950.00	18.18%	N
31-6142.00-041-599000	GROUP HEALTH & LIFE INS	.00	3,300.00	3,300.00	3,005.74	3,900.00	18.18%	N
31-6142.00-101-524000	GROUP HEALTH & LIFE INS	1,650.00	1,650.00	1,650.00	1,512.50	1,950.00	18.18%	N
31-6142.00-101-599000	HEALTH INSURANCE/ELEM.	1,650.00	1,650.00	1,650.00	1,512.50	1,950.00	18.18%	N
31-6142.01-001-599000		.00	.00	.00	.00	_____.	.00%	N
31-6143.00-001-599000	WORKERS' COMP.	256.97	350.00	350.00	254.09	350.00	.00%	N
31-6143.00-001-5990WC	WKRS COMP CLAIMS PD HS	7.00	2,000.00	2,000.00	14.00	2,000.00	.00%	N
31-6143.00-041-599000	WORKER'S COMPENSATION	256.97	350.00	350.00	254.09	350.00	.00%	N
31-6143.00-101-599000	WORKERS' COMP.	256.97	350.00	350.00	254.09	350.00	.00%	N
31-6143.00-101-5990WC	WKRS COMP CLAIMS PD EL	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
31-6144.00-001-522000	TRS ON-BEHALF BENEFIT	3,000.76	.00	.00	.00	_____.	.00%	N
31-6144.00-001-599000	TRS ON-BEHALF BENEFIT	3,081.43	.00	.00	.00	_____.	.00%	N
31-6144.00-041-599000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
31-6144.00-101-524000	TRS ON-BEHALF BENEFIT	2,664.05	.00	.00	.00	_____.	.00%	N
31-6144.00-101-599000	TRS ON-BEHALF BENEFIT	2,664.00	.00	.00	.00	_____.	.00%	N
31-6144.01-001-599000		.00	.00	.00	.00	_____.	.00%	N
31-6145.00-001-599000	UNEMPLOYMENT COMP.	30.32	100.00	100.00	30.32	100.00	.00%	N
31-6145.00-041-599000	UNEMPLOYMENT COMPEN	30.32	100.00	100.00	30.32	100.00	.00%	N
31-6145.00-101-599000	UNEMPLOYMENT COMP.	30.32	100.00	100.00	30.32	100.00	.00%	N
31-6146.00-001-522000	TEACHER RETIREMENT	983.29	945.00	945.00	942.18	1,330.00	40.74%	N
31-6146.00-001-599000	TEACHER RETIREMENT	1,018.17	945.00	945.00	981.60	1,330.00	40.74%	N
31-6146.00-041-599000	TEACHER RETIREMENT	.00	2,326.00	2,326.00	1,995.92	2,628.00	12.98%	N
31-6146.00-101-524000	TEACHER RETIREMT/TRS C	813.01	1,108.00	1,108.00	779.29	1,446.00	30.51%	N

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Fund 199 / 5 GENERAL OPERATING FUND		File ID: N						
		2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
Fnc-Obj.	So-Org-Prog	Description						
31-6146.00-101-599000		TR BENEFITS/ELEM.COUNS	813.22	1,108.00	1,108.00	779.39	1,446.00	30.51% N
31-6146.01-001-599000			.00	.00	.00	.00	_____.	.00% N
31-6149.00-001-599000		EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.	.00% N
61XX Totals		155,618.46	221,232.00	221,232.00	201,258.74	243,967.00	10.28%	
31-6219.00-001-599000		PROFESSIONAL COUNSELI	.00	.00	.00	.00	_____.	.00% N
31-6239.00-001-599000		EDUCATION SERVICE CENT	957.00	1,105.00	1,105.00	2,934.60	1,105.00	.00% N
31-6249.00-041-599000		CONTRACTED SVCS-JH	.00	200.00	200.00	.00	200.00	.00% N
62XX Totals		957.00	1,305.00	1,305.00	2,934.60	1,305.00	.00%	
31-6339.00-001-525000		ESL TESTING HS	.00	.00	.00	57.20	_____.	.00% N
31-6339.00-001-599000		TESTING MATERIALS	842.31	1,000.00	1,000.00	993.45	1,000.00	.00% N
31-6339.00-041-522000		TESTING MATERIALS/JH VO	168.51	700.00	700.00	.00	700.00	.00% N
31-6339.00-041-525000		ESL TESTING JH	.00	.00	.00	57.20	_____.	.00% N
31-6339.00-041-599000		TESTING MATERIALS-JH	258.32	200.00	200.00	.00	200.00	.00% N
31-6339.00-101-521000		TESTING MATERIALS/ELEM	.00	500.00	500.00	.00	500.00	.00% N
31-6339.00-101-525000		ESL TESTING ELEM	.00	.00	.00	57.20	_____.	.00% N
31-6339.00-101-599000		TESTING MATERIALS/ELEM	148.05	100.00	100.00	456.38	100.00	.00% N
31-6399.00-001-524000		"SUPPLIES - COMPENSATO	.00	100.00	100.00	.00	100.00	.00% N
31-6399.00-001-599000		GENERAL SUPPLIES/HS	727.46	400.00	400.00	.00	400.00	.00% N
31-6399.00-001-5990HS		RED RIBBON WEEK SUPPLI	335.36	300.00	300.00	.00	300.00	.00% N
31-6399.00-041-599000		GENERAL SUPPLIES/JR HIG	539.75	500.00	500.00	394.16	500.00	.00% N
31-6399.00-101-524000		SUPPLIES-ELEM ST COMP E	.00	300.00	300.00	66.00	300.00	.00% N
31-6399.00-101-599000		GENERAL SUPPLIES/ELEM	565.84	1,000.00	1,000.00	423.96	1,000.00	.00% N
31-6399.00-101-5990EL		RED RIBBON WEEK SUPPLI	444.41	500.00	500.00	391.37	500.00	.00% N
63XX Totals		4,030.01	5,600.00	5,600.00	2,896.92	5,600.00	.00%	
31-6411.00-001-599000		TRAVEL-HS	1,082.55	1,000.00	1,000.00	2,789.54	1,000.00	.00% N
31-6411.00-041-599000		TRAVEL-JH	486.59	500.00	500.00	.00	500.00	.00% N
31-6411.00-101-599000		TRAVEL-ELEM	1,508.53	1,000.00	1,000.00	2,265.61	1,000.00	.00% N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
31-6411.01-001-599000	TRAVEL. AND SUBS.-TECH	67.00	200.00	200.00	.00	200.00	.00%	N
31-6499.00-001-599000	FEES & DUES-HS STUDENT	694.00	600.00	600.00	359.00	600.00	.00%	N
31-6499.00-041-599000	FEES & DUES- JH COUNSEL	200.00	300.00	300.00	75.00	300.00	.00%	N
31-6499.00-101-599000	FEES & DUES-ELEM COUNS	1,188.00	500.00	500.00	697.00	500.00	.00%	N
64XX Totals		5,226.67	4,100.00	4,100.00	6,186.15	4,100.00	.00%	
31-6639.00-001-599000	FURNITURE-HS	.00	200.00	200.00	600.00	200.00	.00%	N
31-6639.00-041-599000	FURNITURE-JH	.00	200.00	200.00	200.00	200.00	.00%	N
31-6639.00-101-599000	FURNITURE-ELEM.	.00	200.00	200.00	171.98	200.00	.00%	N
31-6649.00-041-599000	JH COUNSELOR EQUIIPMEN	.00	.00	.00	.00	_____.	.00%	N
66XX Totals		.00	600.00	600.00	971.98	600.00	.00%	
Function 31 Totals		165,832.14	232,837.00	232,837.00	214,248.39	255,572.00	9.76%	
33-6129.01-999-599000	SUB-NURSE LVN	.00	2,000.00	2,000.00	187.50	2,000.00	.00%	N
33-6129.77-999-599000	SCHOOL NURSE-LVN	31,784.68	34,365.00	34,365.00	29,505.80	35,114.00	2.18%	N
33-6141.00-999-599000	"EMPLOYER'S SHARE,FICA"	308.40	.00	.00	.00	_____.	.00%	N
33-6141.01-999-599000	SOCIAL SECURITY/MEDICA	.00	100.00	100.00	14.35	100.00	.00%	N
33-6141.77-999-599000	SOCIAL SECURITY/MEDICA	51.23	389.00	389.00	341.64	397.00	2.06%	N
33-6142.00-999-599000	HEALTH INSURANCE/NURS	3,300.00	.00	.00	.00	_____.	.00%	N
33-6142.77-999-599000		.00	3,300.00	3,300.00	3,300.00	3,900.00	18.18%	N
33-6143.00-999-599000	WORKER'S COMP.	256.97	350.00	350.00	254.09	350.00	.00%	N
33-6144.00-999-599000	TRS ON BAHLF	.00	.00	.00	.00	_____.	.00%	N
33-6144.01-999-599000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
33-6144.77-999-599000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
33-6145.00-999-599000	UNEMPLOYMENT COMP.	30.32	100.00	100.00	30.32	100.00	.00%	N
33-6146.00-999-599000	TEACHER RETIREMENT	3,268.48	.00	.00	.00	_____.	.00%	N
33-6146.01-999-599000	TEACHER RETIREMENT/TR	.00	100.00	100.00	.00	100.00	.00%	N
33-6146.77-999-599000	TEACHER RETIREMT/TRS C	23.63	884.00	884.00	720.18	938.00	6.11%	N
61XX Totals		39,023.71	41,588.00	41,588.00	34,353.88	42,999.00	3.39%	

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		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
33-6219.00-999-599000	EMPLOYEE FLU & HEPATITI	85.00	3,500.00	3,500.00	.00	500.00	-85.71%	N
33-6239.00-999-599000	REGION 7 ESC CONTRACTS	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
33-6249.00-999-599000	MAINT/REPAIR-AUDIO METE	.00	300.00	300.00	.00	300.00	.00%	N
62XX Totals		85.00	4,800.00	4,800.00	.00	1,800.00	-62.50%	
33-6399.00-999-599000	NURSE SUPPLIES	6,803.41	1,500.00	1,500.00	854.07	1,500.00	.00%	N
63XX Totals		6,803.41	1,500.00	1,500.00	854.07	1,500.00	.00%	
33-6411.00-999-599000	TRAVEL/NURSE	.00	250.00	250.00	.00	250.00	.00%	N
64XX Totals		.00	250.00	250.00	.00	250.00	.00%	
33-6639.00-001-599000	FURN & EQUIP-NURSE	6,993.02	2,500.00	2,500.00	119.99	2,500.00	.00%	N
33-6649.00-001-599000	NURSE EQUIPMENT	.00	.00	.00	.00	_____.	.00%	N
66XX Totals		6,993.02	2,500.00	2,500.00	119.99	2,500.00	.00%	
Function 33 Totals		52,905.14	50,638.00	50,638.00	35,327.94	49,049.00	-3.14%	
34-6129.00-999-523000	SPECIAL ED-BUS DRIVER	.00	.00	.00	.00	_____.	.00%	N
34-6129.00-999-599000	TRANSPORTATION SALARIE	88,117.92	87,480.00	87,480.00	79,224.82	121,960.00	39.41%	N
34-6129.01-999-523000	"SUBSTITUTE,SPECIAL ED-B	.00	300.00	300.00	.00	300.00	.00%	N
34-6129.01-999-599000	TRANSPORTATION DIRECT	10,800.12	10,800.00	10,800.00	9,900.00	10,800.00	.00%	N
34-6129.02-999-599000	SUB. BUS DRIVERS-REGUL	5,070.00	16,000.00	16,000.00	4,170.00	16,000.00	.00%	N
34-6129.04-999-599000	BUS DRIVERS-TRAINING &	.00	1,100.00	1,100.00	730.00	1,100.00	.00%	N
34-6129.05-999-599000	WASHING BUS-OR-ATTEND	2,400.00	3,500.00	3,500.00	2,925.00	3,500.00	.00%	N
34-6141.00-999-523000	SOCIAL SECURITY/MEDICA	.00	50.00	50.00	.00	50.00	.00%	N
34-6141.00-999-599000	"EMPLOYERS SHARE, FICA"	2,000.24	1,835.00	1,835.00	1,792.73	2,348.00	27.96%	N
34-6141.01-999-599000	SOCIAL SECURITY/MEDICA	153.96	154.00	154.00	141.13	154.00	.00%	N
34-6141.02-999-599000		72.78	500.00	500.00	61.84	500.00	.00%	N
34-6141.04-999-599000		.00	100.00	100.00	13.15	100.00	.00%	N
34-6141.05-999-599000		51.64	120.00	120.00	59.68	120.00	.00%	N
34-6142.00-999-599000	HEALTH INSURANCE/TRAN	1,683.36	2,200.00	2,200.00	2,188.03	2,861.00	30.05%	N
34-6142.01-999-599000		.00	513.00	513.00	.00	513.00	.00%	N

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Fnc-Obj.	So-Org-Prog	Description						
34-6142.02-999-599000			.00	400.00	400.00	.00	400.00	.00% N
34-6142.04-999-599000			.00	.00	.00	.00	_____.	.00% N
34-6143.00-999-523000		WORKER'S COMP CLAIMS P	.00	4,000.00	4,000.00	.00	4,000.00	.00% N
34-6143.00-999-5230WC		WORKERS COMP CLAIMS P	.00	.00	.00	.00	_____.	.00% N
34-6143.00-999-599000		WORKERS COMPENSATION	513.94	700.00	700.00	508.18	700.00	.00% N
34-6143.00-999-5990WC		WKRS COMP CLAIMS PD TR	.00	.00	.00	.00	_____.	.00% N
34-6144.00-999-523000		TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00% N
34-6144.00-999-599000		TRS ON-BEHALF BENEFIT	5,712.10	.00	.00	.00	_____.	.00% N
34-6144.01-999-599000		TRS ON-BEHALF BENEFIT	998.88	.00	.00	.00	_____.	.00% N
34-6144.02-999-599000		TRS ON-BEHALF BENEFIT	129.86	.00	.00	.00	_____.	.00% N
34-6144.04-999-599000		TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00% N
34-6144.05-999-599000		TRS ON-BEHALF BENEFIT	164.30	.00	.00	.00	_____.	.00% N
34-6145.00-999-599000		UNEMPLOYMENT COMP.	60.64	120.00	120.00	60.64	120.00	.00% N
34-6146.00-999-523000		TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.	.00% N
34-6146.00-999-599000		TEACHER RETIREMENT	1,577.61	1,526.00	1,526.00	2,679.68	1,920.00	25.82% N
34-6146.01-999-599000			275.40	286.00	286.00	245.25	297.00	3.85% N
34-6146.02-999-599000			598.13	110.00	110.00	177.00	110.00	.00% N
34-6146.04-999-599000			.00	15.00	15.00	16.70	15.00	.00% N
34-6146.05-999-599000			45.71	50.00	50.00	87.02	50.00	.00% N
61XX Totals			120,426.59	131,859.00	131,859.00	104,980.85	167,918.00	27.35%
34-6219.00-999-599000		BUS DRIVER'S CERTIFICATI	300.00	1,200.00	1,200.00	2,988.00	1,200.00	.00% N
34-6249.00-999-522000		Contracted repairs to Ag truck	.00	800.00	800.00	793.72	800.00	.00% N
34-6249.00-999-599000		CONT MAINT.& REPAIR-VEH	4,866.77	10,000.00	10,000.00	36,722.24	10,000.00	.00% N
34-6299.00-001-523000		SPECIAL ED TRANSPORTAT	.00	200.00	200.00	.00	200.00	.00% N
34-6299.00-101-523000		SPECIAL ED. TRANSPORTA	.00	6,000.00	6,000.00	.00	6,000.00	.00% N
34-6299.00-999-599000		OTHER CONTRACTED SER	7,131.74	5,500.00	5,500.00	7,531.00	5,500.00	.00% N
34-6299.01-999-599000		CONTR.SVCS/DRIVER DRU	895.00	1,500.00	1,500.00	75.00	1,500.00	.00% N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N			
Fnc-Obj.	So-Org-Prog	Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
62XX Totals			13,193.51	25,200.00	25,200.00	48,109.96	25,200.00	.00%	
34-6311.00-999-599000		"GASOLINE, OIL, TIRES, ETC	84,630.84	70,000.00	70,000.00	75,871.94	70,000.00	.00%	N
34-6319.00-999-522000		VOCATIONAL TRUCK REPAI	1,138.77	750.00	750.00	239.00	750.00	.00%	N
34-6319.00-999-523000		BUS REPAIR/PARTS & SUPP	1,673.01	1,200.00	1,200.00	42.27	1,200.00	.00%	N
34-6319.00-999-599000		TRANSPORTATION SUPPLIE	24,331.22	25,000.00	25,000.00	20,348.40	25,000.00	.00%	N
34-6319.01-999-599000		TRANSPORTATION UNIFOR	112.76	650.00	650.00	.00	650.00	.00%	N
63XX Totals			111,886.60	97,600.00	97,600.00	96,501.61	97,600.00	.00%	
34-6411.00-999-599000		TRAVEL AND SUBSISTENCE	736.22	3,000.00	3,000.00	1,863.19	3,000.00	.00%	N
34-6429.00-999-599000		LIABILITY INSURANCE FOR	17,622.00	20,000.00	20,000.00	18,370.00	20,000.00	.00%	N
34-6494.00-999-599000		RECLASSIFY TRANSPORTA	.00	.00	.00	.00	_____.	.00%	N
34-6499.00-999-599000		FEES/COMM. DRIVERS LICE	837.12	4,500.00	4,500.00	1,754.04	4,500.00	.00%	N
34-6499.01-999-599000		SAFETY AWARDS	.00	200.00	200.00	.00	200.00	.00%	N
64XX Totals			19,195.34	27,700.00	27,700.00	21,987.23	27,700.00	.00%	
34-6631.00-999-522000		VEHICLES-PER UNIT COST	.00	.00	.00	.00	_____.	.00%	N
34-6631.00-999-599000		VEHIICLES	.00	50,000.00	50,000.00	138,880.00	_____.	-100.00%	N
34-6649.00-999-599000		BUS RADIOS	.00	.00	.00	3,215.00	_____.	.00%	N
66XX Totals			.00	50,000.00	50,000.00	142,095.00	_____.	-100.00%	
Function 34 Totals			264,702.04	332,359.00	332,359.00	413,674.65	318,418.00	-4.19%	
35-6144.00-999-599000		TRS ON BEHALF	.00	.00	.00	.00	_____.	.00%	N
35-6144.01-999-599000		TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
35-6144.03-999-599000			.00	.00	.00	.00	_____.	.00%	N
35-6144.05-999-599000		TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
61XX Totals			.00	.00	.00	.00	_____.	.00%	
Function 35 Totals			.00	.00	.00	.00	_____.	.00%	
36-6119.00-001-591000		SALARIES OR WAGES-TECH	143,845.49	141,186.00	141,186.00	140,604.34	161,329.00	14.27%	N
36-6119.01-001-599000		ASSISTANT BAND DIRECTO	6,310.08	6,392.00	6,392.00	5,681.81	6,575.00	2.86%	N
36-6119.01-041-591000		SALARIES OR WAGES-TECH	83,911.96	87,433.00	87,433.00	80,100.45	98,134.00	12.24%	N

