

Public Hearing / Regular Meeting
Tuesday, December 9, 2025 7:00 PM

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

Agenda

1. Call Public Hearing on First Report to Order
 - 1.A. Conduct Public Hearing on FIRST Report
2. Call to Order
3. Roll Call of Board Members

4. Pledge of Allegiance and Invocation
5. Student of the Month
6. Open Forum
7. Consent Agenda
 - 7.A. Approval of Board Minutes
 - 7.B. Donations
 - 7.C. Obligations and Vouchers

 - 7.D. Financial Statement

8. Discussion Items
 - 8.A. Discussion of Superintendent Evaluation Instrument and Timeline
9. Action Items
 - 9.A. Consider/Take Action on Approving 2024-2025 FIRST Report
 - 9.B. Consider/Take Action on Restroom Repair at the Junior High Gymnasium
10. Closed Session
 - 10.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 551.076 Deliberations about School Security
11. Superintendent Report
 - 11.A. Request for Library Books
 - 11.B. Current Enrollment
 - 11.C. Update 126
 - 11.D. Discuss EIC Policy
 - 11.E. Board Christmas Party
12. Board Input
13. Adjourn



Financial Integrity Rating System of Texas

**2024-2025 RATINGS BASED ON SCHOOL YEAR 2023-2024 DATA - DISTRICT STATUS
 DETAIL**

Name: HARLETON ISD(102905)	Publication Level 1: 8/8/2025 12:54:09 PM
Status: Passed	Publication Level 2: 8/8/2025 4:49:42 PM
Rating: A = Superior Achievement	Last Updated: 8/8/2025 4:49:42 PM
District Score: 100	Passing Score: 70

#	Indicator Description	Updated	Score
1	<u>Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?</u>	4/23/2025 6:09:51 PM	Yes
2	<u>Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)</u>	4/23/2025 6:09:51 PM	Yes
3	<u>Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (= person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)</u>	4/23/2025 6:09:51 PM	Yes
4	<u>Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies? (If the school district received a warrant hold and the warrant hold was not cleared within 30 days from the date the warrant hold was issued, the school district is considered to not have made timely payments and will fail critical indicator 4. If the school district was issued a warrant hold, the maximum points and highest rating that the school district may receive is 95 points, A = Superior Achievement, even if the issue surrounding the initial warrant hold was resolved and cleared within 30 days.)</u>	4/23/2025 6:09:51 PM	Yes Ceiling Passed
			1 Multiplier Sum
5	<u>Was the total net position in the governmental activities column in the Statement of Net Position (net of accretion of interest for capital appreciation bonds, net pension liability, and other post-employment benefits) greater than zero? (If it is not, the maximum points and highest rating that the school district may receive is 79 points, C = Meets Standard Achievement, unless the school district has an increase of students in membership over 5 years of 7 percent or more or 1,000 or more students in membership. If the school district has an increase of students in membership over 5 years of 7 percent or more or 1,000 or more students in membership, the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)</u>	4/23/2025 6:09:51 PM	Ceiling Passed
6	<u>Was the average change in (assigned and unassigned) fund balances over 3 years less than a 25 percent decrease or did the current year's assigned and unassigned fund balances exceed 75 days of operational expenditures? (If the school district fails indicator 6, the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement)</u>	4/23/2025 6:09:51 PM	Ceiling Passed

	<u>Was the measure of current assets to current liabilities ratio for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)? See ranges below in the Determination of Points section.</u>	4/23/2025 6:09:51 PM	10
8	<u>Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt? See ranges below in the Determination of Points section.</u>	4/23/2025 6:09:51 PM	10
9	<u>Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days? See ranges below in the Determination of Points section.</u>	4/23/2025 6:09:51 PM	10
10	This indicator is not being evaluated.		10
11	<u>Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency? (If the school district's increase of students in membership over 5 years was 7 percent or more or 1,000 or more students in membership, then the school district passes this indicator.)</u>	4/23/2025 6:09:51 PM	10
12	<u>What is the correlation between future debt requirements and the district's assessed property value?</u>	4/23/2025 6:09:51 PM	10
13	<u>Was the school district's administrative cost ratio equal to or less than the threshold ratio? See ranges below in the Determination of Points section.</u>	4/23/2025 6:09:51 PM	10
14	<u>Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? If the student enrollment did not decrease, the school district will automatically pass this indicator.</u>	4/23/2025 6:09:51 PM	10
15	<u>Was the school district's ADA within the allotted range of the district's biennial pupil projection(s) submitted to TEA? If the district did not submit pupil projections to TEA, did it certify TEA's projections? See ranges below in the Determination of Points section.</u>	4/23/2025 6:09:51 PM	5
16	<u>Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function? (If the school district fails indicator 16, the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)</u>	4/23/2025 6:09:51 PM	Ceiling Passed
17	<u>Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds and free from substantial doubt about the school district's ability to continue as a going concern? (The AICPA defines material weakness.) (If the school district fails indicator 17, the maximum points and highest rating that the school district may receive is 79 points, C = Meets Standard Achievement.)</u>	4/23/2025 6:09:51 PM	Ceiling Passed
18	<u>Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)</u>	4/23/2025 6:09:51 PM	10
19	<u>Did the school district post the required financial information on its website in accordance with Government Code, Local Government Code, Texas Education Code, Texas Administrative Code and other statutes, laws and rules that were in effect at the school district's fiscal year end?</u>	4/23/2025 6:09:51 PM	5
20	<u>Did the school district's administration and school board members discuss any changes and/or impact to local, state, and federal funding at a board meeting within 120 days before the district adopted its budget?</u>	4/23/2025 6:09:51 PM	Ceiling Passed
21	<u>Did the school district receive an adjusted repayment schedule for more than one fiscal year for an over-allocation of Foundation School Program (FSP) funds because of a financial hardship?</u>	4/23/2025 6:09:51 PM	Ceiling Passed
			100 Weighted Sum
			1 Multiplier Sum
			(100 Ceiling)

DETERMINATION OF RATING

A.	Did the school district fail any of the critical indicators 1, 2, 3, or 4? If so, the school district's rating is F for Substandard Achievement regardless of points earned.	
B.	Determine the rating by the applicable number of points.	
	A = Superior Achievement	90-100
	B = Above Standard Achievement	80-89
	C = Meets Standard Achievement	70-79
	F = Substandard Achievement	<70

No Rating = A school district receiving territory that annexes with a school district ordered by the commissioner under TEC 13.054, or consolidation under Subchapter H, Chapter 41. No rating will be issued for the school district receiving territory until the third year after the annexation/consolidation.

The school district receives an **F** if it scores below the minimum passing score, if it failed any critical indicator 1, 2, 3, or 4, if the AFR or the data were not both complete, or if either the AFR or the data were not submitted on time for FIRST analysis.

CEILING INDICATORS

Did the school district meet the criteria for any of the following **ceiling indicators** 4, 5, 6, 16, 17, 20, or 21? If so, the school district's applicable maximum points and rating are disclosed below. Please note, an F = Substandard Achievement Rating supersedes any rating earned as the result of the school district meeting the criteria of a ceiling indicator.

Determination of rating based on meeting ceiling criteria.	Maximum Points	Maximum Rating
Indicator 4 (Timely Payments) - School district was issued a warrant hold.	95	A = Superior Achievement
Indicator 5 (Total Net Position) - Negative total net position and do not have 7% or more or 1,000 or more increase in growth in students in membership over 5 years.	79	C = Meets Standard Achievement
Indicator 6 (Average Change in Fund Balance) - Response to indicator is <i>No</i> .	89	B = Above Standard Achievement
Indicator 16 (PEIMS to AFR) - Response to indicator is <i>No</i> .	89	B = Above Standard Achievement
Indicator 17 (Material Weaknesses) - Response to indicator is <i>No</i> .	79	C = Meets Standard Achievement
Indicator 20 (Property Values and Tax Discussion) - Response to indicator is <i>No</i> .	89	B = Above Standard Achievement
Indicator 21 (FSP Repayment Plan) - Response to indicator is <i>Yes</i> .	70	C = Meets Standard Achievement

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THE TEXAS EDUCATION AGENCY
1701 NORTH CONGRESS AVENUE • AUSTIN, TEXAS, 78701 • (512) 463-9734

Harleton ISD

Regular Meeting: November 11, 2025

Members Present: Kevin Evers
Tim Skaggs
Harvey Fox
Pat Mc Gill
Ben Wilson
Brian Fitzgerald

Members Absent: Jacob Muehlstein

The meeting was called to order at 7:02 PM with a roll call of members.

Pledge was led by Kevin Evers and invocation was offered by Jay Ratcliff.