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Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
36-6119.02-001-599000	BAND DIRECTOR	11,530.97	11,601.00	11,601.00	10,311.37	11,761.00	1.38%	N
36-6119.03-001-591000	CHEERLEADER SPONSOR-	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.00%	N
36-6119.03-001-599000	UIL SPONSOR-OAP	1,996.21	2,000.00	2,000.00	1,777.81	2,000.00	.00%	N
36-6119.03-041-599000	UIL SPONSOR-JH OAP	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.00%	N
36-6119.04-001-599000	HS YEARBOOK SPONSOR	1,500.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
36-6119.04-041-591000	CHEERLEADER SPONSOR-J	2,500.00	2,000.00	2,000.00	2,000.00	2,000.00	.00%	N
36-6119.04-041-599000	JH YEARBOOK SPONSOR	600.00	600.00	600.00	.00	600.00	.00%	N
36-6119.04-101-599000	ELEMENTARY YEARBOOK S	900.00	900.00	900.00	.00	900.00	.00%	N
36-6119.05-001-599000	UIL SPONSORS-HIGH SCHO	3,400.00	3,000.00	3,000.00	1,600.00	3,000.00	.00%	N
36-6119.05-041-599000	UIL SPONSOR-JR. HIGH	3,700.00	3,500.00	3,500.00	3,900.00	3,500.00	.00%	N
36-6119.06-001-599000	HS PROM SPONSOR	1,400.00	1,200.00	1,200.00	1,000.00	1,200.00	.00%	N
36-6119.06-041-599000	ONE-ACT PLAY HOST/HOST	.00	200.00	200.00	.00	200.00	.00%	N
36-6119.07-001-521000	HS ROCKETRY SPONSOR	1,996.53	2,000.00	2,000.00	888.95	1,000.00	-50.00%	N
36-6119.07-001-522000	HS AG/FFA SPONSOR	4,208.38	4,500.00	4,500.00	4,083.32	4,500.00	.00%	N
36-6119.07-001-599000	NATIONAL HONOR SOCIETY	499.23	500.00	500.00	444.36	500.00	.00%	N
36-6119.08-001-521000	HS ROBOTICS SPONSOR	.00	1,000.00	1,000.00	888.74	1,000.00	.00%	N
36-6119.08-001-522000	FBLA SPONSOR	451.81	500.00	500.00	.00	500.00	.00%	N
36-6119.08-001-599000	HS STUDENT COUNCIL SPO	498.92	500.00	500.00	444.36	500.00	.00%	N
36-6119.08-041-521000	JH ROBOTICS SPONSOR	500.00	500.00	500.00	413.97	500.00	.00%	N
36-6119.08-041-599000	JH STUDENT COUNCIL SPO	.00	500.00	500.00	458.24	500.00	.00%	N
36-6119.09-001-599000	TX ASSOC FUTURE	.00	500.00	500.00	.00	500.00	.00%	N
36-6119.09-041-599000	JH BETA SPONSOR	.00	.00	.00	.00	500.00	100.00%	N
36-6121.00-001-591000	"EXTRA DUTY PAY -TICKET	5,486.51	5,500.00	5,500.00	3,530.24	5,500.00	.00%	N
36-6121.01-001-591000	EXTRA DUTY PAY-BUS DRIV	4,626.54	4,500.00	4,500.00	3,385.00	4,500.00	.00%	N
36-6129.00-001-591000	MAJORETTE SPONSOR	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00%	N
36-6129.00-041-591000	SALARIES FOR SUPPORT P	8,484.38	8,500.00	8,500.00	10,422.30	6,000.00	-29.41%	N
36-6129.01-041-591000	JH MAJORETTE SPONSOR	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.00%	N

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Fnc-Obj.	So-Org-Prog	Description						
36-61	29.02-001-591000	AIDE-HS COACH	11,615.26	10,835.00	10,835.00	10,731.04	8,500.00	-21.55% N
36-61	41.00-001-591000	SOCIAL SECURITY/MEDICA	2,152.33	1,242.00	1,242.00	2,018.26	2,212.00	78.10% N
36-61	41.00-001-599000	SOCIAL SECURITY	.00	1,500.00	1,500.00	.00	1,500.00	.00% N
36-61	41.00-041-591000	SOCIAL SECURITY/MEDICA	123.02	123.00	123.00	151.10	87.00	-29.27% N
36-61	41.00-041-599000	SOCIAL SECURITY	.00	400.00	400.00	.00	400.00	.00% N
36-61	41.00-101-599000	SOCIAL SECURITY	.00	25.00	25.00	.00	25.00	.00% N
36-61	41.00-999-599000	SOCIAL SECURITY	.00	25.00	25.00	.00	25.00	.00% N
36-61	41.01-001-591000		87.95	50.00	50.00	64.42	50.00	.00% N
36-61	41.01-001-599000	SOCIAL SECURITY/MEDICA	83.61	88.00	88.00	76.59	89.00	1.14% N
36-61	41.01-041-591000	SOCIAL SECURITY/MEDICA	1,152.73	1,041.00	1,041.00	1,136.02	1,369.00	31.51% N
36-61	41.01-999-591000	SOCIAL SECURITY	.00	25.00	25.00	.00	25.00	.00% N
36-61	41.02-001-591000	SOCIAL SECURITY/MEDICA	143.87	134.00	134.00	202.37	650.00	385.07% N
36-61	41.02-001-599000	SOCIAL SECURITY/MEDICA	151.43	152.00	152.00	133.34	152.00	.00% N
36-61	41.03-001-591000		41.84	25.00	25.00	42.92	25.00	.00% N
36-61	41.03-001-599000	SOCIAL SECURITY/MEDICA	25.30	25.00	25.00	24.95	25.00	.00% N
36-61	41.03-041-599000		20.46	15.00	15.00	20.49	15.00	.00% N
36-61	41.04-001-599000	SOCIAL SECURITY/MEDICA	21.12	20.00	20.00	.00	20.00	.00% N
36-61	41.04-041-591000		33.33	20.00	20.00	26.67	20.00	.00% N
36-61	41.04-041-599000	SOCIAL SECURITY/MEDICA	8.45	20.00	20.00	.00	20.00	.00% N
36-61	41.04-101-599000	SOCIAL SECURITY/MEDICA	12.67	20.00	20.00	.00	20.00	.00% N
36-61	41.05-001-599000		48.08	50.00	50.00	22.46	50.00	.00% N
36-61	41.05-041-599000		49.87	30.00	30.00	51.94	30.00	.00% N
36-61	41.06-001-599000		19.91	25.00	25.00	13.66	25.00	.00% N
36-61	41.07-001-521000	SOCIAL SECURITY/MEDICA	27.16	27.00	27.00	11.28	13.00	-51.85% N
36-61	41.07-001-522000	SOCIAL SECURITY/MEDICA	58.64	21.00	21.00	55.23	61.00	190.48% N
36-61	41.07-001-599000	SOCIAL SECURITY/MEDICA	7.19	7.00	7.00	6.40	7.00	.00% N
36-61	41.08-001-521000	SOCIAL SECURITY/MEDICA	.00	.00	.00	12.89	15.00	100.00% N

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Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
		Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
36-6141.08-001-522000	SOCIAL SECURITY/MEDICA	6.30	7.00	7.00	.00	7.00	.00%	N
36-6141.08-001-599000	SOCIAL SECURITY/MEDICA	.50	6.00	6.00	6.21	6.00	.00%	N
36-6141.08-041-521000	SOCIAL SECURITY/MEDICA	7.12	.00	.00	5.87	7.00	100.00%	N
36-6141.08-041-599000	SOCIAL SECURITY/MEDICA	.00	6.00	6.00	4.85	6.00	.00%	N
36-6142.00-001-591000	GROUP HEALTH INSURANC	6,183.80	6,600.00	6,600.00	6,437.17	8,176.00	23.88%	N
36-6142.00-001-599000	GROUP HEALTH INSURANC	.00	3,300.00	3,300.00	.00	_____.	-100.00%	N
36-6142.00-041-591000	GROUP HEALTH INSURANC	.00	.00	.00	.00	_____.	.00%	N
36-6142.00-041-599000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.	.00%	N
36-6142.00-101-599000	GROUP HEALTH & LIFE INS	.00	.00	.00	.00	_____.	.00%	N
36-6142.01-001-599000		496.40	1,079.00	1,079.00	493.10	574.00	-46.80%	N
36-6142.01-041-591000		3,482.30	3,500.00	3,500.00	3,424.71	4,085.00	16.71%	N
36-6142.02-001-591000		690.60	1,380.00	1,380.00	690.10	1,212.00	-12.17%	N
36-6142.02-001-599000		559.70	702.00	702.00	557.80	652.00	-7.12%	N
36-6142.03-001-599000	GROUP HEALTH & LIFE INS	126.10	124.00	124.00	20.62	124.00	.00%	N
36-6142.07-001-521000	GROUP HEALTH & LIFE INS	71.50	70.00	70.00	69.60	79.00	12.86%	N
36-6142.07-001-522000	GROUP HEALTH & LIFE INS	328.70	120.00	120.00	304.84	359.00	199.17%	N
36-6142.08-001-522000	GROUP HEALTH & LIFE INS	32.80	33.00	33.00	.00	33.00	.00%	N
36-6142.08-001-599000	GROUP HEALTH & LIFE INS	31.60	31.00	31.00	5.16	31.00	.00%	N
36-6142.08-041-599000	GROUP HEALTH & LIFE INS	.00	28.00	28.00	19.26	85.00	203.57%	N
36-6143.00-001-599000	WORKER'S COMPENSATION	.00	.00	.00	.00	_____.	.00%	N
36-6144.00-001-591000	TRS ON-BEHALF BENEFIT	11,056.61	.00	.00	.00	_____.	.00%	N
36-6144.00-001-599000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
36-6144.00-041-591000	TRS ON-BEHALF BENEFIT	786.24	.00	.00	.00	_____.	.00%	N
36-6144.00-041-599000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
36-6144.00-101-599000	TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
36-6144.01-001-591000	TRS ON-BEHALF BENEFIT	286.20	.00	.00	.00	_____.	.00%	N
36-6144.01-001-599000	TRS ON-BEHALF BENEFIT	382.80	.00	.00	.00	_____.	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
36-6144.01-041-591000	TRS ON-BEHALF BENEFIT	6,331.85	.00	.00	.00	_____.	.00%	N
36-6144.02-001-591000	TRS ON-BEHALF BENEFIT	1,076.25	.00	.00	.00	_____.	.00%	N
36-6144.02-001-599000	TRS ON-BEHALF BENEFIT	884.59	.00	.00	.00	_____.	.00%	N
36-6144.03-001-591000	TRS ON-BEHALF BENEFIT	269.12	.00	.00	.00	_____.	.00%	N
36-6144.03-001-599000	TRS ON-BEHALF BENEFIT	171.00	.00	.00	.00	_____.	.00%	N
36-6144.03-041-599000	TRS ON-BEHALF BENEFIT	133.90	.00	.00	.00	_____.	.00%	N
36-6144.04-001-599000	TRS ON-BEHALF BENEFIT	129.87	.00	.00	.00	_____.	.00%	N
36-6144.04-041-591000	TRS ON-BEHALF BENEFIT	228.26	.00	.00	.00	_____.	.00%	N
36-6144.04-041-599000	TRS ON-BEHALF BENEFIT	51.92	.00	.00	.00	_____.	.00%	N
36-6144.04-101-599000	TRS ON-BEHALF BENEFIT	77.66	.00	.00	.00	_____.	.00%	N
36-6144.05-001-599000	TRS ON-BEHALF BENEFIT	253.45	.00	.00	.00	_____.	.00%	N
36-6144.05-041-599000	TRS ON-BEHALF BENEFIT	313.63	.00	.00	.00	_____.	.00%	N
36-6144.06-001-599000	TRS ON-BEHALF BENEFIT	106.82	.00	.00	.00	_____.	.00%	N
36-6144.07-001-521000	TRS ON-BEHALF BENEFIT	173.52	.00	.00	.00	_____.	.00%	N
36-6144.07-001-522000	TRS ON-BEHALF BENEFIT	366.33	.00	.00	.00	_____.	.00%	N
36-6144.07-001-599000	TRS ON-BEHALF BENEFIT	44.52	.00	.00	.00	_____.	.00%	N
36-6144.08-001-521000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
36-6144.08-001-522000	TRS ON-BEHALF BENEFIT	44.37	.00	.00	.00	_____.	.00%	N
36-6144.08-001-599000	TRS ON-BEHALF BENEFIT	42.48	.00	.00	.00	_____.	.00%	N
36-6144.08-041-521000	TRS ON-BEHALF BENEFIT	44.76	.00	.00	.00	_____.	.00%	N
36-6144.08-041-599000	TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
36-6145.00-001-599000	UNEMPLOYMENT COMPEN	.00	.00	.00	.00	_____.	.00%	N
36-6146.00-001-591000	TEACHER RETIREMENT	7,028.10	5,027.00	5,027.00	6,725.70	9,203.00	83.07%	N
36-6146.00-001-599000	TEACHER RETIREMENT	.00	235.00	235.00	.00	235.00	.00%	N
36-6146.00-041-591000	TEACHER RETIREMENT	216.59	225.00	225.00	238.06	165.00	-26.67%	N
36-6146.00-041-599000	TEACHER RETIREMENT	.00	25.00	25.00	.00	25.00	.00%	N
36-6146.00-101-599000	TEACHER RETIREMENT	.00	.00	.00	.00	_____.	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
Fnc-Obj.	So-Org-Prog	Description						
36-6146.01-001-591000			232.81	50.00	50.00	134.98	50.00	.00% N
36-6146.01-001-599000		TEACHER RETIREMT/TRS C	339.86	249.00	249.00	210.25	281.00	12.85% N
36-6146.01-041-591000		TEACHER RETIREMT/TRS C	3,239.38	1,562.00	1,562.00	2,968.88	4,291.00	174.71% N
36-6146.02-001-591000		TEACHER RETIREMT/TRS C	296.49	287.00	287.00	243.81	287.00	.00% N
36-6146.02-001-599000		TEACHER RETIREMT/TRS C	436.91	459.00	459.00	363.76	488.00	6.32% N
36-6146.03-001-591000			75.05	50.00	50.00	82.30	50.00	.00% N
36-6146.03-001-599000		TEACHER RETIREMT/TRS C	62.11	64.00	64.00	54.40	64.00	.00% N
36-6146.03-041-599000			37.36	25.00	25.00	39.19	25.00	.00% N
36-6146.04-001-599000		TEACHER RETIREMENT/TR	33.11	.00	.00	.00	_____.	.00% N
36-6146.04-041-591000			112.61	20.00	20.00	59.90	20.00	.00% N
36-6146.04-041-599000		TEACHER RETIREMENT/TR	13.24	.00	.00	.00	_____.	.00% N
36-6146.04-101-599000		TEACHER RETIREMENT/TR	19.87	.00	.00	.00	_____.	.00% N
36-6146.05-001-599000			151.72	100.00	100.00	86.21	100.00	.00% N
36-6146.05-041-599000			94.63	115.00	115.00	171.07	115.00	.00% N
36-6146.06-001-599000			61.78	45.00	45.00	24.10	45.00	.00% N
36-6146.07-001-521000		TEACHER RETIREMENT/TR	60.01	62.00	62.00	25.81	35.00	-43.55% N
36-6146.07-001-522000		TEACHER RETIREMENT/TR	151.53	52.00	52.00	130.32	165.00	217.31% N
36-6146.07-001-599000		TEACHER RETIREMENT/TR	14.17	15.00	15.00	12.39	17.00	13.33% N
36-6146.08-001-521000		TEACHER RETIREMENT/TR	.00	.00	.00	26.50	36.00	100.00% N
36-6146.08-001-522000		TEACHER RETIREMENT/TR	13.95	14.00	14.00	.00	14.00	.00% N
36-6146.08-001-599000		TEACHER RETIREMENT/TR	15.59	16.00	16.00	13.53	16.00	.00% N
36-6146.08-041-521000		TEACHER RETIREMENT/TR	12.44	.00	.00	12.44	17.00	100.00% N
36-6146.08-041-599000		TEACHER RETIREMENT/TR	.00	15.00	15.00	14.50	14.00	-6.67% N
36-6149.00-001-599000		EMPLOYEE BENEFITS	.00	.00	.00	.00	_____.	.00% N
61XX Totals			360,224.11	340,155.00	340,155.00	318,414.68	373,323.00	9.75%
36-6219.00-001-591000		ATHLETIC OFFICIALS	30,435.00	30,000.00	30,000.00	32,960.00	30,000.00	.00% N
36-6219.00-001-599000		YEARBOOK PUBLISHING	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00% N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
Fnc-Obj.	So-Org-Prog	Description						
36-6219.00-001-5990BD		MAJORETTE JUDGES	600.00	1,000.00	1,000.00	800.00	1,000.00	.00% N
36-6219.01-001-591000		AMBULANCE SERVICES	.00	8,500.00	8,500.00	.00	8,500.00	.00% N
36-6219.02-001-591000		SECURITY FOR ATHLETIC A	2,185.00	5,000.00	5,000.00	6,560.00	5,000.00	.00% N
36-6219.03-001-591000		DRUG TESTING	1,534.50	1,600.00	1,600.00	396.00	1,600.00	.00% N
36-6219.04-001-591000		FOOTBALL CLOCK KEEPER	.00	.00	.00	.00	_____.	.00% N
36-6219.05-001-591000		TOURNAMENT OFFICIALS/S	.00	.00	.00	.00	_____.	.00% N
36-6219.05-999-599000		UIL CONTEST JUDGING	.00	200.00	200.00	250.00	200.00	.00% N
36-6219.06-001-591000		HS CHEERLEADER JUDGES	450.00	450.00	450.00	2,100.00	450.00	.00% N
36-6249.00-001-591000		INSTALL/REPLACE SCOREB	30,214.53	.00	.00	.00	_____.	.00% N
36-6249.01-001-591000		RECONDITIONING-ATHLETI	6,436.45	13,000.00	13,000.00	12,156.31	13,000.00	.00% N
36-6249.08-001-591000		CONTRACTED FIELD MAINT	.00	.00	.00	8,455.86	30,000.00	100.00% N
36-6269.00-001-591000		RENTAL EQUIPMENT	23.10	700.00	700.00	879.92	700.00	.00% N
36-6269.00-001-599000		RENTALS-GRADUATION	1,288.00	1,400.00	1,400.00	1,303.50	1,400.00	.00% N
36-6299.00-001-591000		GATE SPLIT	6,212.79	2,500.00	2,500.00	3,100.89	2,500.00	.00% N
36-6299.01-001-591000		MISC CONTRACTED SERVIC	8,264.63	3,700.00	3,700.00	10,669.42	3,700.00	.00% N
36-6299.02-001-591000		TICKET SALES-OUT OF	.00	.00	.00	.00	_____.	.00% N
62XX Totals			89,644.00	70,050.00	70,050.00	81,631.90	100,050.00	42.83%
36-6399.00-001-591000		FOOTBALL SUPPLIES	12,734.89	13,000.00	13,000.00	13,000.00	13,000.00	.00% N
36-6399.00-001-5990BD		BAND UNIFORMS	2,942.87	3,000.00	3,000.00	3,915.30	3,000.00	.00% N
36-6399.00-041-591000		JH FOOTBALL SUPPLIES	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00	.00% N
36-6399.01-001-591000		TRAINING SUPPLIES	4,859.83	5,500.00	5,500.00	5,500.00	5,500.00	.00% N
36-6399.01-001-5910BY		HS BASKETBALL SUPPLIES-	2,499.99	2,500.00	2,500.00	2,458.66	2,500.00	.00% N
36-6399.01-001-5910GR		HS BASKETBALL SUPPLIES-	3,179.64	2,500.00	2,500.00	2,983.88	2,500.00	.00% N
36-6399.02-001-591000		BASEBALL SUPPLIES	4,500.00	11,500.00	11,500.00	11,403.90	11,500.00	.00% N
36-6399.03-001-591000		TRACK SUPPLIES-BOYS	2,430.22	2,500.00	2,500.00	2,500.00	2,500.00	.00% N
36-6399.03-001-5910GR		HS TRACK SUPPLIES-GIRLS	2,488.19	2,500.00	2,500.00	2,431.13	2,500.00	.00% N
36-6399.03-041-591000		TRACK SUPPLIES-JH BOYS	3,306.00	1,000.00	1,000.00	1,369.42	1,000.00	.00% N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
36-6399.04-001-591000	TENNIS SUPPLIES	1,001.10	1,000.00	1,000.00	987.67	1,000.00	.00%	N
36-6399.04-041-591000	TRACK SUPPLIES-JH GIRLS	459.00	1,000.00	1,000.00	999.88	1,000.00	.00%	N
36-6399.05-001-591000	GOLF SUPPLIES	1,003.06	1,000.00	1,000.00	1,061.93	1,000.00	.00%	N
36-6399.05-041-591000	JH BOYS BASKETBALL SUP	2,323.93	1,000.00	1,000.00	1,000.00	1,000.00	.00%	N
36-6399.06-001-591000	CROSS COUNTRY SUPPLIE	886.50	1,000.00	1,000.00	993.07	1,000.00	.00%	N
36-6399.06-001-599000	HIGH SCHOOL UIL SUPPLIE	153.09	750.00	750.00	249.85	750.00	.00%	N
36-6399.06-041-591000	JH GIRLS BASKETBALL SUP	799.98	1,000.00	1,000.00	989.14	1,000.00	.00%	N
36-6399.06-041-599000	ONE ACT PLAY SUPPLIES -	174.25	400.00	400.00	177.27	400.00	.00%	N
36-6399.07-001-591000	UNIFORMS	14,918.19	15,000.00	15,000.00	15,000.00	19,000.00	26.67%	N
36-6399.07-041-591000	JH BOYS & GIRLS CROSS C	864.05	1,000.00	1,000.00	911.30	1,000.00	.00%	N
36-6399.07-041-599000	JH UIL SUPPLIES	182.90	400.00	400.00	343.52	400.00	.00%	N
36-6399.08-999-591000	FIELD MAINTENANCE SUPP	42,090.80	45,000.00	45,000.00	38,258.40	25,000.00	-44.44%	N
36-6399.09-001-591000	SOFTBALL SUPPLIES	3,399.36	3,500.00	3,500.00	3,500.00	3,500.00	.00%	N
36-6399.10-001-591000	HIGH SCHOOL CHEERLEAD	13,376.48	4,700.00	4,700.00	4,697.69	4,700.00	.00%	N
36-6399.10-041-591000	JR. HIGH CHEERLEADERS	1,480.77	500.00	500.00	500.00	500.00	.00%	N
36-6399.11-001-591000	ATHLETIC CLOTH-HS & JH	2,540.00	3,000.00	3,000.00	3,000.00	4,000.00	33.33%	N
36-6399.11-101-599000	ARCHERY SUPPLIES	17,677.20	3,000.00	3,000.00	7,936.50	3,000.00	.00%	N
36-6399.12-001-591000	HS VOLLEYBALL SUPPLIES	.00	.00	.00	.00	1,000.00	100.00%	N
36-6399.12-041-591000	JH VOLLEYBALL SUPPLIES	.00	.00	.00	14,430.97	1,000.00	100.00%	N
36-6399.14-001-5910BD	HS MAJORETTES SUPPLIES	.00	500.00	500.00	.00	500.00	.00%	N
36-6399.15-001-591000	BASKETBALL TOURNAMENT	630.10	3,000.00	3,000.00	394.10	3,000.00	.00%	N
36-6399.16-001-591000	HS CHEERLEADING CAMP	1,332.00	1,000.00	1,000.00	1,000.00	1,000.00	.00%	N
36-6399.18-001-591000	POWERLIFTING SUPPLIES	2,410.25	2,500.00	2,500.00	2,500.00	5,000.00	100.00%	N
36-6399.19-001-591000	HUDL VIDEO SUPPLIES	2,897.00	3,600.00	3,600.00	2,897.00	3,600.00	.00%	N
63XX Totals		151,541.64	140,350.00	140,350.00	149,890.58	129,850.00	-7.48%	
36-6411.00-001-591000	TRAVEL HS COACHES	7,752.54	7,000.00	7,000.00	5,677.26	7,000.00	.00%	N
36-6411.01-041-591000	TRAVEL JH COACHES	1,340.78	1,500.00	1,500.00	1,500.00	1,500.00	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
36-6411.02-999-599000	TRAVEL UIL SPONSORS	.00	500.00	500.00	.00	500.00	.00%	N
36-6411.03-001-591000	TRAVEL PLAYOFFS COACH	.00	500.00	500.00	300.00	500.00	.00%	N
36-6412.00-999-599000	TRAVEL & SUBSISTENCE-UI	36,641.37	6,000.00	6,000.00	39,758.53	6,000.00	.00%	N
36-6412.01-001-591000	T & S-HS BASEBALL ATHLET	2,768.24	3,500.00	3,500.00	3,625.77	3,500.00	.00%	N
36-6412.01-001-5990BD	HS BAND STUDENT TRAVEL	8,809.75	6,400.00	6,400.00	8,513.22	6,400.00	.00%	N
36-6412.01-041-591000	TRAVEL JH ATHLETES	2,371.96	2,500.00	2,500.00	3,864.72	3,500.00	40.00%	N
36-6412.01-041-5990BD	JH BAND STUDENT TRAVEL	1,218.42	1,000.00	1,000.00	337.16	1,000.00	.00%	N
36-6412.02-001-599000	T & S-UIL/HS-ACADEMIC ST	330.00	1,000.00	1,000.00	818.00	1,000.00	.00%	N
36-6412.02-041-599000	T & S JH STUDENT	.00	100.00	100.00	.00	100.00	.00%	N
36-6412.03-001-599000	TRAVEL & SUBS-HS OAP ST	656.63	1,300.00	1,300.00	118.00	1,300.00	.00%	N
36-6412.03-041-599000	TRAVEL JH UIL STUDENTS	335.00	300.00	300.00	203.84	300.00	.00%	N
36-6412.04-001-591000	TRAVEL HS ATHLETIC WINN	29,284.54	4,500.00	4,500.00	18,894.43	4,500.00	.00%	N
36-6412.04-041-599000	TRAVEL & SUBSISTENCE-JH	132.20	250.00	250.00	184.09	250.00	.00%	N
36-6412.05-001-591000	T & S-HS FOOTBALL ATHLE	3,719.30	3,500.00	3,500.00	2,859.51	3,500.00	.00%	N
36-6412.05-041-591000	T & S-JH ATHLETES	1,578.90	2,000.00	2,000.00	1,807.82	2,500.00	25.00%	N
36-6412.06-001-591000	T &S-HS BASKETBALL BOY	2,093.37	2,500.00	2,500.00	1,626.30	2,500.00	.00%	N
36-6412.06-041-591000	T & S -JH CHEERLEADERS	263.22	300.00	300.00	300.00	300.00	.00%	N
36-6412.07-001-591000	T & S-HS BASKETBALL GIRL	1,952.28	2,500.00	2,500.00	1,912.66	2,500.00	.00%	N
36-6412.08-001-591000	T & S-HS GIRLS SOFTBALL	1,427.18	1,500.00	1,500.00	1,725.05	1,500.00	.00%	N
36-6412.09-001-591000	T & S-HS TRACK	1,556.78	3,000.00	3,000.00	2,731.24	3,000.00	.00%	N
36-6412.10-001-591000	T & S-HS TENNIS	339.36	1,000.00	1,000.00	830.99	1,500.00	50.00%	N
36-6412.11-001-591000	T & S-HS CROSS COUNTRY	1,171.28	1,000.00	1,000.00	1,038.00	1,000.00	.00%	N
36-6412.12-001-591000	T & S-HS GOLF	382.51	500.00	500.00	335.68	500.00	.00%	N
36-6412.13-001-591000	T & S POWERLIFTING	2,099.02	2,000.00	2,000.00	2,373.57	3,000.00	50.00%	N
36-6412.14-001-591000	T & S-HS CHEERLEADERS	3,852.33	4,000.00	4,000.00	3,076.02	5,000.00	25.00%	N
36-6412.16-001-591000	T & S HS VOLLEYBALL	.00	.00	.00	.00	100.00	100.00%	N
36-6419.00-001-591000	OTHER TRAVEL/SUB. ATHL.	.00	500.00	500.00	.00	500.00	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
		2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
Fnc-Obj.	So-Org-Prog	Description						
36-6429.00-999-591000		ATHLETIC INSURANCE	15,830.00	16,500.00	16,500.00	15,830.00	19,055.00	15.48% N
36-6494.00-999-599000		RECLASSIFY TRANSPORTA	.00	.00	.00	.00	_____.	.00% N
36-6499.00-001-599000		VETERAN'S DAY CEREMON	851.54	500.00	500.00	548.32	500.00	.00% N
36-6499.00-001-5990BD		FEE/DUES HS BAND	2,254.50	500.00	500.00	2,190.00	500.00	.00% N
36-6499.00-001-5990HS		CAMPUS DISCRETIONARY F	3,929.22	4,000.00	4,000.00	4,447.93	4,000.00	.00% N
36-6499.00-041-5990BD		FEES/DUES JH BAND	500.00	500.00	500.00	500.00	500.00	.00% N
36-6499.00-041-5990JH		CAMPUS DISCRETIONARY F	1,442.45	2,000.00	2,000.00	2,147.68	2,000.00	.00% N
36-6499.00-101-5990EL		CAMPUS DISCRETIONARY F	968.94	2,000.00	2,000.00	2,148.70	2,000.00	.00% N
36-6499.00-999-591000		ENTRY FEES/ATHLETICS	9,014.54	10,000.00	10,000.00	9,333.50	10,000.00	.00% N
36-6499.00-999-599000		"UIL MEMBERSHIP FEES,NO	5,445.62	6,500.00	6,500.00	7,181.99	6,500.00	.00% N
36-6499.01-001-591000		FEES & DUES-HS	15,361.50	16,000.00	16,000.00	13,346.46	16,000.00	.00% N
36-6499.01-041-591000		FEES & DUES-JH ATHLETES	2,110.00	2,000.00	2,000.00	3,100.00	3,500.00	75.00% N
36-6499.02-001-5990BD		FEES/DUES HS BAND	3,136.00	2,500.00	2,500.00	2,795.00	2,500.00	.00% N
36-6499.02-041-591000		AWARDS-JH ATHLETICS	892.92	800.00	800.00	126.00	800.00	.00% N
36-6499.02-041-599000		FEES & DUES -JH- OAP	118.80	100.00	100.00	94.35	100.00	.00% N
36-6499.02-041-5990BD		FEES/DUES JH BAND	1,000.00	1,000.00	1,000.00	1,100.00	1,000.00	.00% N
36-6499.02-999-599000		TICKETS/STATE BASKETBA	.00	800.00	800.00	.00	800.00	.00% N
36-6499.03-001-591000		AWARDS/HHS ATHLETICS	3,738.81	5,000.00	5,000.00	25,250.93	5,000.00	.00% N
36-6499.04-001-591000		BASKETBALL TOURNAMENT	.00	200.00	200.00	.00	200.00	.00% N
36-6499.04-001-599000		PROJECT EXPENSE-GLOBE	.00	600.00	600.00	.00	600.00	.00% N
36-6499.05-001-599000		AWARDS - HS	3,694.04	2,500.00	2,500.00	2,569.31	2,500.00	.00% N
36-6499.05-041-599000		AWARDS-JH	1,104.45	1,000.00	1,000.00	988.45	1,000.00	.00% N
36-6499.05-101-599000		AWARDS- ELEM	152.45	600.00	600.00	775.16	1,600.00	166.67% N
64XX Totals		183,622.74	136,250.00	136,250.00	198,885.64	145,405.00	6.72%	
36-6639.00-001-591000		HS ATHLETIC EQUIPMENT >	9,975.00	.00	.00	22,452.00	_____.	.00% N
36-6639.00-001-599000		"FURNITURE, EQUIPMENT,	.00	.00	.00	23,870.00	_____.	.00% N
36-6639.02-001-591000		ATHLETIC EQUIPMENT	.00	.00	.00	.00	_____.	.00% N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N			
Fnc-Obj.	So-Org-Prog	Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
36-6649.00-001-591000		HS ATHLETIC EQUIPMENT	54,140.34	55,000.00	55,000.00	55,000.00	55,000.00	.00%	N
36-6649.01-001-591000		ATHLETIC DEPT TECH EQUI	10,876.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
36-6649.02-001-591000		TUNNEL	.00	.00	.00	.00	_____.	.00%	N
36-6659.00-001-591000		SCOREBOARDS	350.00	29,520.00	29,520.00	29,167.40	29,520.00	.00%	N
		66XX Totals	75,341.34	85,520.00	85,520.00	130,489.40	85,520.00	.00%	
		Function 36 Totals	860,373.83	772,325.00	772,325.00	879,312.20	834,148.00	8.00%	
41-6119.00-701-599000		SALARIES OR WAGES-TECH	143,272.11	146,786.00	146,786.00	135,082.76	151,130.00	2.96%	N
41-6129.00-701-599000		PARAPROF. SALARY - SUPT	37,087.68	39,135.00	39,135.00	35,953.16	39,600.00	1.19%	N
41-6129.01-701-599000		SUBSTITUTE-CENTRAL OFF	.00	2,400.00	2,400.00	.00	2,400.00	.00%	N
41-6129.02-702-599000		ADMIN. STAFF-BOARD MEE	1,300.00	2,400.00	2,400.00	1,300.00	2,400.00	.00%	N
41-6129.04-701-599000		CENTRAL OFFICE-EXTRA D	.00	600.00	600.00	.00	600.00	.00%	N
41-6131.00-701-599000		CONTRACT BUYOUT	.00	.00	.00	.00	_____.	.00%	N
41-6139.00-701-599000		EMPLOYEE ALLOWANCES	.00	.00	.00	.00	_____.	.00%	N
41-6141.00-701-599000		SOCIAL SECURITY/MEDICA	2,321.70	2,500.00	2,500.00	2,206.94	2,424.00	-3.04%	N
41-6141.00-702-599000		EMPLOYERS SHARE/FICA	.00	200.00	200.00	.00	200.00	.00%	N
41-6141.01-701-599000			.00	100.00	100.00	.00	100.00	.00%	N
41-6141.02-702-599000			18.85	50.00	50.00	18.85	50.00	.00%	N
41-6141.04-701-599000			.00	300.00	300.00	.00	300.00	.00%	N
41-6142.00-701-599000		GROUP HEALTH & LIFE INS	3,300.00	3,300.00	3,300.00	3,025.00	3,900.00	18.18%	N
41-6142.01-701-599000			.00	3,300.00	3,300.00	.00	_____.	-100.00%	N
41-6143.00-701-599000		WORKER'S COMPENSATION	513.94	600.00	600.00	508.18	600.00	.00%	N
41-6144.00-701-599000		TRS ON-BEHALF BENEFIT	10,352.48	.00	.00	.00	_____.	.00%	N
41-6144.00-702-599000		TEACHER RETRE/TRS CAR	.00	.00	.00	.00	_____.	.00%	N
41-6144.01-701-599000			.00	.00	.00	.00	_____.	.00%	N
41-6144.02-702-599000		TRS ON-BEHALF BENEFIT	120.11	.00	.00	.00	_____.	.00%	N
41-6144.04-701-599000		TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00%	N
41-6145.00-701-599000		UNEMPLOYMENT	60.64	100.00	100.00	60.64	100.00	.00%	N