Open Forum was not held.

Students of the Month were recognized and presented a certificate and a gift card. Elementary students of the month for November were Dallin Phillips and Bryson Burwell. Junior High student of the month for November was Katy Smith. High School student of the month for November was Macy Leake.

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

- October 14, 2025 Board Minutes
- Donations for Angel Tree in Memory of Dianne Ivey, Marsha Telford \$50.00, James and Sookie Cunningham \$50.00, Brenda Smith \$50.00, Lois Crim \$50.00, Perry and Kristie Hawkins \$50.00, Jan May \$50.00, Gayla Mc Cay \$50.00
- Obligations and Vouchers
- Financial Statement

Motion by Ben Wilson and second by Pat Mc Gill to approve the Campus Improvement Plans as presented. Voting for: Harvey Fox, Tim Skaggs, Brian Fitzgerald and Kevin Evers. Voting against: None. Motion carried.

Motion by Harvey Fox and second by Ben Wilson to approve the District Improvement Plan as presented. Voting for: Tim Skaggs, Pat Mc Gill, Kevin Evers and Brian Fitzgerald. Voting against: None. Motion carried.

Motion by Ben Wilson and second by Brian Fitzgerald to approve the purchase of the books on the annotated book list. Voting for: Tim Skaggs, Harvey Fox, Pat Mc Gill and Kevin Evers. Voting against: None. Motion carried.

Motion by Pat Mc Gill and second by Ben Wilson to approve hiring Kinsey Trest as a high school teacher/coach for the 2025-2026 school year on a ten month probationary contract. Voting for: Harvey Fox, Tim Skaggs, Brian Fitzgerald and Kevin Evers. Voting against: None. Motion carried.

Motion by Brian Fitzgerald and second by Ben Wilson to approve making December 18, 2025 an early release day. Voting for: Tim Skaggs, Harvey Fox, Pat Mc Gill and Kevin Evers. Voting against: None. Motion carried.

Motion by Tim Skaggs and second by Harvey Fox to approve the purchase of two new mowers on our 3-year replacement program cycle. Voting for: Pat Mc Gill, Ben Wilson, Brian Fitzgerald and Kevin Evers. Voting against: None. Motion carried.

Closed Session was not held.

Superintendent Report

- Enrollment
- Update 126
- Resignations/New Hires
- Board Christmas Party Date

Motion by Pat Mc Gill and second by Ben Wilson to adjourn meeting at 7:40 PM. Voting for: Harvey Fox, Tim Skaggs, Kevin Evers and Brian Fitzgerald. Voting against: None. Motion carried.

Jacob Muehlstein, President

Harvey Fox, Secretary

Harleton ISD Donations

DONATION	ORGANIZATION	DATE GIVEN	VALUE	TAX DEDUCTIBLE
James & Elaine Baker	Angel Tree	11/21/2025	\$150.00	
Mr. & Mrs. Richard Hardy	Angel Tree	11/21/2025	\$150.00	
Mr. & Mrs. Richard Hardy	Christmas - Junior High	11/21/2025	\$50.00	

For the Month of November

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
010687	11-04-2025	Capital One	060506	ap#275510,	865-00-2190.HS-001-6000HG	FB breakfast	160.18	N
			060573	ap# 414425	865-00-2190.HS-001-6000HG	Fieldhouse Supplies	474.13	N
			060589	TR# 03419	865-00-2190.HS-001-6000HV	HS concession stand	19.68	N
						Totals for Check 010687	653.99	
010688	11-10-2025	Nona Michelle Floyd	060755	101	865-00-2190.HS-001-6000HJ	majorette supplies	280.00	N
010689	11-11-2025	National FFA Organization	060799	FFA Fees	865-00-2190.HS-001-6000H3	Texas ffa roster	1,411.00	N
010690	11-11-2025	Shawnee Moreno	060783	HarletonISD	865-00-2190.HS-001-6000HH	new coaches shirts	102.00	N
010691	11-13-2025	Jostens	060803	1441617	865-00-2190.HS-001-6000HW	2024-25 yearbooks	8,874.70	N
010692	11-13-2025	Grimco Inc	060795	34510321-03	865-00-2190.HS-001-6000HK	screen scrubbing sponges	10.30	N
010693	11-14-2025	Christi Siler	060702	reimbursement	865-00-2190.HS-001-6000HB	HS Cheer	560.09	N
010694	11-17-2025	Capital One	060736	aprvl452458	865-00-2190.EL-101-6000E2	Teacher contest	117.71	N
			060674	aprvl # 000663	865-00-2190.HS-001-6000HG	FB breakfast	204.56	N
			060611	aprvl# 565846	865-00-2190.HS-001-6000HV	supplies	359.05	N
						Totals for Check 010694	681.32	
010695	11-21-2025	Traci Jones	060918	angel tree 2025	865-00-2190.EL-101-6000E1	Angel Tree supplies	2,000.00	N
010696	11-21-2025	Nona Michelle Floyd	060850	101	865-00-2190.HS-001-6000H1	band shirts	50.00	N
010697	11-21-2025	Piney Park	060867	#10	865-00-2190.EL-101-6000E2	2nd grade field trip on 12/10	510.00	N
010698	11-21-2025	Amazon Capital Services	060862	athl supplies	865-00-2190.HS-001-6000HG	S&C HS/JH Athletics	209.85	N
050132	11-19-2025	Credit Card Center	060498	auth 022439	199-11-6399.01-001-6110BD	purchase sousaphone bell cover	631.78	N
			060521	GG00283135	199-11-6399.04-041-611000	OnlineToolUse with Instruction	225.00	N
			060105	rec # 307986	199-11-6412.01-001-622000	state convention	1,572.90	N
			060597	aprvl 018793	199-11-6499.01-001-6990HS	Staff Incentives	24.75	N
			060603	auth 073007	199-11-6499.01-001-6990HS	HS Staff Breakfast	35.71	N
			060500	auth 032149	199-11-6499.01-041-6990JH	Teacher Perfect attendance	50.00	N
			060502	superstar meal	199-11-6499.05-001-611000	HS Student 6wks incentives	148.20	N
			060433	auth 098203	199-11-6499.05-001-611000	HS Student 6wks incentives	317.45	N
			060522	membership fee	199-13-6411.00-041-611000	CAST Science Teacher Conferenc	650.00	N
			060106	2025-2026	199-23-6329.00-001-699000	Smore subscription	99.00	N
			060548	auth 049803	199-23-6329.00-101-699000	TX Documentation Handbook	65.00	N
			060547	Auth 067617	199-31-6399.00-041-699000	Counselor resources	39.00	N
			060513	hydraulic cylind	199-34-6319.00-999-699000	Maint Truck Hydraulic Cylinder	413.82	N
			060561	apprvl 000419	199-36-6399.00-001-691000	Video Recording	39.98	N
			060568	Mid Winter Conf	199-41-6411.00-701-699000	Hotel for Mid-Winter	1,983.81	N
			060640	auth 040405	199-41-6411.00-701-699000	Boss's Day Meal	128.17	N
			060250	auth 078104	199-41-6419.00-702-699000	Board Meal - November	137.97	N
			060617	staff incentive	199-41-6499.01-750-699000	staff incentives	315.46	N
			060182	aprvl 088882	199-53-6411.00-750-699000	hotel stay TASBO conference	300.18	N
						Totals for Check 050132	7,178.18	
050133	11-19-2025	TreviPay-Walmart	060420	or#20001374274	199-11-6399.07-041-623000	Chair JH Spec Ed	62.50	N