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Fnc-Obj.	So-Org-Prog	Description						
41-6146.00-701-599000		TEACHER RETIREMT/TRS C	9,312.96	10,000.00	10,000.00	8,444.74	10,393.00	3.93% N
41-6146.00-702-599000		TEACHER RETIREMT/TRS C	.00	.00	.00	.00	_____.	.00% N
41-6146.01-701-599000		TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.	.00% N
41-6146.02-702-599000		TEACHER RETIREMENT/TR	31.41	.00	.00	32.55	_____.	.00% N
41-6146.04-701-599000			.00	120.00	120.00	.00	120.00	.00% N
41-6149.00-701-599000		SUPERINTENDENTS ANNUI	.00	.00	.00	.00	_____.	.00% N
61XX Totals			207,691.88	211,891.00	211,891.00	186,632.82	214,317.00	1.14%
41-6211.00-701-599000		LEGAL SERVICES	3,112.65	6,000.00	6,000.00	8,820.23	6,000.00	.00% N
41-6212.00-750-599000		AUDIT SERVICES	26,500.00	26,500.00	26,500.00	26,500.00	27,000.00	1.89% N
41-6213.00-703-599000		TAX APPRAISAL AND COLLE	4,164.50	6,000.00	6,000.00	4,599.26	6,000.00	.00% N
41-6214.00-720-599000		LOBBYING	.00	800.00	800.00	.00	800.00	.00% N
41-6219.00-750-599000		CONSULTANT SVCS	15,347.13	18,000.00	18,000.00	10,634.00	18,000.00	.00% N
41-6219.01-750-599000		PROFESSIONAL SVCS-ARC	.00	.00	.00	.00	_____.	.00% N
41-6239.00-750-599000		EDUCATION SERVICE CENT	21,642.00	22,000.00	22,000.00	26,020.33	22,000.00	.00% N
41-6269.00-750-599000		COPIER RENTAL	5,441.82	5,500.00	5,500.00	4,753.81	5,500.00	.00% N
41-6299.00-701-599000		MISC. CONTRACTED SVCS-	1,586.22	3,000.00	3,000.00	2,682.25	3,000.00	.00% N
41-6299.00-750-599000		MISC CONTRACTED SERVIC	2,301.50	2,800.00	2,800.00	3,015.29	2,800.00	.00% N
62XX Totals			80,095.82	90,600.00	90,600.00	87,025.17	91,100.00	.55%
41-6329.00-720-599000		BOOKS & PUBLICATIONS	1,279.70	1,300.00	1,300.00	576.00	1,300.00	.00% N
41-6399.00-701-599000		GENERAL SUPPLIES/SUPT.	3,388.49	3,500.00	3,500.00	920.93	3,500.00	.00% N
41-6399.01-701-599000		FURN & EQUIP-CENTRAL	2,128.67	2,000.00	2,000.00	1,089.92	2,000.00	.00% N
41-6399.01-750-599000		POSTAGE/C.O./TAX OFFICE	2,271.89	2,500.00	2,500.00	982.18	2,500.00	.00% N
63XX Totals			9,068.75	9,300.00	9,300.00	3,569.03	9,300.00	.00%
41-6411.00-701-599000		TRAVEL/SUPT.	3,153.34	5,000.00	5,000.00	5,663.25	5,000.00	.00% N
41-6411.01-701-599000		TRAVEL/SUPT. SECRETARY	957.50	2,000.00	2,000.00	1,918.23	2,000.00	.00% N
41-6419.00-702-599000		TRAVEL & SUBSISTENCE - B	7,925.48	13,000.00	13,000.00	7,458.21	13,000.00	.00% N
41-6429.00-702-599000		LIABILITY INSURANCE-SCH	8,146.00	8,150.00	8,150.00	8,491.00	8,650.00	6.13% N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
Fnc-Obj-So-Org-Prog	Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
41-6429.01-701-599000	BONDING EXPENSE	255.50	300.00	300.00	255.50	300.00	.00%	N
41-6439.00-702-599000	ELECTION EXPENSE	.00	.00	.00	.00	_____.	.00%	N
41-6491.00-750-599000	PUBLICATION FEES	554.69	1,000.00	1,000.00	618.18	1,000.00	.00%	N
41-6499.00-702-599000	FEES/DUES-SCHOOL BOAR	.00	1,000.00	1,000.00	.00	1,000.00	.00%	N
41-6499.00-720-599000	FEES/DUES-DISTRICT MEM	7,272.35	9,800.00	9,800.00	11,078.95	9,800.00	.00%	N
41-6499.01-750-599000	MISC. OPERATING EXPENS	21,491.31	25,000.00	25,000.00	23,598.99	25,000.00	.00%	N
64XX Totals		49,756.17	65,250.00	65,250.00	59,082.31	65,750.00	.77%	
41-6639.00-750-599000	"FURNITURE, EQUIPMENT,	.00	.00	.00	.00	_____.	.00%	N
41-6649.00-701-599000	FURN & EQUIP - CENTRAL O	.00	3,000.00	3,000.00	.00	3,000.00	.00%	N
41-6649.00-702-599000	FURN& EQUIP-BOARD	.00	2,000.00	2,000.00	64.98	2,000.00	.00%	N
66XX Totals		.00	5,000.00	5,000.00	64.98	5,000.00	.00%	
Function 41 Totals		346,612.62	382,041.00	382,041.00	336,374.31	385,467.00	.90%	
51-6129.00-999-599000	CUSTODIANS	207,096.31	160,344.00	160,344.00	109,596.15	160,344.00	.00%	N
51-6129.01-999-599000	CUSTODIAN SUBSTITUTES	15,470.69	15,000.00	15,000.00	34,981.16	15,000.00	.00%	N
51-6129.02-999-599000	MAINTENANCE WORKERS	112,708.94	144,949.00	144,949.00	126,667.19	146,171.00	.84%	N
51-6129.03-999-599000	SECURITY	.00	.00	.00	.00	_____.	.00%	N
51-6129.04-999-599000	SUMMER HELP-TEMPORAR	22,331.84	15,000.00	15,000.00	14,095.46	15,000.00	.00%	N
51-6129.05-999-599000	MAINTENANCE - EXTRA DU	7,715.37	7,500.00	7,500.00	2,929.05	7,500.00	.00%	N
51-6129.08-999-599000	CUSTODIAN SUPERVISOR	2,000.00	36,830.00	36,830.00	34,521.05	37,753.00	2.51%	N
51-6129.09-999-599000	MAINTENANCE DIRECTOR	59,635.88	60,636.00	60,636.00	55,666.37	62,436.00	2.97%	N
51-6141.00-999-599000	"EMPLOYERS SHARE, FICA"	2,754.66	6,000.00	6,000.00	1,511.75	1,012.00	-83.13%	N
51-6141.01-999-599000		517.82	1,200.00	1,200.00	1,039.51	1,200.00	.00%	N
51-6141.02-999-599000	SOCIAL SECURITY/MEDICA	1,945.21	1,600.00	1,600.00	1,758.25	1,965.00	22.81%	N
51-6141.04-999-599000		1,708.43	1,000.00	1,000.00	1,078.30	1,000.00	.00%	N
51-6141.05-999-599000		107.84	150.00	150.00	41.34	150.00	.00%	N
51-6141.08-999-599000	SOCIAL SECURITY/MEDICA	27.70	418.00	418.00	459.75	445.00	6.46%	N
51-6141.09-999-599000	SOCIAL SECURITY/MEDICA	850.06	836.00	836.00	793.74	876.00	4.78%	N

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		2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
Fnc-Obj.	So-Org-Prog	Description						
51-6142.00-999-599000		HEALTH INSURANCE/MAINT	22,275.00	19,800.00	19,800.00	12,925.00	11,700.00	-40.91% N
51-6142.01-999-599000			.00	.00	.00	.00	_____.	.00% N
51-6142.02-999-599000			3,300.00	3,300.00	3,300.00	4,675.00	6,891.00	108.82% N
51-6142.08-999-599000			.00	3,300.00	3,300.00	3,025.00	3,900.00	18.18% N
51-6142.09-999-599000			.00	2,787.00	2,787.00	.00	2,787.00	.00% N
51-6143.00-999-599000		WORKERS COMPENSATION	2,466.70	3,500.00	3,500.00	2,434.91	3,500.00	.00% N
51-6143.00-999-5990WC		WKRS COMP CLAIMS PD MA	3,089.27	7,500.00	7,500.00	544.00	3,000.00	-60.00% N
51-6144.00-999-599000		TRS ON-BEHALF BENEFIT	1,067.89	.00	.00	.00	_____.	.00% N
51-6144.01-999-599000		TRS ON-BEHALF BENEFIT	975.87	.00	.00	.00	_____.	.00% N
51-6144.02-999-599000		TRS ON-BEHALF BENEFIT	9,161.41	.00	.00	.00	_____.	.00% N
51-6144.04-999-599000		TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00% N
51-6144.05-999-599000		TRS ON-BEHALF BENEFIT	686.91	.00	.00	.00	_____.	.00% N
51-6144.08-999-599000		TRS ON-BEHALF BENEFIT	92.49	.00	.00	.00	_____.	.00% N
51-6144.09-999-599000		TRS ON-BEHALF BENEFIT	5,423.95	.00	.00	.00	_____.	.00% N
51-6145.00-999-599000		UNEMPLOYMENT COMPEN	333.52	600.00	600.00	333.52	600.00	.00% N
51-6146.00-999-599000		TEACHER RETIREMENT	20,663.30	3,931.00	3,931.00	2,587.55	2,177.00	-44.62% N
51-6146.01-999-599000			282.49	300.00	300.00	690.46	300.00	.00% N
51-6146.02-999-599000			3,096.01	2,963.00	2,963.00	4,326.69	3,910.00	31.96% N
51-6146.04-999-599000		TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.	.00% N
51-6146.05-999-599000			211.41	250.00	250.00	75.97	250.00	.00% N
51-6146.08-999-599000			25.50	870.00	870.00	814.86	956.00	9.89% N
51-6146.09-999-599000		TEACHER RETIREMT/TRS C	1,495.20	1,554.00	1,554.00	1,354.17	1,689.00	8.69% N
61XX Totals			509,517.67	502,118.00	502,118.00	418,926.20	492,512.00	-1.91%
51-6249.00-001-599000		HS BLDG & GROUNDS MAIN	320,363.10	12,000.00	12,000.00	437,550.35	12,000.00	.00% N
51-6249.00-041-599000		JH BLDG & GROUNDS MAIN	1,104.00	5,000.00	5,000.00	84,713.12	5,000.00	.00% N
51-6249.00-101-599000		ELEM BLDGS & GROUNDS	166,781.50	5,000.00	5,000.00	106,842.55	5,000.00	.00% N
51-6249.00-999-599000		OTHER SERVICES	14,695.63	5,000.00	5,000.00	8,941.98	5,000.00	.00% N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N			
Fnc-Obj.	So-Org-Prog	Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
51-6249.01-101-599000		CARPET FOR ELEM BLDG	12,911.49	10,000.00	10,000.00	8,930.00	10,000.00	.00%	N
51-6249.01-999-599000		BLDGS.& GROUNDS REPAIR	7,148.22	25,000.00	25,000.00	.00	10,000.00	-60.00%	N
51-6249.02-999-599000		BUILDING AND GROUNDS R	16,000.00	5,000.00	5,000.00	.00	5,000.00	.00%	N
51-6249.03-999-599000		GROUNDS MAINTENANCE	95,277.05	3,000.00	3,000.00	8,708.83	3,000.00	.00%	N
51-6249.04-999-599000		PEST CONTROL SERVICE	5,718.74	5,000.00	5,000.00	3,605.04	5,000.00	.00%	N
51-6249.05-999-599000		ROOF REPAIR	22,342.50	5,000.00	5,000.00	.00	5,000.00	.00%	N
51-6249.06-999-599000		PAINTING HS/JH/ELEM	42,219.55	20,000.00	20,000.00	25,000.00	20,000.00	.00%	N
51-6249.07-999-599000		CONTRACTED MAINTENAN	4,619.99	20,000.00	20,000.00	37,592.23	10,000.00	-50.00%	N
51-6249.08-999-599000		DRAINAGE IMPROVEMENT	18,000.00	250,000.00	250,000.00	42,000.00	5,000.00	-98.00%	N
51-6259.00-999-599000		WATER SERVICES	29,447.67	35,000.00	35,000.00	31,011.11	35,000.00	.00%	N
51-6259.02-999-599000		TELEPHONE/CELLULAR	29,883.96	25,000.00	25,000.00	17,077.70	25,000.00	.00%	N
51-6259.03-999-599000		ELECTRIC	192,807.71	175,000.00	175,000.00	167,418.43	175,000.00	.00%	N
51-6259.04-999-599000		NATURAL GAS	20,189.52	20,000.00	20,000.00	12,319.41	20,000.00	.00%	N
51-6259.05-999-599000		TRASH DISPOSAL	21,358.41	25,000.00	25,000.00	36,595.73	25,000.00	.00%	N
51-6259.06-999-599000		SEPTIC SYSTEM SVCS	11,019.50	12,000.00	12,000.00	414.48	12,000.00	.00%	N
51-6269.00-999-599000		EQUIPMENT RENTAL	.00	.00	.00	17,097.58	_____.	.00%	N
62XX Totals			1,031,888.54	662,000.00	662,000.00	1,045,818.54	392,000.00	-40.79%	
51-6311.00-999-599000		"GASOLINE, OIL"	6,191.69	6,000.00	6,000.00	6,429.20	6,000.00	.00%	N
51-6319.00-999-599000		MAINTENANCE SUPPLIES	124,114.26	50,000.00	50,000.00	106,351.48	25,000.00	-50.00%	N
51-6319.01-999-599000		JANITORIAL SUPPLIES	23,492.60	30,000.00	30,000.00	41,484.75	30,000.00	.00%	N
51-6319.02-999-599000		GROUNDS KEEPING SUPPLI	10,358.03	8,500.00	8,500.00	7,773.10	8,500.00	.00%	N
51-6319.03-999-599000		MAINTENANCE UNIFORMS	1,075.71	5,000.00	5,000.00	587.01	5,000.00	.00%	N
51-6319.04-999-599000		AIR PURIFICATION SYSTEM	.00	.00	.00	.00	_____.	.00%	N
63XX Totals			165,232.29	99,500.00	99,500.00	162,625.54	74,500.00	-25.13%	
51-6411.00-999-599000		TRAVEL AND SUBSISTENCE	1,445.68	1,500.00	1,500.00	1,518.58	1,500.00	.00%	N
51-6429.00-999-599000		PROPERTY INSURANCE	81,088.00	120,322.00	120,322.00	118,164.00	138,892.00	15.43%	N
51-6499.01-999-599000		MAINT.LIC. FEES & DUES	279.73	400.00	400.00	197.74	400.00	.00%	N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N			
Fnc-Obj.	So-Org-Prog	Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
		64XX Totals	82,813.41	122,222.00	122,222.00	119,880.32	140,792.00	15.19%	
51-6631.00-999-599000		VEHICLES-MAINTENANCE T	.00	.00	.00	.00	_____.	.00%	N
51-6639.00-999-599000		GROUNDS EQUIPMENT	88,222.71	10,000.00	10,000.00	.00	5,000.00	-50.00%	N
51-6639.01-999-599000		A/C UNITS	64,700.34	55,000.00	55,000.00	10,698.16	25,000.00	-54.55%	N
51-6639.03-999-599000		GROUNDS KEEPING EQUIP	.00	60,000.00	60,000.00	.00	_____.	-100.00%	N
51-6649.00-999-599000		CUSTODIAL EQUIPMENT	.00	7,000.00	7,000.00	4,900.00	7,000.00	.00%	N
51-6649.01-999-599000		MAINTENANCE EQUIPMENT	.00	.00	.00	.00	_____.	.00%	N
		66XX Totals	152,923.05	132,000.00	132,000.00	15,598.16	37,000.00	-71.97%	
		Function 51 Totals	1,942,374.96	1,517,840.00	1,517,840.00	1,762,848.76	1,136,804.00	-25.10%	
52-6219.00-999-533000		CONTRACTED SVCS	.00	.00	.00	17,400.00	_____.	.00%	N
52-6219.00-999-599000		CONTRACTED SECURITY O	48,670.00	48,000.00	48,000.00	43,340.00	48,000.00	.00%	N
52-6249.00-999-533000		CONTRACTED SVCS SAFET	.00	.00	.00	3,595.00	_____.	.00%	N
52-6249.01-999-599000		SAFETY/SECURITY CONTRA	5,120.00	.00	.00	919.80	_____.	.00%	N
52-6299.00-999-599000		SAFETY/SECURITY TRAININ	11,003.00	11,000.00	11,000.00	11,503.00	11,000.00	.00%	N
		62XX Totals	64,793.00	59,000.00	59,000.00	76,757.80	59,000.00	.00%	
52-6399.00-999-533000		SECURITY SUPPLIES	.00	.00	.00	.00	_____.	.00%	N
52-6399.00-999-599000		SECURITY SUPPLIES	19,558.77	15,000.00	15,000.00	3,803.22	5,000.00	-66.67%	N
52-6399.01-999-599000		SAFETY/SECURITY SUPPLIE	26,253.43	.00	.00	.00	_____.	.00%	N
		63XX Totals	45,812.20	15,000.00	15,000.00	3,803.22	5,000.00	-66.67%	
52-6411.00-999-599000		TRAVEL & SUBSISTENCE-S	473.56	500.00	500.00	160.14	500.00	.00%	N
		64XX Totals	473.56	500.00	500.00	160.14	500.00	.00%	
		Function 52 Totals	111,078.76	74,500.00	74,500.00	80,721.16	64,500.00	-13.42%	
53-6129.00-750-599000		SALARIES FOR SUPPORT P	126,946.27	145,000.00	145,000.00	123,063.01	187,969.00	29.63%	N
53-6129.01-750-599000		DATA PROCESSING-EXTRA	.00	500.00	500.00	.00	500.00	.00%	N
53-6141.00-750-599000		SOCIAL SECURITY	1,632.45	1,638.00	1,638.00	1,576.26	2,403.00	46.70%	N
53-6141.01-750-599000		SOCIAL SECURITY/MEDICA	.00	.00	.00	.00	_____.	.00%	N
53-6142.00-750-599000		GROUP HEALTH & LIFE INS	7,654.80	9,900.00	9,900.00	7,122.39	12,437.00	25.63%	N

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		2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
Fnc-Obj.	So-Org-Prog	Description						
53-6143.00-750-599000		WORKER'S COMPENSATION	513.94	550.00	550.00	508.18	550.00	.00% N
53-6144.00-750-599000		TRS ON-BEHALF BENEFIT	11,465.32	.00	.00	.00	_____.	.00% N
53-6144.01-750-599000		TRS ON-BEHALF BENEFIT	.00	.00	.00	.00	_____.	.00% N
53-6145.00-750-599000		UNEMPLOYMENT	60.64	100.00	100.00	60.64	100.00	.00% N
53-6146.00-750-599000		TEACHER RETIREMENT	3,160.61	3,374.00	3,374.00	2,975.88	5,032.00	49.14% N
53-6146.01-750-599000		TEACHER RETIREMENT/TR	.00	.00	.00	.00	_____.	.00% N
61XX Totals		151,434.03	161,062.00	161,062.00	135,306.36	208,991.00	29.76%	
53-6219.00-750-599000		CONTRACTED SVCS-SOFT	9,512.58	14,636.00	14,636.00	9,506.31	14,636.00	.00% N
53-6219.00-999-599000		PROFESSIONAL CONTRACT	.00	450.00	450.00	.00	450.00	.00% N
53-6239.00-750-599000		ESC-REGION 7	15,784.00	15,784.00	15,784.00	16,658.00	17,427.00	10.41% N
53-6249.00-720-599000		CONTRACTED MAINTENAN	.00	.00	.00	.00	_____.	.00% N
53-6249.00-750-599000		COMPUTER & EQUIP REPAI	269.80	1,000.00	1,000.00	.00	1,000.00	.00% N
53-6299.00-750-599000		MISC CONTRACTED SERVIC	.00	500.00	500.00	464.00	500.00	.00% N
62XX Totals		25,566.38	32,370.00	32,370.00	26,628.31	34,013.00	5.08%	
53-6399.00-750-599000		SUPPLIES & MATERIALS	2,706.06	3,700.00	3,700.00	2,734.65	3,700.00	.00% N
63XX Totals		2,706.06	3,700.00	3,700.00	2,734.65	3,700.00	.00%	
53-6411.00-750-599000		TRAVEL & SUBSISTENCE	4,135.90	4,000.00	4,000.00	2,111.60	4,000.00	.00% N
53-6499.00-750-599000		"FEES, DUES, & MEMBERSH	780.00	1,000.00	1,000.00	790.00	1,000.00	.00% N
64XX Totals		4,915.90	5,000.00	5,000.00	2,901.60	5,000.00	.00%	
53-6649.00-999-599000		FURNITURE & EQUIP - CENT	1,042.66	3,000.00	3,000.00	2,498.12	3,000.00	.00% N
66XX Totals		1,042.66	3,000.00	3,000.00	2,498.12	3,000.00	.00%	
Function 53 Totals		185,665.03	205,132.00	205,132.00	170,069.04	254,704.00	24.17%	
71-6512.00-999-599000		CAPITAL LEASE PRINCIPAL	9,410.05	.00	.00	.00	_____.	.00% N
71-6513.00-999-599000		LONG TERM DEBIT PRINCIP	221,167.40	205,000.00	205,000.00	205,000.00	217,000.00	5.85% N
71-6519.00-999-599000		LOAN PRINCIPAL-SECO	38,580.94	.00	.00	.00	_____.	.00% N
71-6522.00-999-599000		CAPITAL LEASE INTEREST	893.87	.00	.00	.00	_____.	.00% N
71-6523.00-999-599000		INTEREST ON DEBT	52,812.50	40,813.00	40,813.00	40,812.50	28,000.00	-31.39% N

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Fund 199 / 5 GENERAL OPERATING FUND						File ID: N		
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71-6529.00-999-599000	LOAN INTEREST	49.02	.00	.00	.00	_____.	.00%	N
65XX Totals		322,913.78	245,813.00	245,813.00	245,812.50	245,000.00	-.33%	
Function 71 Totals		322,913.78	245,813.00	245,813.00	245,812.50	245,000.00	-.33%	
81-6219.00-999-599000		.00	.00	.00	.00	_____.	.00%	N
62XX Totals		.00	.00	.00	.00	_____.	.00%	
81-6619.00-999-599000		.00	.00	.00	.00	_____.	.00%	N
81-6629.00-001-599000	"BLDG PURCHASE,CONSTR	.00	.00	.00	.00	_____.	.00%	N
66XX Totals		.00	.00	.00	.00	_____.	.00%	
Function 81 Totals		.00	.00	.00	.00	_____.	.00%	
93-6492.00-999-523000	PYMTS TO SPECIAL ED. CO	219,560.00	172,592.00	172,592.00	172,592.32	210,625.00	22.04%	N
64XX Totals		219,560.00	172,592.00	172,592.00	172,592.32	210,625.00	22.04%	
Function 93 Totals		219,560.00	172,592.00	172,592.00	172,592.32	210,625.00	22.04%	
99-6213.00-703-599000	TAX APPRAISAL & COLLECT	32,324.75	33,000.00	33,000.00	33,500.50	35,000.00	6.06%	N
99-6213.00-999-599000	TAX APPRAISAL & COLLECT	.00	.00	.00	.00	_____.	.00%	N
62XX Totals		32,324.75	33,000.00	33,000.00	33,500.50	35,000.00	6.06%	
Function 99 Totals		32,324.75	33,000.00	33,000.00	33,500.50	35,000.00	6.06%	
Expenditure Totals		9,988,222.52	9,734,535.00	9,734,535.00	9,128,930.76	9,406,461.00	-3.37%	
00-7912.00-000-500000	SALE OF PROPERTY	.00	.00	.00	.00	_____.	.00%	N
00-7914.00-000-500000	LOAN PROCEEDS	.00	.00	.00	.00	_____.	.00%	N
79XX Totals		.00	.00	.00	.00	_____.	.00%	
Other Resources Totals		.00	.00	.00	.00	_____.	.00%	
00-8911.00-000-500000	OPERATING TRANSFERS O	.00	.00	.00	.00	_____.	.00%	N
89XX Totals		.00	.00	.00	.00	_____.	.00%	
Other Uses Totals		.00	.00	.00	.00	_____.	.00%	
Fund 199 / 5 Totals								
Fund Balances		.00	.00	.00	.00	_____.	.00%	
Revenue		9,529,873.77	9,051,356.00	9,051,356.00	9,179,436.02	9,109,894.00	.65%	
Expenditures		9,988,222.52	9,734,535.00	9,734,535.00	9,128,930.76	9,406,461.00	-3.37%	
Other Resources		.00	.00	.00	.00	_____.	.00%	
Other Uses		.00	.00	.00	.00	_____.	.00%	

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Fund 240 / 5 NATIONAL SCHOOL LUNCH PROGRAM						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
		Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
00-1102.00-000-500000	MISCELLANEOUS ACCT-CA	.00	.00	.00	.00	_____.	.00%	N
00-1110.00-000-500000	CASH IN BANK CAFETERIA	.00	.00	.00	.00	_____.	.00%	N
00-1111.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
11XX Totals		.00	.00	.00	.00	_____.	.00%	
00-1241.00-000-500000	DUE FROM STATE	.00	.00	.00	.00	_____.	.00%	N
00-1243.00-000-500000	DUE FROM OTHER GOVERN	.00	.00	.00	.00	_____.	.00%	N
00-1260.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
12XX Totals		.00	.00	.00	.00	_____.	.00%	
Totals		.00	.00	.00	.00	_____.	.00%	
00-2110.00-000-500000	ACCOUNTS PAYABLE	.00	.00	.00	.00	_____.	.00%	N
00-2110.01-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2110.02-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2111.00-000-500000	PAYABLE ACCOUNT	.00	.00	.00	.00	_____.	.00%	N
00-2122.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2151.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2152.01-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2152.02-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2153.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2153.00-002-500000		.00	.00	.00	.00	_____.	.00%	N
00-2153.00-043-500000		.00	.00	.00	.00	_____.	.00%	N
00-2155.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2155.01-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2155.04-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-007-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-030-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-031-500000		.00	.00	.00	.00	_____.	.00%	N
00-2159.00-044-500000		.00	.00	.00	.00	_____.	.00%	N

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Fund 240 / 5 NATIONAL SCHOOL LUNCH PROGRAM						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
00-2160.00-000-500000	ACCRUED WAGES PAYABL	.00	.00	.00	.00	_____.	.00%	N
00-2161.00-000-500000	OBJECT CODE DESCRIPTIO	.00	.00	.00	.00	_____.	.00%	N
00-2171.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2171.01-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2171.99-000-500000	GENERAL FUND	.00	.00	.00	.00	_____.	.00%	N
00-2172.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2175.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2175.99-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2177.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2177.02-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2177.99-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2180.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2183.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
	21XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2210.00-000-500000	ACCRUED EXPENSES	.00	.00	.00	.00	_____.	.00%	N
00-2211.14-000-500000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
00-2211.16-000-500000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
00-2211.19-000-500000	ACCRUED PAYROLL LIABILI	.00	.00	.00	.00	_____.	.00%	N
	22XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2310.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2312.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
	23XX Totals	.00	.00	.00	.00	_____.	.00%	
	Totals	.00	.00	.00	.00	_____.	.00%	
00-3410.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-3440.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-3450.00-000-500000	FOOD SERVICE RESERVE	.00	.00	.00	.00	_____.	.00%	N
00-3470.00-000-500000		.00	.00	.00	.00	_____.	.00%	N