For the Month of November

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
050134	11-19-2025	Credit Card Center	060524	reading incenti	865-00-2190.EL-101-6000E2	Donuts for reading incentive	23.60	N
			060447	auth 005292	865-00-2190.EL-101-6000E2	Donuts for student rewards	38.85	N
			060421	or#10351584795	865-00-2190.JH-041-6000J4	Jr. High concession stand	235.40	N
Totals for Check 050134							297.85	
050716	11-21-2025	WEX Bank	060508	108323058	199-11-6311.00-001-622000	District Fuel Charges	155.81	N
			060508	108323058	199-34-6311.00-999-699000	District Fuel Charges	911.64	N
			060508	108323058	199-51-6311.00-999-699000	District Fuel Charges	755.82	N
Totals for Check 050716							1,823.27	
081127	11-04-2025	Capital One	060450	spanish supplie	199-11-6399.00-001-625000	Spanish Fiesta Supplies	139.18	N
			060515	ap# 181184	199-11-6399.00-101-611000	Elem classroom supplies	145.36	N
			060431	ap# 456910	199-11-6399.02-101-6110AR	AR store items	268.03	N
			060497	ap# 704084	199-11-6399.05-001-6110CH	Physics Lab Supplies	426.13	N
			060451	ap# 136686	199-11-6399.10-101-611000	4th grade supplies	256.15	N
			060529	AP# 567732	199-11-6399.11-101-611000	5th grade supplies	310.74	N
			060620	HS supplies	199-11-6499.01-001-6990HS	Food for HOCO dance	191.24	N
			060489	ap# 751179	199-11-6499.01-041-6990JH	JH staff incentives	634.62	N
			060392	ap # 981127	199-12-6329.01-999-699000	tv & wall mount for elem/jh	621.54	N
			060474	ap# 130201	199-34-6319.00-999-699000	Mainten & Transp Supplies	338.66	N
			060604	ap# 943999	199-36-6499.05-001-699000	HS Tailgate supplies	505.02	N
			060455	ap# 535171	199-41-6499.01-750-699000	Supplies for Tailgate food	331.01	N
			060474	ap# 130201	199-51-6319.00-999-699000	Mainten & Transp Supplies	219.33	N
			060474	ap# 130201	199-51-6411.00-999-699000	Mainten & Transp Supplies	119.30	N
			060487	ap# 471531	240-35-6341.00-999-699000	spices and food for Cafe	50.11	N
			060487	ap# 471531	240-35-6342.00-999-699000	spices and food for Cafe	25.11	N
Totals for Check 081127							4,581.53	
081128	11-04-2025	Kirk Jones	060638	athletic securi	199-36-6219.02-001-691000	Athletic Security	202.50	N
081129	11-04-2025	The Sherwin Williams	060634	7702-6	199-51-6319.00-999-699000	Wiegth Room Paint	121.94	N
081130	11-04-2025	Christi Speer	060095	band meal money	199-36-6412.01-001-6990BD	meal money for EF game	984.00	N
081131	11-04-2025	Sysco Food Services Of E.	060210	Oct 2nd check	240-35-6341.00-999-699000	OCT '25 GROCERY	90.00	N
			060210	Oct 2nd check	240-35-6341.00-999-699000	OCT '25 GROCERY	5,802.30	N
			060210	Oct 2nd check	240-35-6341.00-999-699000	OCT '25 GROCERY	90.26	N
			060210	Oct 2nd check	240-35-6341.01-999-699000	OCT '25 GROCERY	650.79	N
			060210	Oct 2nd check	240-35-6342.00-999-699000	OCT '25 GROCERY	945.57	N
Totals for Check 081131							7,578.92	
081132	11-04-2025	Subway	060725	82525	199-36-6412.01-041-691000	Jr High Girls Meals	207.36	N
081133	11-04-2025	Southwest Solutions	060697	50246	240-35-6249.00-999-699000	HS Walk-in Freezer repair	442.60	N
081134	11-04-2025	Quentin Heath McFall	060644	SRO Duty	199-52-6219.00-999-699000	SRO Duty	700.00	N
081135	11-04-2025	Shawnee Moreno	060748	HS ath girls sh	199-36-6399.01-001-6910GR	basketball shoes	256.00	N
			060686	athlet shoes	199-36-6399.04-041-691000	JH shoes	94.00	N
			060686	athlet shoes	199-36-6399.06-041-691000	JH shoes	94.00	N
			060686	athlet shoes	199-36-6399.07-041-691000	JH shoes	94.00	N
			060686	athlet shoes	199-36-6399.12-041-691000	JH shoes	94.00	N
Totals for Check 081135							632.00	