Date Run: 08-09-2024 2:54 PM		Budget Worksheet By Fund				Program: BUD1000			
Cnty Dist: 102-905		HARLETON ISD				Page: 3 of 6			
Fund 240 / 5 NATIONAL SCHOOL LUNCH PROGRAM						File ID: N			
Fnc-Obj.	So-Org-Prog	Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
		34XX Totals	.00	.00	.00	.00	_____.	.00%	
00-3510.00-000-500000			.00	.00	.00	.00	_____.	.00%	N
00-3510.01-000-500000			.00	.00	.00	.00	_____.	.00%	N
00-3540.00-000-500000			.00	.00	.00	.00	_____.	.00%	N
00-3590.00-000-500000			.00	.00	.00	.00	_____.	.00%	N
		35XX Totals	.00	.00	.00	.00	_____.	.00%	
00-3600.00-000-500000			.00	.00	.00	.00	_____.	.00%	N
00-3601.00-000-500000			.00	.00	.00	.00	_____.	.00%	N
00-3602.00-000-500000			.00	.00	.00	.00	_____.	.00%	N
		36XX Totals	.00	.00	.00	.00	_____.	.00%	
00-3700.00-000-500000		BUDGET FUND BALANCE	.00	.00	.00	.00	_____.	.00%	N
		37XX Totals	.00	.00	.00	.00	_____.	.00%	
		Fund Balance Totals	.00	.00	.00	.00	_____.	.00%	
00-4310.00-000-500000		RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.	.00%	N
00-4310.01-000-500000		RESERVE FOR ENCUMBRA	.00	.00	.00	.00	_____.	.00%	N
		43XX Totals	.00	.00	.00	.00	_____.	.00%	
		Totals	.00	.00	.00	.00	_____.	.00%	
00-5742.00-000-500000		INTEREST ON CAFETERIA F	125.55	100.00	100.00	44.53	100.00	.00%	N
00-5744.00-000-500000		DONATIONS	.00	.00	.00	.00	_____.	.00%	N
00-5749.00-000-500000			.00	.00	.00	294.63	_____.	.00%	N
00-5751.00-000-500000		LOCAL LUNCHES	135,257.21	102,015.00	102,015.00	118,737.71	102,015.00	.00%	N
00-5751.01-000-500000		HEADSTART MEAL REIMB	5,230.36	5,000.00	5,000.00	9,580.51	5,000.00	.00%	N
		57XX Totals	140,613.12	107,115.00	107,115.00	128,657.38	107,115.00	.00%	
00-5829.00-000-500000		MISC. STATE PROGRAM RE	36,997.05	25,000.00	25,000.00	39,739.99	25,000.00	.00%	N
00-5831.00-000-500000		TRS ON-BEHALF BENEFIT	12,146.41	.00	.00	.00	_____.	.00%	N
		58XX Totals	49,143.46	25,000.00	25,000.00	39,739.99	25,000.00	.00%	

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Cnty Dist: 102-905		HARLETON ISD				Page: 4 of 6		
Fund 240 / 5 NATIONAL SCHOOL LUNCH PROGRAM						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
00-5921.00-000-500000	SCHOOL BREAKFAST PROG	74,856.44	87,357.00	87,357.00	83,154.05	87,357.00	.00%	N
00-5922.00-000-500000	NATIONAL SCHOOL LUNCH	180,189.91	225,000.00	225,000.00	183,415.75	225,000.00	.00%	N
00-5923.00-000-500000	USDA DONATED COMMODI	38,230.72	32,000.00	32,000.00	.00	32,000.00	.00%	N
59XX Totals		293,277.07	344,357.00	344,357.00	266,569.80	344,357.00	.00%	
Revenue Totals		483,033.65	476,472.00	476,472.00	434,967.17	476,472.00	.00%	
35-6129.00-999-599000	SALARIES/WAGES FOR SUP	156,654.97	165,192.00	165,192.00	147,020.76	174,909.00	5.88%	N
35-6129.01-999-599000	SUBSTITUTE CAFETERIA W	7,122.32	6,000.00	6,000.00	2,780.17	6,000.00	.00%	N
35-6129.03-999-599000	AIDE SALARY	.00	.00	.00	.00	_____.	.00%	N
35-6129.05-999-599000	CAFETERIA EXTRA DUTY	471.56	12,000.00	12,000.00	595.94	12,000.00	.00%	N
35-6141.00-999-599000	MEDICARE TAX	1,889.40	1,680.00	1,680.00	1,652.79	1,801.00	7.20%	N
35-6141.01-999-599000	FICA TAX	530.71	750.00	750.00	178.25	750.00	.00%	N
35-6141.03-999-599000	SOCIAL SECURITY/MEDICA	.00	250.00	250.00	.00	250.00	.00%	N
35-6141.05-999-599000		6.84	25.00	25.00	6.95	25.00	.00%	N
35-6142.00-999-599000	SCHOOL PAID INSURANCE-	4,614.12	6,600.00	6,600.00	4,431.46	5,363.00	-18.74%	N
35-6142.03-999-599000		.00	.00	.00	.00	_____.	.00%	N
35-6142.05-999-599000		.00	.00	.00	.00	_____.	.00%	N
35-6143.00-999-599000	WORKER'S COMPENSATION	1,541.82	2,200.00	2,200.00	1,524.55	2,200.00	.00%	N
35-6143.00-999-5990WC	WORKERS COMP CLAIMS P	30.00	.00	.00	47.00	_____.	.00%	N
35-6144.00-999-599000	TRS ON-BEHALF BENEFIT	12,088.26	.00	.00	.00	_____.	.00%	N
35-6144.01-999-599000	TRS ON-BEHALF BENEFIT	15.21	.00	.00	.00	_____.	.00%	N
35-6144.05-999-599000	TRS ON-BEHALF BENEFIT	42.94	.00	.00	.00	_____.	.00%	N
35-6145.00-999-599000	UNEMPLOYMENT COMPEN	242.56	375.00	375.00	242.56	375.00	.00%	N
35-6146.00-999-599000	TRS-CHILD NUTRITION	11,034.61	13,000.00	13,000.00	11,655.64	4,399.00	-66.16%	N
35-6146.01-999-599000	TRS-CARE	5.82	300.00	300.00	59.81	300.00	.00%	N
35-6146.02-999-599000	TRS	.00	100.00	100.00	.00	100.00	.00%	N
35-6146.03-999-599000	TEACHER RETIREMT/TRS C	.00	1,500.00	1,500.00	.00	1,500.00	.00%	N
35-6146.05-999-599000		13.83	500.00	500.00	17.48	500.00	.00%	N

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Cnty Dist: 102-905		HARLETON ISD				Page: 5 of 6		
Fund 240 / 5 NATIONAL SCHOOL LUNCH PROGRAM						File ID: N		
		2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
Fnc-Obj.	So-Org-Prog	Description						
		61XX Totals	196,304.97	210,472.00	210,472.00	170,213.36	210,472.00	.00%
35-6249.00-999-599000		EQUIPMENT REPAIR	6,091.45	6,000.00	6,000.00	6,703.49	6,000.00	.00% N
35-6299.00-999-599000		MISC. CONTRACTED SERVI	17,469.73	22,000.00	22,000.00	14,041.72	22,000.00	.00% N
35-6299.01-999-599000		MISC.-COUNTY HEALTH SE	7.00	300.00	300.00	.00	300.00	.00% N
		62XX Totals	23,568.18	28,300.00	28,300.00	20,745.21	28,300.00	.00%
35-6319.00-999-599000		PARTS/FOOD SERVICE EQU	5,022.20	3,500.00	3,500.00	13,531.50	3,500.00	.00% N
35-6319.00-999-5990LR		SUPPLIES AND EQUIPMENT	64.00	5,000.00	5,000.00	632.79	5,000.00	.00% N
35-6341.00-999-599000		FOOD EXPENSE	115,628.78	125,000.00	125,000.00	138,206.37	125,000.00	.00% N
35-6341.01-999-599000		FOOD EXPENSE-NON PROG	31,804.21	30,000.00	30,000.00	34,252.56	30,000.00	.00% N
35-6342.00-999-599000		NON FOOD EXPENSE	18,782.39	25,000.00	25,000.00	18,786.83	25,000.00	.00% N
35-6344.00-999-599000		USDA DONATED COMMODI	38,230.72	32,000.00	32,000.00	.00	32,000.00	.00% N
		63XX Totals	209,532.30	220,500.00	220,500.00	205,410.05	220,500.00	.00%
35-6411.00-999-599000		TRAVEL AND SUBSISTENCE	282.13	700.00	700.00	255.97	700.00	.00% N
		64XX Totals	282.13	700.00	700.00	255.97	700.00	.00%
35-6639.00-999-599000		EQUIPMENT	214,568.30	15,000.00	15,000.00	5,187.50	15,000.00	.00% N
35-6649.00-999-599000		CAFETERIA EQUIPMENT	.00	.00	.00	.00		.00% N
		66XX Totals	214,568.30	15,000.00	15,000.00	5,187.50	15,000.00	.00%
		Function 35 Totals	644,255.88	474,972.00	474,972.00	401,812.09	474,972.00	.00%
51-6249.01-999-599000		PEST CONTROL SERVICE	1,901.26	1,500.00	1,500.00	1,051.08	1,500.00	.00% N
		62XX Totals	1,901.26	1,500.00	1,500.00	1,051.08	1,500.00	.00%
		Function 51 Totals	1,901.26	1,500.00	1,500.00	1,051.08	1,500.00	.00%
		Expenditure Totals	646,157.14	476,472.00	476,472.00	402,863.17	476,472.00	.00%
Fund 240 / 5 Totals								
Fund Balances		.00	.00	.00	.00			.00%
Revenue		483,033.65	476,472.00	476,472.00	434,967.17	476,472.00		.00%
Expenditures		646,157.14	476,472.00	476,472.00	402,863.17	476,472.00		.00%
Other Resources		.00	.00	.00	.00			.00%
Other Uses		.00	.00	.00	.00			.00%

Fnc-Obj-So-Org-Prog	Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
Grand Totals								
Fund Balances		.00	.00	.00	.00	_____.	.00%	
Revenues		483,033.65	476,472.00	476,472.00	434,967.17	476,472.00	.00%	
Expenditures		646,157.14	476,472.00	476,472.00	402,863.17	476,472.00	.00%	
Other Resources		.00	.00	.00	.00	_____.	.00%	
Other Uses		.00	.00	.00	.00	_____.	.00%	
End of Report								

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Cnty Dist: 102-905		HARLETON ISD				Page: 1 of 5		
Fund 599 / 5 DEBT SERVICE FUNDS						File ID: N		
		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
00-1107.00-000-500000	INVESTMENT WITH AJ CAPI	.00	.00	.00	.00	_____.	.00%	N
00-1110.00-000-500000	CASH IN BANK DEBT SERVI	.00	.00	.00	.00	_____.	.00%	N
00-1113.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-1120.00-000-500000	INVESTMENTS CD	.00	.00	.00	.00	_____.	.00%	N
11XX Totals		.00	.00	.00	.00	_____.	.00%	
00-1221.00-000-500000	RECEIVABLE PROPERTY TA	.00	.00	.00	.00	_____.	.00%	N
00-1230.00-000-500000	ALLOWANCE FOR UNCOLL.	.00	.00	.00	.00	_____.	.00%	N
00-1241.00-000-500000	DUE FROM STATE	.00	.00	.00	.00	_____.	.00%	N
00-1260.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
12XX Totals		.00	.00	.00	.00	_____.	.00%	
Totals		.00	.00	.00	.00	_____.	.00%	
00-2110.00-000-500000	ACCOUNTS PAYABLE	.00	.00	.00	.00	_____.	.00%	N
00-2110.01-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2110.02-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2111.00-000-500000	PAYABLE ACCOUNT	.00	.00	.00	.00	_____.	.00%	N
00-2122.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2153.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2160.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2161.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2171.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2171.01-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2171.99-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2172.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2175.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2175.99-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2177.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2177.02-000-500000		.00	.00	.00	.00	_____.	.00%	N

		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
Description		Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
00-2177.99-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2180.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2181.00-000-500000	DUE TO STATE	.00	.00	.00	.00	_____.	.00%	N
00-2183.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
	21XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2210.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2211.14-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2211.16-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-2211.19-000-500000		.00	.00	.00	.00	_____.	.00%	N
	22XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2310.00-000-500000	DEFERRED REVENUE	.00	.00	.00	.00	_____.	.00%	N
00-2312.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
	23XX Totals	.00	.00	.00	.00	_____.	.00%	
00-2600.00-000-500000	DEFERED RESOURCES INF	.00	.00	.00	.00	_____.	.00%	N
	26XX Totals	.00	.00	.00	.00	_____.	.00%	
	Totals	.00	.00	.00	.00	_____.	.00%	
00-3410.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-3420.00-000-500000	RETIRE LONG-TERM DEBT	.00	.00	.00	.00	_____.	.00%	N
00-3440.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-3470.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-3480.00-000-500000	FUND BALANCE RESTRICTE	.00	.00	.00	.00	_____.	.00%	N
	34XX Totals	.00	.00	.00	.00	_____.	.00%	
00-3510.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-3510.01-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-3540.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
00-3590.00-000-500000		.00	.00	.00	.00	_____.	.00%	N
	35XX Totals	.00	.00	.00	.00	_____.	.00%	

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Cnty Dist: 102-905		HARLETON ISD				Page: 3 of 5		
Fund 599 / 5 DEBT SERVICE FUNDS						File ID: N		
		2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
Fnc-Obj.	So-Org-Prog	Description						
00-3600.00-000-500000			.00	.00	.00	.00	_____.	.00% N
00-3601.00-000-500000			.00	.00	.00	.00	_____.	.00% N
00-3602.00-000-500000			.00	.00	.00	.00	_____.	.00% N
36XX Totals		.00	.00	.00	.00	_____.	.00%	
00-3700.00-000-500000		BUDGET FUND BALANCE	.00	.00	.00	.00	_____.	.00% N
37XX Totals		.00	.00	.00	.00	_____.	.00%	
Fund Balance Totals		.00	.00	.00	.00	_____.	.00%	
00-4310.00-000-500000			.00	.00	.00	.00	_____.	.00% N
00-4310.01-000-500000			.00	.00	.00	.00	_____.	.00% N
43XX Totals		.00	.00	.00	.00	_____.	.00%	
Totals		.00	.00	.00	.00	_____.	.00%	
00-5711.00-000-500000		TAXES CURRENT YEAR	131,942.59	133,855.00	133,855.00	128,540.42	132,039.00	-1.36% N
00-5712.00-000-500000		DELINQUENT TAXES	4,495.46	4,000.00	4,000.00	7,761.54	4,000.00	.00% N
00-5719.00-000-500000		PENALTIES & INTEREST	4,286.13	2,000.00	2,000.00	6,364.86	2,000.00	.00% N
00-5742.00-000-500000		ACCOUNT INTEREST EARN	179.46	100.00	100.00	154.43	100.00	.00% N
57XX Totals		140,903.64	139,955.00	139,955.00	142,821.25	138,139.00	-1.30%	
00-5829.00-000-500000		CH. 46 EXISTING DEBT ALL	24,071.00	23,582.00	23,582.00	15,384.00	18,278.00	-22.49% N
58XX Totals		24,071.00	23,582.00	23,582.00	15,384.00	18,278.00	-22.49%	
Revenue Totals		164,974.64	163,537.00	163,537.00	158,205.25	156,417.00	-4.35%	
71-6511.00-999-599000		BOND PRINCIPAL	140,000.00	143,000.00	143,000.00	143,000.00	146,000.00	2.10% N
71-6521.01-999-599000		INTEREST ON BONDS	12,674.10	9,151.00	9,151.00	5,465.55	5,553.00	-39.32% N
71-6599.00-999-599000		OTHER DEBT FEES	.00	11,386.00	11,386.00	.00	4,864.00	-57.28% N
65XX Totals		152,674.10	163,537.00	163,537.00	148,465.55	156,417.00	-4.35%	
Function 71 Totals		152,674.10	163,537.00	163,537.00	148,465.55	156,417.00	-4.35%	
Expenditure Totals		152,674.10	163,537.00	163,537.00	148,465.55	156,417.00	-4.35%	
00-7911.00-000-500000		ISSUANCE OF BONDS	.00	.00	.00	.00	_____.	.00% N
00-7915.00-000-500000		OPERATING TRANSFERS IN	.00	.00	.00	.00	_____.	.00% N

		2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	Pct Inc	
Fnc-Obj.	So-Org-Prog	Last Yr	This Yr	This Yr	This Yr	Next Yr	/Dec	Lk
	Description	Closing Amt	Orig Budget	Amend Budget	Actual Amt	Recommend		
00-7916.00-000-500000	PREMIUM OR DISCOUNT	.00	.00	.00	.00	_____.	.00%	N
00-7917.00-000-500000	PREPAID INTEREST	.00	.00	.00	.00	_____.	.00%	N
	79XX Totals	.00	.00	.00	.00	_____.	.00%	
	Other Resources Totals	.00	.00	.00	.00	_____.	.00%	
00-8949.00-000-500000	OTHER USES	.00	.00	.00	.00	_____.	.00%	N
	89XX Totals	.00	.00	.00	.00	_____.	.00%	
	Other Uses Totals	.00	.00	.00	.00	_____.	.00%	
Fund 599 / 5 Totals								
Fund Balances		.00	.00	.00	.00	_____.	.00%	
Revenue		164,974.64	163,537.00	163,537.00	158,205.25	156,417.00	-4.35%	
Expenditures		152,674.10	163,537.00	163,537.00	148,465.55	156,417.00	-4.35%	
Other Resources		.00	.00	.00	.00	_____.	.00%	
Other Uses		.00	.00	.00	.00	_____.	.00%	

Fnc-Obj-So-Org-Prog	Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Orig Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Recommend	Pct Inc /Dec	Lk
	Grand Totals							
	Fund Balances	.00	.00	.00	.00	_____.	.00%	
	Revenues	164,974.64	163,537.00	163,537.00	158,205.25	156,417.00	-4.35%	
	Expenditures	152,674.10	163,537.00	163,537.00	148,465.55	156,417.00	-4.35%	
	Other Resources	.00	.00	.00	.00	_____.	.00%	
	Other Uses	.00	.00	.00	.00	_____.	.00%	

End of Report

M & O Tax Collections

	2019- 2020 Prelim @ \$1.17	2019- 2020 Prelim @ \$1.0684	2019-2020 Prelim @ \$1.06835	2020-2021 Prelim @ \$1.17	2020-2021 Prelim @ \$1.0547	2021-2022 Prelim @ \$1.17	2021-2022 Prelim @ \$1.0021	2022-2023 Prelim @ \$0.9429	2023-2024 Prelim @ \$0.7575	2024-2025 Prelim @ \$0.7575
CAD Taxable Value	1.67E+08	1.67E+08	166509680	167197154	167197154	182606974	182606974	203858682	222131761	224534491
Ceiling Taxable	17990852	17990852	17990852	17939105	17939105	19907782	19907782	19727392	24232576	15734718
Divide by 100	1.49E+08	1.49E+08	148518828	149258049	149258049	162699192	162699192	184131290	197899185	208799773
Tax Rate	1485188	1485188	1485188.3	1492580.5	1492580.5	1626991.9	1626991.9	1841312.9	1978991.85	2087997.73
	1.17	1.0684	1.06835	1.17	1.0547	1.17	1.0021	0.9429	0.7575	0.7575
Add Ceiling Receivable	1737670	1586775	1586700.9	1746319.2	1574224.6	1903580.5	1630408.6	1736173.93	1499086.326	1581658.28
	175397.9	175397.9	175397.88	170060.73	170060.73	187267.08	187267.08	185888.65	113329.45	113329.45
Collection Rate	1913068	1762173	1762098.8	1916379.9	1744285.4	2090847.6	1817675.7	1922062.58	1612415.776	1694987.73
	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Budgeted M&O Collections	1836545	1691686	1691615	1839725	1674514	2007214	1744969	1845180	1547919	1627188

100k Homestead 100k Homestead

I & S Tax Collections

Don't add back receivables

Taxable Value	1.67E+08	1.67E+08	166509680	167197154	167197154	182606974	182606974	203858682	222131761	224534491
Divide by 100	1665097	1665097	1665096.8	1671971.5	1671971.5	1826069.7	1826069.7	2038586.82	2221317.61	2245344.91
I&S Tax Rate	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.07	0.06277	0.06125575
	#####	133207.74	133207.74	133757.72	133757.72	146085.58	146085.58	142701.08	139432.11	137540.29
Collection Rate	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Budgeted I&S Collections	127879	127879	127879	128407	128407	140242	140242	136993	133855	132039

Total Tax Levy

1964425	1819566	1819494	1968132	1802921	1885211	1982173	1681774	1759227

2024-2025 Insurance Quote Proposal

For

Harleton Independent School District



Harleton
Independent School District

Agent Information:

Agent: Ann Arnn

Gans & Smith Insurance Agency, Inc.

P O Box 2869

Longview, TX 75606

Phone: 903-757-4601

Fax: 903-753-2936

SUMMARY OF PROPOSAL**Harleton ISD****09-01-2024 to 09-01-2025**

COVERAGE	DEDUCTIBLE	TOTAL CONTRIBUTION
General Liability	Various See Proposal Page	\$3,037
School Board Legal Liability	\$5,000 Per Claim	\$3,839
Auto Liability	Various See Proposal Page	\$9,689
Physical Damage	Various See Proposal Page	\$10,338
Property	Refer to Property Proposal	\$138,892
Electronic Data, Media and Hardware	\$1,000 Per Occurrence	Included
Contractor's Equipment	\$1,000 Per Occurrence	Included
Musical/Band Instruments & Uniforms	\$1,000 Per Occurrence	Included
Fine Arts	\$1,000 Per Occurrence	Included
Equipment Breakdown	\$10,000 Per Accident	Included
Crime	Refer to Crime Proposal	\$476
Cyber Liability	Refer to Highlights	\$1,210
Crisis Management	Refer to Highlights	Included at no charge
Foreign & Domestic Terrorism	\$10,000 Per Occurrence	Applies to Property coverage only
Total Contribution		\$167,481

SPECIAL CONDITIONS:

Please note that the revised Property Coverage Document will be added effective 9/1/24. The mandatory addenda have been incorporated into the form. A copy of the revised form will be included with the proposal. Additionally, there is a new addendum for Equipment Breakdown. Contractors' Equipment (previously 351 and 351a) and other Inland Marine coverages will be included in the Other Coverages Addendum. A copy of both will be included with the proposal. A copy of the revised form will be provided with the proposal.