For the Month of November

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
081136	11-04-2025	Blake England	060647	SRO Duty	199-52-6219.00-999-699000	SRO Duty	360.00	N
081137	11-05-2025	Quill LLC	060610	46268841	199-11-6399.00-001-611000	supplies	316.13	N
081138	11-05-2025	Tatum Music Company Inc	060096	622268	199-11-6249.01-001-6110BD	fall instrument repairs	82.50	N
			060097	L621811	199-11-6399.01-001-6110BD	fall Band supplies	599.52	N
Totals for Check 081138							682.02	
081139	11-05-2025	Texas Iron & Steel Inc	060613	233901	199-11-6399.03-001-622000	Metal for the shop	3,061.02	N
081140	11-05-2025	Wj Cpr & First Aid	060722	10145417	199-33-6399.00-999-699000	Nurse Supplies /AED Battery	425.00	N
081141	11-05-2025	Republic Services #070	060159	0070003694742	199-51-6259.05-999-699000	Trash Service/ District	4,248.34	N
081142	11-05-2025	Region 6 Edcation Center	060741	077789	199-41-6239.00-750-699000	EduHero Yearly Renewal	1,340.00	N
081143	11-05-2025	Top Shelf Imaging	060665	15671	199-11-6399.00-001-628000	Toner for DAEP	178.00	N
			060727	15720	199-11-6399.00-101-624000	Toner for HES Starlab	89.00	N
Totals for Check 081143							267.00	
081144	11-05-2025	Piney Woods Football Clini	060742	piney wood clas	199-36-6411.00-001-691000	Coaches Prof Dev	300.00	N
081145	11-05-2025	Westcom Wireless Inc	060740	31305	199-36-6249.01-001-691000	Headset reconditioning	607.00	N
081146	11-05-2025	Tyler Jr College/Theatre D	060731	clinic fee OAP/	199-11-6399.06-001-611000	OAP Clinic	250.00	N
081147	11-05-2025	Kraig Jones	060753	1150891	199-51-6249.04-999-699000	District Field treatment	4,227.93	N
081148	11-05-2025	Winning Trophies	060737	11009	199-36-6499.06-001-699000	Distr CC Awards	764.04	N
081149	11-05-2025	US Law Shield	060747	INV23139189	199-52-6249.01-999-699000	Security Insurance	788.40	N
081150	11-05-2025	Pete McCarty Oil Compan	060165	20539 & 20568	199-34-6311.00-999-699000	Monthly Fuel delivery	4,245.06	N
081151	11-05-2025	Quill LLC	060724	7632 & 4145	199-11-6399.04-001-611000	ELA supplies	243.63	N
081152	11-05-2025	Rick's Sign Company LLC	060397	41588	199-11-6249.01-001-6110BD	wildcat logos-band	140.00	N
081153	11-05-2025	The University of Texas A	060769	membership fee	199-36-6499.00-999-699000	District Membership Fee	2,600.00	N
081154	11-05-2025	Lisa Wright	060065	meal money	199-11-6411.00-101-611000	Conference meals 11/20-11/23	200.00	N
081155	11-05-2025	Longview ISD/ Dr Wayne	060743	2025-2026	199-11-6219.00-041-623000	Student services-RDSD	8,817.31	N
081156	11-05-2025	Little Rock Coaches	060670	1475	199-36-6412.00-999-699000	charter to state marching	9,675.00	N
081157	11-06-2025	Agency 405 - TXDPS	060260	crs20250932009	199-41-6499.01-750-699000	Background check/Criminal hist	41.00	N
081158	11-06-2025	Alert Services Inc	060642	INV521890	199-36-6399.01-001-691000	Medical Supplies	183.50	N
081159	11-06-2025	BSN	060744	931832399	199-36-6399.00-001-691000	Add Team winter order	50.88	N
			060645	931832383	199-36-6399.00-001-691000	Winter Clothing	1,848.00	N
			060645	931832383	199-36-6399.01-001-691000	Winter Clothing	990.41	N
			060645	931832383	199-36-6399.07-001-691000	Winter Clothing	242.91	N
Totals for Check 081159							3,132.20	
081160	11-06-2025	Coburns	060772	116306573	199-51-6319.00-999-699000	Elem water fountain repair	1,375.99	N
081161	11-06-2025	Brothers Produce, Inc.	060199	Oct-25	240-35-6341.00-999-699000	OCT '25 PRODUCE	1,919.70	N
081162	11-06-2025	ABC Auto # 18	060328	25IN305640	199-34-6319.00-999-699000	Transportation Supply	282.16	N