Crisis coverage is contingent upon receipt of updated SOV prior to binding. (Only locations listed in SOV are covered except as it relates to an off-site event.) Newly acquired/constructed locations should be reported to TPS as soon as possible.

Please review the proposal carefully as some deductibles have changed.

A completed and signed renewal Cyber application will be required upon binding.

Pricing contemplates TPS writing all lines of coverage quoted.

This proposal shall automatically expire as of the effective date.

Coverage must be bound prior to the inception date and all contributions are due according to the terms of our billing invoice.

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

GENERAL LIABILITY**Harleton ISD****09-01-2024 to 09-01-2025*****Proposal***

	LIMITS / DEDUCTIBLES
General Aggregate	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
No Deductible Applies to the Above	
Fire Damage to Rented Premises	\$100,000
Medical Payments	\$5,000
Employee Benefits (Not Claims-Made)	Included in General Liability Each Occurrence Limit of Self-Insurance
Employee Benefits Aggregate	Included in General Liability General Aggregate Limit (Subject to a Maximum Annual Aggregate of \$1,000,000)
Employee Benefits Deductible Limit	\$1,000
General Liability	\$3,037
Cyber Liability	\$1,210
Total Contribution	\$4,247
INCLUDED COVERAGES	EXCLUDED COVERAGES
Occurrence Form Bodily Injury Property Damage Personal Injury Advertising Injury Additional Coverage for: Elected and Appointed Officials Members of Boards or Commissions Employees & Volunteers Incidental Medical Malpractice Employee Benefits Liability Corporal Punishment	Employee-Related Claims Pollution Asbestos Coverage for: All Hospital Operations Contractors Law Enforcement Professional Liability (including security guard operations) School Board Legal Liability Terrorism Mold
Applicable Addenda:	
The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.	
SPECIAL CONDITIONS:	

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

SCHOOL BOARD LEGAL LIABILITY

Harleton ISD

09-01-2024 to 09-01-2025

Proposal

Limits of Self-Insurance		
Annual Aggregate		\$1,000,000
Per Claim		\$1,000,000
Per Claim Deductible		\$5,000
Retro Date		7/1/2017
Total Contribution		\$3,839
HIGHLIGHTS	EXCLUDED COVERAGES	CONDITIONS of PROPOSAL
Claims-Made Coverage Defense costs in additions to limits Pays on Behalf of Duty to Defend 60 Day Notice of Cancellation Sexual Misconduct Limited Non-Percuniary Defense	Punitive or Exemplary Damages Student-Student Sexual Abuse	Coverage must be written in conjunction with General Liability coverage.
Applicable Addenda:		
The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.		
SPECIAL CONDITIONS:		

AUTOMOBILE**Harleton ISD****09-01-2024 to 09-01-2025**

COVERAGE	LIMITS	DEDUCTIBLE
Liability:		Combined BI & PD
BI - Each Person	\$ 100,000	\$ 2,500
BI - Each Accident	\$ 300,000	
PD - Each Accident	\$ 100,000	Each Accident
Uninsured/Underinsured Motorists		\$ 250
BI - Each Person	\$ 30,000	
BI - Each Accident	\$ 60,000	
PD - Each Accident	\$ 25,000	
Medical Payments	\$ 5,000	
Collision	Actual Cash Value	\$2,500
Comprehensive	Actual Cash Value	\$2,500
HIRED Collision	\$50,000	\$2,500
HIRED Comprehensive	\$50,000	\$2,500
Contributions:		
Liability	\$8,136	
Uninsured/Underinsured Motorists	\$1,203	
Medical Payments	\$350	
Physical Damage	\$9,193	
Hired Car Physical Damage	\$1,145	
Total Contribution:	\$20,027	
HIGHLIGHTS	EXCLUDED COVERAGES	CONDITION of PROPOSAL
60 day notice of cancellation Broad definition of Covered Party Hired PhysDam on a EXCESS Basis All owned, hired and non-owned vehicles for liability, including vehicles under long-term lease. Automatic coverage on vehicles acquired during policy term subject to annual self-audit.	Refer to coverage document for details. Personal Injury Protection Terrorism Mold	This proposal contemplates 30 vehicles based on the schedule provided. Annual Payment ONLY Contribution adjusted at anniversary to reflect unit changes
Applicable Addenda: 216a, 219, 220		
The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.		
SPECIAL CONDITIONS: <i>Deletion of any coverage is subject to Underwriter approval prior to binding.</i> <i>Automobile coverage may be written on a monoline basis subject to Underwriter approval</i>		

PROPERTY**Harleton ISD****09-01-2024 to 09-01-2025**

Limit of Self-Insurance Property Equipment Breakdown Causes of Loss Basis of Coverage Valuation Deductibles: Any Other Coverage Loss Windstorm/Hail Earth Movement Flood Equipment Breakdown	\$40,228,813 \$40,228,813 All Risk of Direct Physical Loss or Damage Blanket Replacement Cost except ACV on Contractor's Equipment & Other IM Coverages \$25,000 Per Occurrence \$250,000 Per Occurrence \$150,000 Per Occurrence \$150,000 Per Occurrence \$10,000 Per Accident
Basic Contribution Electronic Data, Media and Hardware Contractor's Equipment Musical/Band Instruments & Uniforms Fine Arts Total Contribution:	\$137,764 \$282 \$282 \$282 \$282 \$138,892
OTHER COVERAGES	BASIC LIMITS
Newly Acquired Property Extra Expense Valuable Papers and Records Property In Transit Accounts Receivable Demolition Cost & ICC (Coverage A, B & C) Flood & Earth Movement Spoilage Outdoor Property (max per item may apply) Miscellaneous Unnamed Locations Unscheduled Tracks & Fields	\$10,000,000 \$5,000,000 \$5,000,000 \$1,000,000 \$5,000,000 A-Included B-\$1,000,000 & C-\$1,000,000 \$10,000,000 \$250,000 \$1,000,000 \$5,000,000 \$2,500,000
Applicable Addenda: 343, 365a	
The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.	
SPECIAL CONDITIONS: <i>By binding this coverage, the Member consents to the survey of some or all of the Member's buildings and /or property by drone videos/photos utilizing a drone operated by a commercially licensed sUAS Remote Pilot.</i> <i>Please review the proposal carefully as some deductibles have changed.</i>	

New Property Coverage Document Effective 6/1/24

Highlights

The Property Coverage Document is now specifically written for Texas Public Entities. All mandatory addenda have been incorporated into the document. A more extensive list of sublimits is included in **Section I**, and they are easier to locate. There is now a specific sublimit for Demolition Coverage B and C. The definitions have been moved to the front of the document and are in alphabetical order. Additionally, we have modified and expanded the Exclusions. **Please note the period for reporting any Loss or damage to the Fund has been changed to no more than one (1) year (365 days) after the occurrence.**

Below is a summary of the highlights:

The definitions have been moved from the back of the form to **Section II** of the document and are now in alphabetical order. Some of the definitions have been modified, and several new definitions have been added.

The New Definitions are:

- **Actual Cash Value**
- **Aesthetic Impairment**
- **Fund**
- **Law Enforcement Process**
- **Loss**
- **Member**
- **Outdoor Property**
- **Replacement Cost**
- **Roof Covering**
- **Roof Dents**
- **Rooftop Components**
- **Special Use Animals**
- **Special Use Animals Perils**

Several Exclusions have been added under **Section IV-Covered Causes of Loss and Perils Excluded**. All the Excluded Perils are listed alphabetically to make them easier to locate.

The New Exclusions are:

- **Artificially Generated Electrical, Magnetic or Electromagnetic Energy.**
- **Explosion of Steam Boilers, etc.**
- **Mobile Equipment Breakdown.**
- **Rain, Snow, Sleet, Ice, Sand or Dust.**
- **Roof Dents Caused by Perils of Wind or Hail.**
- **Seepage, Leakage, etc. – occurring over 14 days or more.**
- **Vacant – Certain Causes of Loss (Vandalism, Sprinkler Leakage, Building Glass Breakage, Water Damage, Theft or attempted theft.)**
- **Water – Below Surface of Ground.**

Additionally, there are new Exclusions under **Section V-Self-Insured Property**. All Exclusions are listed alphabetically to make them easier to locate.

The New Exclusions are:

- Foundations of buildings, structures, machinery or boilers.
- Petroleum fuels lost or stolen.
- Property while leased, etc., **unless** lessee has agreed, in writing, to be legally liable for such property **or** the property is operated by the **Member's** employee.
- Underground pipes, flues, drains, tanks or reservoirs.

Expanded Exclusion:

- Currency, money, notes, securities, and stamps has been expanded to also exclude bills, accounts, deeds, evidence of debt, designs, specifications, blueprints, mechanical drawings or similar property.

Several new conditions have been added under **Section VII-Conditions**.

Appraisal has been moved to Section VIII. (Please review)

The New Conditions are:

- Cooperation and Compliance with All Legal Requirements.
- Deletion of Covered Property after a total **Loss**.
- Maximum Amount Payable. (The lesser of the actual adjusted **Loss** less deductible or limit of self-insurance or sublimit of self-insurance.)
- Privilege to Adjust with the Owner sets out how claims will be adjusted on property of others in the **Member's** care, custody or control.
- Voluntary Payments – **Member** must not make voluntary payments, rewards (paid or offered), except at their own expense.

Conditions Revised:

- Abandonment requires written consent from the Fund, and a **Member** cannot abandon property in order to claim a total **Loss**.
- Assignment is expanded to prohibit Transfer of Interest.
- Currency-reference to Canada is deleted.
- **The Member must give prompt written notice to the Fund of any Loss or damage, but in no event shall said notice be more than one (1) year (365 days) after the occurrence.**
- The condition has been amended to "Vacant or Unoccupied." Refer to the coverage document and definition for details.

(Please note the changes described above are not intended to be a complete listing but rather a sampling of some of the important changes to the Property Coverage Document.)

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

SPECIAL EQUIPMENT

Harleton ISD

09-01-2024 to 09-01-2025

Proposal

COVERAGE	Values:	Causes of Loss	Valuation:	Deductible: Per Occurrence	Contribution
Electronic Data, Media and Hardware	\$1,000,000	All risk of Direct Physical Loss or Damage	RCV	\$1,000	\$282
Contractor's Equipment	\$300,000	All risk of Direct Physical Loss or Damage	ACV	\$1,000	\$282
Musical/Band Instruments & Uniforms	\$1,000,000	All risk of Direct Physical Loss or Damage	ACV	\$1,000	\$282
Fine Arts	\$1,000,000	All risk of Direct Physical Loss or Damage	ACV	\$1,000	\$282
Total Contribution: Included in Property Proposal					
<i>SPECIAL CONDITIONS:</i>					
Coverage will not be written without Property Coverage.					

Please refer to the Coverage Document for complete coverages and exclusions .

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

CRIME**Harleton ISD****09-01-2024 to 09-01-2025*****Proposal***

Crime Coverages:	Single Loss Limit of Self-Insurance	Single Loss Deductible Amount
Coverage A - Fidelity/Employee Dishonesty Limit	\$100,000	\$1,000
Coverage B - Forgery or Alteration	\$50,000	\$1,000
Coverage C - On Premises	\$50,000	\$1,000
Coverage D - In Transit	\$50,000	\$1,000
Coverage E - MO & Counterfeit Money	\$50,000	\$1,000
Coverage F - Computer Fraud	\$50,000	\$5,000
	Total Contribution	\$476
Applicable Addenda & Coverage Forms: 617		
Please refer to the Coverage Document, Coverage Forms & Addenda for complete coverages and exclusions.		
SPECIAL CONDITIONS:		

TPS TEXAS POLITICAL SUBDIVISIONS JSIF CYBER LIABILITY HIGHLIGHTS			
GENERAL TERMS			
Carrier	Chubb		
A.M. Best Rating	A++ (Superior)		
Consultants	Chubb Vendors & Partners: TPS utilizes an approved Chubb list for members Cyber Breach Coach, Forensics & Investigations, Notification & Monitoring and Public Relations to provide cyber management services.		
Policy Number	EON G29012052 005		
Territory	Territory is Worldwide unless amended with Excluded Countries		
Deductibles	\$25,000 for members with revenues below \$50,000,000, \$50,000 for members with revenues between \$50,000,000-\$250,000,000 & \$100,000 for members with revenues greater than \$250,000,000 <i>**social engineering deductible is \$100,000 per member**</i> <i>**Member deductibles do not erode Chubbs limit. After a member deductible is satisfied the member has access to full limits**</i>		
Annual Aggregate	\$1,000,000 for All Other / \$100,000 for Social Engineering Fraud & Payment Card		
Ransomware Encounter Endorsement	If the proximate cause of a ransom loss were directly related to the member not having MFA implemented, the member's deductible would be \$100,000. Endorsement only applies if a member does not have MFA implemented for access to Email or Network. Additionally, the endorsement does not apply to any other type of loss, only ransom losses.		
Neglected Software Exploit Endorsement	If a member knew (first known date) a patch, fix, or mitigation technique was available but did not implement it and had a <u>loss directly related to</u> not implementing the patch, fix, or mitigation technique 46 days after the <u>first known date</u> , the members limit for that loss would be reduced, and a coinsurance percentage would apply per this Period of Neglect chart. Period of Neglect - % of Coinsurance - Limit: 46-90 days - 5%/95% - \$500k, 91-180 days - 10%/90% - \$250k, 181-365 days - 25%/75% - \$150k or 365+ days - 50%/50% - \$100k. Coinsurance defined: If a loss of this type occurred, the normal member deductible would apply, then the member shares in the coinsurance limit split (member/Chubb) up to the limit for that period of neglect.		
Protective Safeguards Exclusion Endorsement (Specified Security Safeguards)	The purpose of this endorsement is to exclude losses (cyber incidents) that specifically arise from a <u>direct result</u> of the members failure to implement MFA for remote access to email or network. For example, if a hacker is able to steal the ID's and passwords of individuals accessing a member network or email remotely, and the act of the hacker was due to the member not having MFA in place, coverage would not be extended. Coverage is still provided for losses (cyber incidents) that are not a <u>direct result</u> of not having MFA in place (i.e., just because there was a hack into a system, or a members employee falls for a phishing email scheme, or losing a laptop or sending information to the wrong email recipients, or any other losses (cyber incidents) that was not the <u>direct result</u> of the member not having MFA implemented, or a Log4Shell vulnerability.		
COVERAGE	LIMIT/WAITING PERIOD		COVERAGE DESCRIPTION
<i>*First Party Coverage*</i>			
CYBER INCIDENT RESPONSE FUND			
Notification	Limit	\$1,000,000	Provides coverage for drafting notification letters and reports and communicates as required with any regulatory, administrative, or supervisory authority. Retaining call center and other related services for notification as required by law. Notifying a natural person whose PI has been wrongfully disclosed or otherwise compromised, including retaining a notification service.
Credit Monitoring	Limit		Provides credit monitoring, credit freezing, credit thawing, healthcare record monitoring (where available), social media monitoring, password management service, or fraud alert services.
Public Relations	Limit		Provides expenses related to retaining the services of a public relations or crisis communications firm for the purpose of protecting or restoring the reputation of or mitigating financial harm to the insured.
Forensics Investigation	Limit		Provides expenses for retaining the services of a third-party computer forensics firm to determine the cause and scope of a cyber incident.
Criminal Reward	Limit		Provides any reasonable amount to an informant or information not otherwise available which leads to the arrest and conviction of a natural person or an entity responsible.
Limits for Non-Panel Providers \$250,000/\$250,000			
BUSINESS INTERRUPTION LOSS & EXTRA EXPENSES			
Business Interruption Loss & Extra Expenses	Limit	\$1,000,000	Provides coverage for continuing normal operating and payroll expenses (net profit before tax) that would have been earned had no interruption in service of an Insured's computer system occurred.
	Waiting Period	< \$250M Revenues = 12 Hours & > \$250M Revenues = 18 Hours	
CONTINGENT BUSINESS INTERRUPTION LOSS & EXTRA EXPENSES			
Contingent Business Interruption Loss & Extra Expenses	Limit	\$1,000,000	Provides coverage for continuing normal operating and payroll expense (net profit before tax) that would have been earned had no interruption in service of a shared computer system occurred.
	Waiting Period	< \$50M Revenues = 12 Hours, > \$50M- < \$250M Revenues = 18 Hours & > \$250kM Revenues = 24 Hours	
DIGITAL DATA RECOVERY			
Data Recovery	Limit	\$1,000,000	Provides reasonable & necessary costs incurred by an insured to replace, restore, recreate, re-collect or recover digital data from written records or form partially or fully matching electronic records. Includes loss from fraudulent infiltration & manipulation of Telephone System.
NETWORK EXTORTION THREAT			
Network Extortion	Limit	\$1,000,000	Provides reasonable & necessary expenses incurred, including money, cryptocurrencies (including Bitcoin), or other considerations surrendered as payment.
CYBER CRIME			
Social Engineering Fraud	Limit	\$100,000	Covers payment for loss of money or securities sustained <u>directly</u> from Social Engineering Fraud committed by a <u>person purporting to be a vendor, client, or employee.</u>
<i>*Third Party Liability Coverage*</i>			
CYBER, PRIVACY & NETWORK SECURITY LIABILITY			
Liability	Limit	\$1,000,000	Covers any error, misstatement, misleading statement, act, omission, neglect, breach of duty, or other offense <u>actually or allegedly committed or attempted by any insured.</u>
PAYMENT CARD LOSS			
Payment Card Loss	Limit	\$100,000	Covers monetary assessments, fines, penalties, chargebacks, reimbursements, and fraud recoveries due to the actual or alleged failure of payment card loss.
REGULATORY PROCEEDINGS			
Regulatory Proceedings	Limit	\$1,000,000	Covers regulatory fines of any civil monetary fine or penalty imposed by a federal, state, local, or foreign governmental entity in such entity's regulatory or official capacity.
ELECTRONIC, SOCIAL & PRINT MEDIA LIABILITY			
Electronic, Social & Print Media	Limit	\$1,000,000	Covers damages and claim expenses related to any error, misstatement, misleading statement, act, omission, or neglect of breach of duty actually or allegedly committed or attempted by an insured. Or posted on the insured's website, printed material, or posted on any social media site or anywhere on the internet.
CLAIMS PROCESSING PROCEDURE			
Immediately report all claims directly to TPS at claims@tspool.org , 800-588-0013 or directly to the Director of Claims at 972-835-5221			
<i>*This is a summary of coverage. Please refer to the policy form & endorsements for specific policy details and exclusions. Full policy & endorsement details are available on the TPS website at www.tspool.org</i>			