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Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
081163	11-06-2025	Carolina Biological Supply	060520	7579 & 5033	199-11-6399.04-041-611000	7th Grade Shark Dissection Lab	461.54	N
081164	11-06-2025	CEV Multimedia, Ltd.	060719	INV-17513	410-11-6399.00-001-611000	Ag Curriculum	5,300.00	N
081165	11-06-2025	Amazon Capital Services	060684	1ldxk1jwllgq	199-11-6399.00-101-611000	Supplies	193.45	N
			060437	c7dn% 3wnp	199-11-6399.06-101-611000	Classroom Supplies-2nd grade	402.96	N
			060391	1ldwnhwwdkwr	199-11-6399.10-101-611000	4th grade Tables	476.68	N
			060663	1dlj4qtdw6yj	199-11-6649.04-041-623000	headphones 1 set	74.99	N
Totals for Check 081165							1,148.08	
081166	11-06-2025	Coburns	060773	9731,0138,9846	199-51-6319.00-999-699000	HVAC Supplies / District	8,662.65	N
081167	11-06-2025	East Tex Filters Of Longvi	060284	5427&5463-11	199-51-6249.00-001-699000	Monthly Filter Service	350.00	N
			060284	605269-11	199-51-6249.00-041-699000	Monthly Filter Service	140.00	N
			060284	605260-11	199-51-6249.00-101-699000	Monthly Filter Service	242.75	N
Totals for Check 081167							732.75	
081168	11-06-2025	Datamax, Inc.	060268	2769833	199-11-6269.00-001-611000	Lease Contract	344.74	N
			060268	2769833	199-11-6269.00-041-611000	Lease Contract	344.74	N
			060272	sept/oct 2025	199-11-6269.00-041-611000	Lease G-01257	2,276.96	N
			060268	2769833	199-11-6269.00-101-611000	Lease Contract	344.74	N
			060268	2769833	199-41-6269.00-750-699000	Lease Contract	344.71	N
Totals for Check 081168							3,655.89	
081169	11-06-2025	Enviromental Solvent Rec	060778	26769	199-34-6319.00-999-699000	Transportation Supply	110.00	N
081170	11-06-2025	Eichelbaum Wardell	060734	legal matters	199-41-6211.00-701-699000	Legal Services	1,630.50	N
081171	11-06-2025	Amazon Capital Services	060627	1rjdp1hy9466	199-11-6399.09-041-611000	Home Ec Supplies	1,431.05	N
			060677	vpfj & jkmw	199-11-6399.10-101-611000	4th grade supplies	220.43	N
			060579	1qmdlf9k1cfk	199-11-6649.00-041-611000	Flourescent light covers	79.96	N
Totals for Check 081171							1,731.44	
081172	11-06-2025	ETAPT	060746	2025-2026	199-34-6499.00-999-699000	2025-2026 Membership Dues	50.00	N
081173	11-06-2025	Hallsville High School	060733	clinic fee OAP/	199-36-6412.03-001-699000	OAP Clinic w/ Larry Wisdom	350.00	N
081174	11-06-2025	Harleton Hardware LLC	060550	Oct-25	199-11-6399.03-001-622000	Materials needed for shop	64.42	N
			060616	Oct-25	199-11-6399.12-001-611000	Misc Supplies	20.99	N
			060616	Oct-25	199-11-6399.12-041-611000	Misc Supplies	20.99	N
			060616	Oct-25	199-11-6399.12-101-611000	Misc Supplies	20.97	N
			060470	Oct-25	199-34-6319.00-999-699000	Hardware Supplies	93.99	N
			060470	Oct-25	199-51-6319.00-999-699000	Hardware Supplies	700.00	N
Totals for Check 081174							921.36	
081175	11-06-2025	Jennifer L Hargett	060580	meal money	199-11-6411.00-041-611000	Hargett & Cantrelle Per Diem	300.00	N
081176	11-06-2025	Harris County Toll Road A	060771	012568928073	199-11-6411.01-001-622000	Toll charge / Ag Truck	73.88	N
081177	11-06-2025	Breana Stripling	060760	reimbursement	199-12-6411.01-999-699000	Course purchase	18.99	N
081178	11-06-2025	Gecko Pest Control LLC	060150	302022	199-51-6249.04-999-699000	Monthly Pest Control	292.41	N
			060150	302022	240-51-6249.01-999-699000	Monthly Pest Control	87.59	N
Totals for Check 081178							380.00	