TEXAS POLITICAL SUBDIVISIONS JSIF CRISIS MANAGEMENT (Workplace Violence) HIGHLIGHTS			
GENERAL TERMS			
Carrier	Beazley Group (Lloyd's Syndicate 2623/0623)		
Insured	TPS Property and Liability Members (Insured person means a human third party individual, who is in or on the location(s), except when specifically excluded under any Section of this Policy. Insured person does not include the assailant of any deadly weapon event.)		
A.M. Best Rating	A+ (Superior)		
Consultants	CrisisRisk Strategies LLC: Crisis Response (Event Responder) Firm approved to provide crisis management services (www.crisisrisk.com).		
Policy Number	B0595E01708702022		
Deductible	\$0 for Crisis Management Services, Event Responder, and AD&D. \$10,000 for each Deadly Weapons Event.		
Type	Occurrence and in the Aggregate		
Limits	\$2,250,000 each occurrence w/\$2,250,000 Aggregate (see below for sub-limits)		
Purpose	Provided as a value added service to assist TPS member's in the event of a workplace violence or similar crisis event. Submission of member's most recent property Statement of Values (SOV) is required upon renewal.		
Triggering Event	Deadly weapon event means any event involving an assailant where a weapon has been used or brandished on any member location(s) that was provided to TPS in the member's SOV.		
COVERAGE	LIMIT/INDEMNITY/WAITING PERIOD	COVERAGE DESCRIPTION	
PROPERTY DAMAGE			
Property Damage	Limits	\$2,250,000 w/\$2,250,000 AGG	Indemnifies against physical loss or physical damage to insured property caused by a deadly weapon event. In the event that fire or sprinkler leakage ensues from a deadly weapon event, then physical loss or physical damage to insured property directly caused by the ensuing fire or sprinkler leakage is included. Additionally: A. The costs incurred to put up temporary plates or board up openings if repair or replacement of damaged glass is delayed; B. The costs incurred in the removal of debris, including biological cleaning and sanitizing; C. The costs incurred in re-filling, recharging or replacing any fire extinguishers, local or fixed fire suppression or gas flooding systems, sprinkler installations and sprinkler heads, and in having any fire or intruder alarms, or closed circuit television equipment re-set; D. The costs incurred in replacing locks to external doors if security at the location(s) is compromised in consequence.
ACCIDENTAL DEATH & DISMEMBERMENT			
AD&D	Per Person Limit	\$50,000	Benefit for loss of limb, mutilation, loss of sight, loss of speech, loss of hearing, permanent total disability or death.
	Aggregate Limit	\$2,250,000	
MEDICAL EXPENSES			
Medical Expenses	Limits	\$25,000 w/\$2,250,000 AGG	Reimburses for payments made to an eligible person, regardless of fault, in respect of medical expenses necessarily incurred solely and directly by the eligible person as a result of identifiable physical injury due to an accident directly caused by a deadly weapon event occurring at any of the location(s).
	Indemnity Period	356 Days	
CRISIS MANAGEMENT SERVICES			
Crisis Management Services	Limits	\$2,250,000 w/\$2,250,000 AGG	Provides for the reasonable & necessary expense, in connection with a deadly weapon event, incurred in the provision of crisis management services directly after such deadly weapon event. Includes, but not limited to, emergency travel & accommodation for eligible person(s) & their immediate family member(s), child care for the immediate family member(s) of eligible person(s), brand rehabilitation, public relations, media management, legal, crisis counselling, site security, remediation, recovery & restoration.
	Indemnity Period	\$250,000 w/\$1,000,000 AGG 90 Days & 1st Anniversary	Additionally at underwriters sole and entire discretion, they will consider other expense costs not listed above which are directly incurred.
CIRCUMSTANCE - EVENT RESPONDER			
Event Responder	Limit	Unlimited (outside limit)	Provides for event responder fees associated with the provision of Prevention Services and Crisis Response by the event responder following any specific circumstance.
COUNSELLING SERVICES			
Counselling Services	Limits	\$350,000 Each Event	Provides for reasonable and necessary expense incurred in the provision of counselling services to any eligible person and their immediate family member(s) in connection with a deadly weapon event that occurs during the period of insurance at any of the location(s).
		\$15,000 Each Person	
		\$1,000,000 AGG	
FUNERAL EXPENSES			
Funeral Expenses	Limits	\$350,000 Each Event	Provides for reasonable and necessary funeral expenses incurred in connection with a deadly weapon event that occurs during the period of insurance at any of the location(s).
		\$15,000 Each Person	
		\$1,000,000 AGG	
EXTRA EXPENSE EXTENSION FOR THREAT			
Extra Expense Extension for Treat	Limits	\$350,000 Each Event	Additionally insures for the reasonable and necessary extra expense incurred following a threat.
		\$1,000,000 AGG	
EXTRA EXPENSE EXTENSION			
Extra Expense Extension	Limits	\$350,000 Each Event	Provides for the reasonable and necessary extra expense incurred in order to continue as nearly as practicable the normal conduct of business services following a deadly weapon event.
		\$1,000,000 AGG	
	Indemnity Period	356 (all other) or 30 (prevention of access)	
LOSS OF TUITION FEES EXTENSION			
Loss of Tuition Fees	Limits	\$250,000 Each Loss	In the event of a deadly weapon event that occurs during the period of insurance, provides for the actual loss sustained resulting directly from the reduction in tuition fees during the period of indemnity.
		\$2,250,000 AGG	
	Indemnity Period	356 Days	
DEMOLITION, CLEARANCE & MEMORIALIZATION COSTS EXTENTION			
Demolition, Clearance & Memorialization Costs	Limits	\$250,000 Each Event	Provides for reasonable and necessary costs, for demolition, removal, memorial, incurred as a direct result of a deadly weapon event.
		\$10,000 Each Loss for Memorial Plaques	
		\$1,000,000 AGG	
OFF-SITE COVERAGE EXTENSION			
Off-Site Coverage	Limits	\$250,000 Each Event	Off-site incident means a deadly weapon event which occurs during the period of insurance at a location in the United States other than the insured location, to an employee or insured person who was participating in a sporting event sanctioned or acting within the scope of his or her employment at the time of the off-site incident. If a deadly weapon event occurs at an off-site location that has not previously been agreed prior to the event and where such event / activity was being conducted under your care, custody and control then only liable to pay the event responder fees.
		\$1,000,000 AGG	
CHILD ABDUCTION EXTENSION			
Child Abduction	Limits	\$250,000 Each Event	In the event of an Abduction of a Covered Child that occurs during the Period of Insurance, the Underwriters shall be liable for the loss sustained by the Named Insured directly attributable to, either, the Abduction or to the Named Insured's efforts to counter or mitigate the effects of the Abduction, and which will comprise.
		\$1,000,000 AGG	
	Indemnity Period	Varies	
CLAIMS PROCESSING PROCEDURE			
Immediately report all claims directly to TPS at claims@tpspool.org , 800-588-0013 or directly to the Director of Claims at 972-835-5221			
Should you require immediate assistance with an incident or possible incident, contact the CrisisRisk Strategies LLC			
Event Responder 24-hour/7-day @ 860-677-3790 or DWP@crisisrisk.com			
*This is a summary of coverage, please refer to the policy form for specific policy details and exclusions. Full policy & endorsement details are available on the TPS website at www.tpspool.org *			



TEXAS POLITICAL SUBDIVISIONS JSIF TERRORISM HIGHLIGHTS

GENERAL TERMS

Carrier	Ironshore Insurance Service LLC (A Liberty Mutual Company)
Insured	TPS Property Members
A.M. Best Rating	A (Excellent)
Policy Number	3642600
Territory	United States
Deductibles	\$10,000 (24 hour Ingress/Egress/Service Interruption)
Limit	\$100,000,000 Per Occurrence & In The Aggregate
Type	Foreign & Domestic Terrorism/Sabotage (real property)
Purpose	Provided to assist TPS members in the event of a Property Terrorism Event

COVERAGE

LIMIT/INDEMNITY PERIOD/MILES

COVERAGE DESCRIPTION

Underlying Sublimits

ACCOUNTS RECEIVABLE

Accounts	Limit	\$250,000	As per property coverage document.

BUSINESS INTERRUPTION

Business	Limit	\$1,000,000	Available if applied for.

CIVIL OR MILITARY AUTHORITY

Civil or Military Authority	Limit	\$1,000,000	Actual loss sustained during the period of time when access to real or personal property is prohibited by an order of civil or military authority.
	Indemnity Period	30 days	
	Miles	1	

DEBRIS REMOVAL EXPENSES

Debris Removal Expenses	Limit	\$1,000,000	Covers the necessary and reasonable expense of removal from locations of debris.

DECONTAMINATION COSTS EXCLUDING NCBR

Decontamination Costs	Limit	\$250,000	Covers decontamination costs excluding nuclear, chemical, biological and radiological.

DEMOLITION & ICC

Demolition & ICC	Limit	\$1,000,000	Covers enforcement of any law, ordinance, governmental directive or standard in effect at the time of loss or damage regulating the construction, repair or use and occupancy of the property.

ELECTRONIC DATA PROCESSING EQUIPMENT MEDIA (Physical Damage Only)

Electronic Data Processing	Limit	\$1,000,000	As per property coverage document.

ERROR & OMISSIONS

Error & Omissions	Limit	\$1,000,000	Covers direct physical loss or damage due to any error or unintentional omission.

FINE ARTS

Fine Arts	Limit	\$250,000	Covers breakage of art, glass, windows, statuary, sculptures, marble, glassware, porcelain, bric-a-brac, antique furniture: antique jewelry or similar fragile articles, unless such breakage.

FIRE PROTECTIVE SYSTEMS

Fire Protective	Limit	\$10,000	As per property coverage document.

INGRESS/EGRESS

Ingress/Egress	Limit	\$1,000,000	Provides coverage for actual loss sustained during the period of time when ingress to or egress from the real or personal property is prohibited.
	Indemnity Period	30 days	
	Miles	1	

KEY & LOCK EXPENSE

Key & Lock	Limit	\$250,000	Covers necessary key & lock expenses.

LANDSCAPING

Landscaping	Limit	\$10,000	Covers minimal landscape expense.

LEASEHOLD INTEREST

Leasehold Interest	Limit	\$1,000,000	Available if applied for.

MISSCELLANEOUS UNNAMED LOCATIONS

Miscellaneous Unnamed	Limit	\$1,000,000	As per property coverage document.
	Indemnity Period	30 days	

NEWLY ACQUIRED LOCATIONS

Newly Acquired Locations	Limit	\$10,000,000	As per property coverage document.
	Indemnity Period	90 days	

PRESERVATION OF PROPERTY

Preservation of Property	Limit	\$250,000	Reimburses expenses incurred in taking reasonable and necessary actions for the temporary protection and preservation of property.

PROFESSIONAL FEES

Professional Fees	Limit	\$250,000	Covers reasonable and necessary expenses incurred to accountants, architects, auditors, engineers, or other professionals or employees to prepare and certify particulars or details of claims.

RELOCATION EXPENSE

Relocation	Limit	\$1,000,000	Covers necessary relocation expense.

RENTAL INCOME

Rental Income	Limit	\$1,000,000	Available if applied for.

SERVICE INTERRUPTION			
Service Interruption	Limit	\$1,000,000	Covers physical loss or damage to property and/or time element coverage arising form physical loss or damage.
	Indemnity Period	30 days	
	Miles	1	
SOFT COSTS			
Soft Costs	Limit	\$250,000	Covers necessary soft costs.
TRANSIT			
Transit	Limit	\$250,000	Covers loss resulting from loss or damage to property in transit.
VALUABLE PAPERS			
Valuable Papers	Limit	\$250,000	As per property coverage document.
CLAIMS PROCESSING PROCEDURE			
Immediately report all claims directly to TPS at claims@tpspool.org , 800-588-0013 or directly to the Director of Claims at 972-835-5221			
This is a summary of coverage, please refer to the policy form for specific policy details and exclusions.			

Harleton Elementary Student Code of Conduct

2024-25 School Year



If you have difficulty accessing the information in this document because of disability, please contact (903)777-4092.

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Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact Kerri Darby at darbykerri@harletonisd.net or (903)777-4092.

Purpose

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

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

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

In accordance with state law, the Code of Conduct shall be posted at each school campus or shall be available for review at the campus principal's office. Additionally, the Code of Conduct shall be available at the campus behavior coordinator's office and posted on the district's website at www.harletonisd.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 Code of Conduct is adopted by the district's board of trustees, it has the force of policy. In the event of a conflict between the Code of Conduct and the Student Handbook, the Code of Conduct shall prevail.

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

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

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

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator (CBC). The designated person may be the principal or any other campus administrator selected by the principal. The CBC 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 CBC. Contact information may be found at www.harletonisd.net.

Threat Assessment and Safe and Supportive School Team

The CBC or other appropriate administrator will work closely with the campus threat assessment and 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.

School District Authority and Jurisdiction

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

Security Personnel

The board utilizes school resource officers (SROs) to ensure the security and protection of students, staff, and property. In accordance with law, the board has coordinated with the CBC and other district employees to ensure appropriate law enforcement duties are assigned to these persons. Provisions addressing the various types of security personnel can be found in the CKE policy series.

The law enforcement duties of school resource officers are: To implement the District's comprehensive safety programs, the District has entered into an agreement with a local law enforcement agency for school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

A school resource officer shall perform duties as described in the agreement and as included in the district improvement plan and the Student Code of Conduct. A school resource officer shall not be assigned routine classroom discipline or administrative tasks.

“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 of Conduct.

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

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

Unauthorized Persons

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

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 persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

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

See **DAEP—Restrictions During Placement** on page 24 for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

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

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 18, **DAEP Placement** on page 19, **Placement and/or Expulsion for Certain Offenses** on page 27, and **Expulsion** on page 30, those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed on page 17.

Disregard for Authority

Students shall not:

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

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 27.)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 27.)
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 27.)
- Enter, without authorization, district facilities that are not open for operations.

Possession of Prohibited Items

Students shall not possess or use:

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

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 27. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

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

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 19 and **Expulsion** on page 30 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

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

General Conduct Violations

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

Safety Transgressions

Students shall not:

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

Miscellaneous Offenses

Students shall not:

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

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

Discipline Management Techniques

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

Students with Disabilities

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

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an Admission, Review, and Dismissal (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 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.

Discipline Management Techniques

- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension (ISS).
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 18.
- Placement in a DAEP, as specified in **DAEP** on page 19.
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 27.
- Expulsion, as specified in **Expulsion** on page 30.
- 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.

Discipline Management Techniques

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

Notification

The CBC 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 CBC shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

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

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

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or CBC, 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 CBC's office, or the central administration office.

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

Removal from the School Bus

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

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the CBC 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 CBC's office as a discipline management technique. The CBC shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code of Conduct to maintain effective discipline in the classroom.

Formal Removal

A teacher may initiate a formal removal from class if:

1. A student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the class or with other students' ability to learn; or
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 CBC 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 CBC 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 CBC or other administrator may place the student in:

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

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

Returning a Student to the Classroom

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

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

Out-of-School Suspension

Misconduct

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

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

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

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

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

Process

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

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

The CBC 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 CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

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

Coursework During Suspension

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

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

Disciplinary Alternative Education Program (DAEP) Placement

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

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

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

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

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

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

Misconduct Identified in State Law

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

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student engaged in

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

Mandatory Placement: Misconduct That Requires DAEP Placement

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

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance or dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in **Expulsion** on page 30.) (See **glossary** for "under the influence", "controlled substance," and "dangerous drug.")
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. 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.
 - 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.
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Sells, gives, or delivers to another person or possesses or uses an e-cigarette.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
 - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is six to nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 30.)
- 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:

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1. The student receives deferred prosecution (see **glossary**),
2. A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
3. The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

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

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

Process

Removals to a DAEP shall be made by the CBC.

Conference

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

At the conference, the CBC or appropriate administrator shall provide the student:

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

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

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC 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.

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Placement Order

After the conference, if the student is placed in a DAEP, the CBC shall write a placement order. A copy of the DAEP placement order and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.

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

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

DAEP at Capacity

If a DAEP is at capacity at the time the CBC is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the CBC is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

Coursework Notice

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

Length of Placement

The CBC shall determine the duration of a student's placement in a DAEP.

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

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

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

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

Disciplinary Alternative Education Program (DAEP) Placement

Exceeds One Year

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

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

Exceeds School Year

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

For placement in a DAEP to extend beyond the end of the school year, the CBC 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 of Conduct.

Exceeds 60 Days

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

Appeals

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

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the CBC's office, the central administration office, at www.harletonisd.net.

Appeals shall begin at Level One with the CBC or school principal.

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

Restrictions During Placement

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

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

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the CBC or the board's designee at intervals not to exceed 120 days. In the case of a

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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 CBC 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 of Conduct 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 CBC may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by

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the student during enrollment in another district. If the CBC or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

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

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

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

Emergency Placement Procedure

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

Transition Services

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

Placement and/or Expulsion for Certain Offenses

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

Registered Sex Offenders

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

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

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

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 Students

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

Appeal

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

Certain Felonies

Regardless of whether DAEP 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 CBC makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must have:

Placement and/or Expulsion for Certain Offenses

- Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- 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;
- Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- 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
- Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

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

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

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

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

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

Length of Placement

The student is subject to the placement until:

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

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the CBC 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.

Placement and/or Expulsion for Certain Offenses

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 CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 19.)

Any Location

A student **may** be expelled for:

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

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

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

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

Within 300 Feet of School

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

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Manslaughter.
- Criminally negligent homicide.
- Aggravated robbery.
- Continuous sexual abuse of a young child or disabled individual.
- Felony controlled substance or dangerous drug offenses, not including THC.
- Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

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

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

While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code of Conduct, 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 Penal Code 1.07; or
4. Conduct that constitutes the offense of:
 - a. Public lewdness under Penal Code 21.07;
 - b. Indecent exposure under Penal Code 21.08;
 - c. Criminal mischief under Penal Code 28.03;
 - d. Hazing under Education Code 37.152; or
 - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

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

Under Federal Law

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

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

Under the Penal Code

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

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

Under Age Ten

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

Process

If a student is believed to have committed an expellable offense, the CBC 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 CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- 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 principal authority to conduct hearings and expel students.

Board Review of Expulsion

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

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

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

Expulsion Order

Before ordering the expulsion, the board or CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

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

Not later than the second business day after the hearing, the principal 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 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's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

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

If the CBC 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 CBC 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

Abuse is improper or excessive use.

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

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

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

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

1. 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. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
3. Intentionally starting a fire or causing an explosion and in so doing:
 - a. Recklessly damaging or destroying a building belonging to another, or
 - b. Recklessly causing another person to suffer bodily injury or death.

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

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

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

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

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 damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Such term does not include an antique firearm.

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

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

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
 - d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
 - e. Making a telephone call and intentionally failing to hang up or disengage the connection;
 - f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
 - g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;

- h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law; or
- i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

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

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated. **Hit list** is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

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

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

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

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

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

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

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

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

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

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

1. Clothing, purse, or backpack;
2. 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;
3. Telecommunications or electronic devices; or
4. Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

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

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

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

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

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

Serious misbehavior means:

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

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

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

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

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

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

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

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

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

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

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

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

HARLETON ISD DISCIPLINE MANAGEMENT PLAN

Continued failure to adhere to this policy can result in the rapid escalation of any offense

Examples of Level I offenses include, but are not limited to the following:

1. Sleeping in class
2. Not participating in class
3. Failure to attend teacher assigned detention
4. Hall or cafeteria disturbance
5. Public display of affection
6. Tardies

Examples of Level II offenses include, but are not limited to the following:

1. Destruction of property
2. Blatant disrespect
3. Skipping class
4. Leaving campus without permission
5. Possession of prohibited items.
6. Computer/Internet violations
7. Theft (Under \$50.00)
8. Videoing Physical Altercations
9. Bullying or intimidation

Examples of Level III offenses include, but are not limited to the following:

1. Assault
2. Conduct relating to false alarm or report (including bomb threat) or a terroristic threat involving a public school
3. Possession, selling, giving, or delivering alcohol or a controlled substance
4. Possession of a weapon
5. Engaging in verbal or written exchange that threatens the safety of a school employee or any other member of the school community
6. Vandalism or criminal mischief
7. Inappropriate exposure of body parts or public lewdness
8. Hazing, harassment or threatening behavior
9. Use or possession of a "Vaping Device" containing an illegal substance (IE marijuana concentrates)
10. Retaliation or targeting of any school employee through violence, vandalism, theft, criminal mischief, or social media content.

	Level One	Level Two	Level Three
Step One	Teacher/Staff Action: Parent notification documented in Skyward	Referral to Assistant Principal of Student Services: Counsel with student, parent notification & 1 day of ISS. Students may attend practices but shall not participate in any extracurricular competition or event while serving ISS.	Conference with Assistant Principal of Student Services, Principal, Student, & Parent/Guardian and Alternative placement (DAEP), suspension, or expulsion will be assigned. When needed, local authorities will be called to take legal action.
Step Two	Teacher/Staff Action: Teacher enforced repercussion such as Break Detention and/or Alternative Assignment documented in Skyward	Referral to Assistant Principal of Student Services: Parent notification & 2 days ISS	
Step Three	Referral to Assistant Principal of Student Services: Counsel with student, parent notification, Assign 1 day of Academic detention	Referral to Assistant Principal of Student Services: Parent Conference & 3 days ISS	
Step Four	Referral to Assistant Principal of Student Services: Assign 2 days of Academic detention	Referral to Assistant Principal of Student Services: 4 days ISS	
Step Five	Referral to Assistant Principal of Student Services: Assign 2 days of before or after school detention	Referral to Assistant Principal of Student Services: Parent notification & 5 days ISS	
Step Six	Referral to Assistant Principal of Student Services: Parent conference/Assign 3 days of before or after school detention	Conference with Assistant Principal of Student Services, Principal, Student, & Parent/Guardian and Alternative Placement (DAEP)	
Failure to complete assigned step, will result in moving to the next step.*	*After Step Six , additional Level One offenses will attach to current Step 1-6 (as needed) under the Level II heading.	*If behavior banned by the student code of conduct continues in DAEP, the placement can be extended to address the continuing discipline infractions.	

*In severe or frequent disciplinary infractions, administrators may circumvent the six-step disciplinary progression and assign consequences to address behavior.

Possession: Controlled substance, Alcohol, Vaping, and Tobacco Policy

Harleton High School has a **zero tolerance policy** concerning the possession of and / or use of any illegal drugs, alcohol, vape devices, or tobacco products on campus (**includes school activities on or off campus**). If the student is found with any piece, part, or chemical used in a vaping device, the student will be deemed to be in possession of a prohibited item on campus. This will result in a referral or placement consistent with the following vape / tobacco policy.

VAPE / TOBACCO POLICY

STEP	PLACEMENT	DAYS
STEP 1	IN SCHOOL SUSPENSION	5
STEP 2	DAEP	15
STEP 3	DAEP	30
STEP 4	DAEP	45

**** This chart is for tobacco and vaping infractions only. ****

If any part of the vape contains a controlled substance (for example: THC) the student will be referred as being in possession of a controlled substance and will be subject to the DAEP placement procedures for that offense. A student found to be in possession of tobacco, vape devices (includes parts of vape devices), alcohol or controlled substances may receive a ticket and / or other consequences issued by our campus SRO or other law enforcement agencies.

Food and Drink Containers

Open food and drink containers, are not allowed outside of the cafeteria or food court. Continued violations of this expectation will result in an office referral. YETI or other similar containers are not allowed on campus at any time.

Physical Altercations & Promotion of Altercations and/or Bullying

When physical altercations occur, all students involved will be suspended for the remainder of the day and serve three days of ISS unless otherwise determined by a campus administrator. If a student is involved in more than one physical altercation within a school year, an alternative placement will be considered. Any student or group of students that engage in promoting altercations, bullying, or any other negative actions that may result in major disruption of the campus, may be deemed to be a participant in the activity and receive disciplinary consequences including ISS, OSS, and DAEP assignments.

Administrator Discretion & Student Removal from Class/Activities

Serious or classroom disruption infractions will result in the student being removed from class and sent directly to the office. Infractions of this nature will result in a discipline consequence. In the case of severe or frequent disciplinary infractions, an administrator to address specific offenses may circumvent the six-step disciplinary progression.

This plan is provided as a guide to promote the consistent application of the discipline policy. HISD administration has the discretion to amend this policy as appropriate.

HARLETON JUNIOR HIGH STUDENT CODE OF CONDUCT 2024-2025



Harleton
Independent School District

If you have difficulty accessing the information in this document because of disability, please contact sellersjulie@harletonisd.net or 903-777-3010.

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Harleton Junior High Student Code of Conduct

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Harleton Junior High Student Code of Conduct

Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact sellersjulie@harletonisd.net or 903-777-3010.

Purpose

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

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

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

In accordance with state law, the Code of Conduct shall be posted at each school campus or shall be available for review at the campus principal’s office. Additionally, the Code of Conduct shall be available at the campus behavior coordinator’s office and www.harletonisd.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 Code of Conduct is adopted by the district’s board of trustees, it has the force of policy. In the event of a conflict between the Code of Conduct and the Student Handbook, the Code of Conduct shall prevail.

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

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

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

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator (CBC). The designated person may be the principal or any other campus administrator selected by the principal. The CBC 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 CBC. Contact information may be found at www.harletonisd.net

Threat Assessment and Safe and Supportive School Team

The CBC or other appropriate administrator will work closely with the campus threat assessment and 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.

Harleton Junior High School District Authority and Jurisdiction

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

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

Reporting Crimes

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

Security Personnel

The board utilizes police officers *and/or* security personnel to ensure the security and protection of students, staff, and property. In accordance with law, the board has coordinated with the CBC and other district employees to ensure appropriate law enforcement duties are assigned to these persons. Provisions addressing the various types of security personnel can be found in the CKE policy series.

The law enforcement duties of school resource officers are: To implement the District's comprehensive safety programs, the District has entered into an agreement with a local law enforcement agency for school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

A school resource officer shall perform duties as described in the agreement and as included in the District improvement plan and the Student Code of Conduct. A school resource officer shall not be assigned routine classroom discipline or administrative tasks.

“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.

Unauthorized Persons

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

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 persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

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

Harleton Junior High 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.
- Exercise self-discipline.
- Attend all classes regularly and on time.
- Bring appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 16, **DAEP Placement** on page 17, **Placement and/or Expulsion for Certain Offenses** on page 25, and **Expulsion** on page 28, those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed on page 15.

Disregard for Authority

Students shall not:

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

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 25.)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Harleton Junior High General Conduct Violations

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 25.)
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 25.)
- Enter, without authorization, district facilities that are not open for operations.

Possession of Prohibited Items

Students shall not possess or use:

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

Harleton Junior High General Conduct Violations

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 25. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

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

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 17 and **Expulsion** on page 28 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

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

Harleton Junior High General Conduct Violations

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

Safety Transgressions

Students shall not:

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

Miscellaneous Offenses

Students shall not:

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

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

Discipline Management Techniques

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

Students with Disabilities

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

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an Admission, Review, and Dismissal (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 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.

Harleton Junior High Discipline Management Techniques

- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension (ISS).
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 16.
- Placement in a DAEP, as specified in **DAEP** on page 17.
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 25.
- Expulsion, as specified in **Expulsion** on page 28.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

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

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

Harleton Junior High Discipline Management Techniques

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

Notification

The CBC 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 CBC shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

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

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

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator (CBC) 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 CBC's office, or the central administration.

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

Removal from the School Bus

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

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

Harleton Junior High Removal from the Regular Educational Setting

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 CBC's office as a discipline management technique. The CBC shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code of Conduct to maintain effective discipline in the classroom.

Formal Removal

A teacher may initiate a formal removal from class if:

1. A student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the class or with other students' ability to learn; or
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 CBC 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 CBC 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 CBC or other administrator may place the student in:

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

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

Returning a Student to the Classroom

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

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

Out-of-School Suspension

Misconduct

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

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

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

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

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

Process

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

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

The CBC 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 CBC 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.

Harleton Junior High Out-of-School Suspension

Coursework During Suspension

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

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

Harleton Junior High Disciplinary Alternative Education Program (DAEP) Placement

Disciplinary Alternative Education Program (DAEP) Placement

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

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

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

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

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

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

Misconduct Identified in State Law

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

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Criminal mischief, not punishable as a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student engaged in

Harleton Junior High Disciplinary Alternative Education Program (DAEP) Placement

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

Mandatory Placement: Misconduct That Requires DAEP Placement

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

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance or dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in **Expulsion** on page 28.) (See **glossary** for "under the influence", "controlled substance," and "dangerous drug.")
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. 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.
 - 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.
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Sells, gives, or delivers to another person or possesses or uses an e-cigarette.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
 - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is six to nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 28.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

Harleton Junior High Disciplinary Alternative Education Program (DAEP) Placement

1. The student receives deferred prosecution (see **glossary**),
2. A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
3. The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

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

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

Process

Removals to a DAEP shall be made by the CBC.

Conference

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

At the conference, the CBC or appropriate administrator shall provide the student:

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

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

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC 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.

Harleton Junior High Disciplinary Alternative Education Program (DAEP) Placement

Placement Order

After the conference, if the student is placed in a DAEP, the CBC shall write a placement order. A copy of the DAEP placement order and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.

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

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

DAEP at Capacity

If a DAEP is at capacity at the time the CBC is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the CBC is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

Coursework Notice

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

Length of Placement

The CBC shall determine the duration of a student's placement in a DAEP.

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

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

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

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

Harleton Junior High Disciplinary Alternative Education Program (DAEP) Placement

Exceeds One Year

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

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

Exceeds School Year

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

For placement in a DAEP to extend beyond the end of the school year, the CBC 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 of Conduct.

Exceeds 60 Days

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

Appeals

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

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

Appeals shall begin at Level 2 with the superintendent.

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

Restrictions During Placement

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

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

Harleton Junior High Disciplinary Alternative Education Program (DAEP) Placement

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the CBC 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 CBC 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.

Harleton Junior High Disciplinary Alternative Education Program (DAEP) Placement

Withdrawal During Process

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

Newly Enrolled Students

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

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

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

Emergency Placement Procedure

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

Transition Services

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

Harleton Junior High Placement and/or Expulsion for Certain Offenses

Placement and/or Expulsion for Certain Offenses

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

Registered Sex Offenders

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

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

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

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 Students

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

Appeal

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

Certain Felonies

Regardless of whether DAEP 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 CBC makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must have:

Harleton Junior High Placement and/or Expulsion for Certain Offenses

- Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- 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;
- Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- 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
- Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

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

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

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

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

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

Length of Placement

The student is subject to the placement until:

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

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the CBC 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.

Harleton Junior High Placement and/or Expulsion for Certain Offenses

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 CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 17.)

Any Location

A student **may** be expelled for:

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

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

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

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

Within 300 Feet of School

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

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Manslaughter.
- Criminally negligent homicide.
- Aggravated robbery.
- Continuous sexual abuse of a young child or disabled individual.
- Felony controlled substance or dangerous drug offenses, not including THC.
- Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

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

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

While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code of Conduct, 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 Penal Code 1.07; or
4. Conduct that constitutes the offense of:
 - a. Public lewdness under Penal Code 21.07;
 - b. Indecent exposure under Penal Code 21.08;
 - c. Criminal mischief under Penal Code 28.03;
 - d. Hazing under Education Code 37.152; or
 - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

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

Under Federal Law

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

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

Under the Penal Code

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

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

Under Age Ten

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

Process

If a student is believed to have committed an expellable offense, the CBC 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 CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- 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 principal authority to conduct hearings and expel students.

Board Review of Expulsion

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

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

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

Expulsion Order

Before ordering the expulsion, the board or CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

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

Not later than the second business day after the hearing, the principal 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 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's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

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

If the CBC 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 CBC 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

Abuse is improper or excessive use.

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

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

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

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

1. 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. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
3. Intentionally starting a fire or causing an explosion and in so doing:
 - a. Recklessly damaging or destroying a building belonging to another, or
 - b. Recklessly causing another person to suffer bodily injury or death.

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

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

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

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

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 damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Such term does not include an antique firearm.

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

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

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
 - d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
 - e. Making a telephone call and intentionally failing to hang up or disengage the connection;
 - f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
 - g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;

- h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law; or
- i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

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

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated. **Hit list** is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

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

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

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

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

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

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

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

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

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

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

1. Clothing, purse, or backpack;
2. 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;
3. Telecommunications or electronic devices; or
4. Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

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

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

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

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

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

Serious misbehavior means:

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

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

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

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

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

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

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

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

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

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

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

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

Harleton High School

Student Code of Conduct



2024 - 2025

If you have difficulty accessing the information in this document because of disability, please contact the Harleton High School Assistant Principal of Student Services, Honey Ratcliff, by email at RatcliffHoney@harletonisd.net or by phone at 903-777-2711.

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Harleton High School Student Code of Conduct

2023-24 School Year

Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact the Harleton High School Assistant Principal of Student Services, Honey Ratcliff, by email at RatcliffHoney@harletonisd.net or by phone at 903-777-2711.

Purpose

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

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

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

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

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

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

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

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

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator (CBC). The designated person may be the principal or any other campus administrator selected by the principal. The CBC 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 CBC. Contact information and a digital copy of the Student Handbook may be found at www.harletonisd.net.

Threat Assessment and Safe and Supportive School Team

The CBC or other appropriate administrator will work closely with the campus threat assessment and 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.

School District Authority and Jurisdiction

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

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

Reporting Crimes

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

Security Personnel

The board utilizes school resource officers (SROs) and security personnel to ensure the security and protection of students, staff, and property. In accordance with law, the board has coordinated with the CBC and other district employees to ensure appropriate law enforcement duties are assigned to these persons. Provisions addressing the various types of security personnel can be found in the CKE policy series.

“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 of Conduct.

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

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

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

Unauthorized Persons

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

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

School District Authority and Jurisdiction

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

See **DAEP—Restrictions During Placement** on page 24 for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

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

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 18, **DAEP Placement** on page 20, **Placement and/or Expulsion for Certain Offenses** on page 27, and **Expulsion** on page 30, those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed on page 17.

Disregard for Authority

Students shall not:

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

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 27.)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 27.)
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 27.)
- Enter, without authorization, district facilities that are not open for operations.

Possession of Prohibited Items

Students shall not possess or use:

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

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 27. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

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

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 20 and **Expulsion** on page 30 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

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

School District Authority and Jurisdiction

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

Safety Transgressions

Students shall not:

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

Miscellaneous Offenses

Students shall not:

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

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

Discipline Management Techniques

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

Students with Disabilities

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

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an Admission, Review, and Dismissal (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 Code of Conduct or by campus or classroom rules:

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

- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension (ISS).
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 18.
- Placement in a DAEP, as specified in **DAEP** on page 20.
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 27.
- Expulsion, as specified in **Expulsion** on page 30.
- 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.

School District Authority and Jurisdiction

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

Notification

The CBC 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 CBC shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

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

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

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or CBC, 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 CBC's office, or the central administration office or through Policy Online® at the following address:
<https://pol.tasb.org/Home/Index/608>

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

Removal from the School Bus

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

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the CBC 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 CBC's office as a discipline management technique. The CBC shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code of Conduct to maintain effective discipline in the classroom.

Formal Removal

A teacher may initiate a formal removal from class if:

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

Within three school days of the formal removal, the CBC 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 CBC 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 CBC or other administrator may place the student in:

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

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

Returning a Student to the Classroom

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

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

Out-of-School Suspension

Misconduct

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

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

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

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

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

Process

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

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

The CBC 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 CBC shall take into consideration:

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

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

Coursework During Suspension

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

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

Disciplinary Alternative Education Program (DAEP) Placement

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

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

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

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

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

Discretionary Placement: Misconduct That May Result in DAEP Placement

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

Misconduct Identified in State Law

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

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in

Title 5 (see **glossary**) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

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

Mandatory Placement: Misconduct That Requires DAEP Placement

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

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance or dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in **Expulsion** on page 30.) (See **glossary** for "under the influence", "controlled substance," and "dangerous drug.")
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. 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.
 - 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.
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Sells, gives, or delivers to another person or possesses or uses an e-cigarette.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
 - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is six to nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 30.)

- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
29. The student receives deferred prosecution (see **glossary**),
 30. A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
 31. The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

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

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

Process

Removals to a DAEP shall be made by the CBC.

Conference

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

At the conference, the CBC or appropriate administrator shall provide the student:

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

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

Consideration of Mitigating Factors

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

32. Self-defense (see **glossary**),
33. Intent or lack of intent at the time the student engaged in the conduct,
34. The student's disciplinary history,
35. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,

36. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
37. A student's status as homeless.

Placement Order

After the conference, if the student is placed in a DAEP, the CBC shall write a placement order. A copy of the DAEP placement order and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.

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

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

DAEP at Capacity

If a DAEP is at capacity at the time the CBC is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the CBC is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

Coursework Notice

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

Length of Placement

The CBC shall determine the duration of a student's placement in a DAEP.

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

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

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

School District Authority and Jurisdiction

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

Exceeds One Year

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

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

Exceeds School Year

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

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

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

Exceeds 60 Days

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

Appeals

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

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the CBC's office, the central administration office, or through Policy Online® at the following address: <https://pol.tasb.org/Home/Index/608>

Appeals shall begin at Level One with the Campus Principal.

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

Restrictions During Placement

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

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

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

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the CBC 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 CBC may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

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

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

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

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

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

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

Withdrawal During Process

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

Newly Enrolled Students

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

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

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

Emergency Placement Procedure

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

Transition Services

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

Placement and/or Expulsion for Certain Offenses

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

Registered Sex Offenders

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

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

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

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

Review Committee

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

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

Newly Enrolled Students

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

Appeal

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

Certain Felonies

Regardless of whether DAEP 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 CBC makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must have:

School District Authority and Jurisdiction

- Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- 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;
- Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- 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
- Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

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

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

Hearing and Required Findings

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

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

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

Length of Placement

The student is subject to the placement until:

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

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the CBC 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 CBC shall take into consideration:

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

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 20.)

Any Location

A student **may** be expelled for:

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

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

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

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

Within 300 Feet of School

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

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Manslaughter.
- Criminally negligent homicide.
- Aggravated robbery.
- Continuous sexual abuse of a young child or disabled individual.
- Felony controlled substance or dangerous drug offenses, not including THC.
- Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

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

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

While in a DAEP

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

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

Mandatory Expulsion: Misconduct That Requires Expulsion

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

Under Federal Law

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

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

Under the Penal Code

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

School District Authority and Jurisdiction

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

Under Age Ten

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

Process

If a student is believed to have committed an expellable offense, the CBC 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 CBC or other administrator may place the student in:

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

Hearing

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

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

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

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

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

Board Review of Expulsion

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

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

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

Expulsion Order

Before ordering the expulsion, the board or CBC shall take into consideration:

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

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

Not later than the second business day after the hearing, the campus administrator 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 Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

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

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

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

74. The student is a threat to the safety of other students or to district employees, or

75. Extended expulsion is in the best interest of the student.

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

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

Withdrawal During Process

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

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

If the CBC 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 CBC 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:

School District Authority and Jurisdiction

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

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

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

Emergency Expulsion Procedures

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

DAEP Placement of Expelled Students

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

Transition Services

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

Glossary

Abuse is improper or excessive use.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Such term does not include an antique firearm.

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

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

Harassment includes:

100. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
101. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
102. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
 - d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
 - e. Making a telephone call and intentionally failing to hang up or disengage the connection;
 - f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
 - g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;

- h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law; or
- i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

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

103. Any type of physical brutality;

104. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;

105. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or

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

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

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

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

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

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

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

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

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

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

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

- 107. Clothing, purse, or backpack;
- 108. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;
- 109. Telecommunications or electronic devices; or
- 110. Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

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

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

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

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

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

Serious misbehavior means:

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

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

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

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

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

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

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

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

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

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

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

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

School Enrollment

001 HARLETON HIGH SCHOOL

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
09	0	0	0	0	1	0	0	0	22	24	6	5	1	1	30	30	60
10	0	0	0	0	1	0	0	0	29	27	1	4	3	1	34	32	66
11	0	0	0	0	2	0	0	0	18	18	3	5	2	1	25	24	49
12	0	0	0	0	1	0	0	0	24	19	3	2	3	2	31	23	54
TOTAL	0	0	0	0	5	0	0	0	93	88	13	16	9	5	120	109	229

School Enrollment

041 HARLETON JR HIGH SCHOOL

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
06	0	0	0	0	0	0	0	0	33	26	2	1	1	2	36	29	65
07	0	0	0	0	0	1	0	0	26	23	0	7	1	1	27	32	59
08	0	0	0	0	0	0	0	0	21	15	1	2	0	1	22	18	40
TOTAL	0	0	0	0	0	1	0	0	80	64	3	10	2	4	85	79	164

School Enrollment

101 HARLETON ELEMENTARY SCHOOL

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
01	0	0	0	0	1	0	0	0	23	27	0	1	2	2	26	30	56
02	0	0	0	0	0	0	0	0	18	19	0	3	3	3	21	25	46
03	0	0	0	0	1	0	0	0	14	28	1	1	1	0	17	29	46
04	0	0	0	0	0	1	0	0	30	26	3	2	1	3	34	32	66
05	0	0	0	0	0	1	0	0	21	19	5	2	0	1	26	23	49
KG	0	0	0	0	1	0	0	0	15	12	4	2	0	4	20	18	38
PK	0	0	0	0	0	0	0	0	6	7	3	1	1	0	10	8	18
TOTAL	0	0	0	0	3	2	0	0	127	138	16	12	8	13	154	165	319

Totals for All Schools

Grade	American Ind		Asian		Black		Nat Hawaiian		White		Hisp/Lat Eth		Multi-Race		Total		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
01	0	0	0	0	1	0	0	0	23	27	0	1	2	2	26	30	56
02	0	0	0	0	0	0	0	0	18	19	0	3	3	3	21	25	46
03	0	0	0	0	1	0	0	0	14	28	1	1	1	0	17	29	46
04	0	0	0	0	0	1	0	0	30	26	3	2	1	3	34	32	66
05	0	0	0	0	0	1	0	0	21	19	5	2	0	1	26	23	49
06	0	0	0	0	0	0	0	0	33	26	2	1	1	2	36	29	65
07	0	0	0	0	0	1	0	0	26	23	0	7	1	1	27	32	59
08	0	0	0	0	0	0	0	0	21	15	1	2	0	1	22	18	40
09	0	0	0	0	1	0	0	0	22	24	6	5	1	1	30	30	60
10	0	0	0	0	1	0	0	0	29	27	1	4	3	1	34	32	66
11	0	0	0	0	2	0	0	0	18	18	3	5	2	1	25	24	49
12	0	0	0	0	1	0	0	0	24	19	3	2	3	2	31	23	54
KG	0	0	0	0	1	0	0	0	15	12	4	2	0	4	20	18	38
PK	0	0	0	0	0	0	0	0	6	7	3	1	1	0	10	8	18
TOTAL	0	0	0	0	8	3	0	0	300	290	32	38	19	22	359	353	712

***** End of report *****