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Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
081179	11-06-2025	Hiland Dairy Foods	060219	Oct-25	240-35-6341.00-999-699000	OCT '25 MILK	4,495.73	N
081180	11-06-2025	Follett Content Solutions,	060560	634429 & F	199-12-6329.02-999-699000	replacement library books	672.61	N
			060713	638111F	199-12-6329.02-999-699000	wimpy kid books	61.96	N
Totals for Check 081180							734.57	
081181	11-06-2025	Gold Star Foods- Texas Di	060757	3214166	240-35-6299.00-999-699000	Commodity Storage/Delivery	902.28	N
081182	11-06-2025	Amazon Capital Services	060717	1w4hkntp1lcl	199-11-6399.03-101-623000	Elem Spec Ed Supplies	178.62	N
			060738	1cnqc6qn66q9	199-11-6399.06-001-611000	Theatre Program Supplies	463.19	N
Totals for Check 081182							641.81	
081183	11-07-2025	Hallsville High School	060732	OAP Clinic	199-36-6412.03-001-699000	OAP Clinic w/ Rick Garcia	475.00	N
081184	11-07-2025	Kirby	060236	128037,128040	240-35-6299.00-999-699000	OCT '25 LEASE/SUPPLIES	238.00	N
			060236	130342	240-35-6342.00-999-699000	OCT '25 LEASE/SUPPLIES	149.95	N
Totals for Check 081184							387.95	
081185	11-07-2025	Lowe's Home Center	060549	Oct-25	199-11-6399.03-001-622000	Materials needed for shop	799.29	N
			060291	Oct-25	199-51-6319.00-999-699000	Maint Supplies	2,388.40	N
Totals for Check 081185							3,187.69	
081186	11-07-2025	Marshall Welding Supply I	060477	834567	199-11-6269.01-001-611000	Monthly Gas Rental Fee	26.00	N
			060477	834567	199-11-6269.01-001-622000	Monthly Gas Rental Fee	45.00	N
			060477	834567	199-11-6269.01-041-611000	Monthly Gas Rental Fee	12.75	N
			060477	834567	199-11-6269.01-101-611000	Monthly Gas Rental Fee	30.75	N
			060477	834567	199-51-6269.00-999-699000	Monthly Gas Rental Fee	16.75	N
Totals for Check 081186							131.25	
081187	11-07-2025	Music Mountain Water Co	060292	Oct-25	199-11-6499.01-001-6990HS	Monthly Water Service	68.94	N
			060292	Oct-25	199-11-6499.01-041-6990JH	Monthly Water Service	107.34	N
			060292	Oct-25	199-11-6499.01-101-6990EL	Monthly Water Service	168.86	N
			060292	Oct-25	199-41-6419.00-702-699000	Monthly Water Service	15.47	N
			060292	Oct-25	199-51-6411.00-999-699000	Monthly Water Service	15.46	N
Totals for Check 081187							376.07	
081188	11-07-2025	Quill LLC	060726	46385182	199-11-6399.01-001-622000	Ink for HS Printshop	43.18	N
081189	11-07-2025	Wilson Air Conditioning, In	060463	113217	199-51-6639.01-999-699000	JH/ AC Unit	12,293.00	N
081190	11-07-2025	ED311	060770	43434	199-13-6411.00-101-611000	Workshop registration	175.00	N
081191	11-07-2025	Kane Security Company	060155	35935	199-51-6249.00-001-699000	Monthly Fire Alarm Monitoring	30.00	N
081192	11-07-2025	Phillip Haskell	060649	SRO Duty	199-52-6219.00-999-699000	SRO Duty	640.00	N
081193	11-07-2025	Quill LLC	060448	46420013	199-53-6399.00-750-699000	Office Supplies	33.29	N
081194	11-07-2025	Region 7 Education Servic	060033	099840	199-13-6239.00-041-611000	504 Legal Update Workshop	75.00	N
081195	11-07-2025	Tune In	060300	953441	199-36-6399.07-041-699000	HJH UIL Academics Supplies	105.40	N
081196	11-07-2025	Wilson Air Conditioning, In	060462	i87202	199-51-6249.00-041-699000	JH/ AC Repair	3,620.49	N
081197	11-07-2025	Swift Sensors Inc	060779	14090	240-35-6299.00-999-699000	Annual Monitoring subscription	325.00	N
081198	11-10-2025	JP Gould Baxter - Longvie	060792	364279,364278	199-11-6399.08-001-611000	Laundry supplies	579.00	N

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Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
081199	11-10-2025	Crystal Brock	060784	mileage	199-23-6411.00-001-699000	Mileage Reimbursement	253.36	N
081200	11-10-2025	TASBO	060790	Cash-9441-2025	199-53-6499.00-750-699000	Membership Renewal	210.00	N
081201	11-10-2025	Gimkit Inc	060449	EUEX0H4C-0001	410-11-6399.00-001-611000	Gimkit/ District License 25-26	216.66	N
			060449	EUEX0H4C-0001	410-11-6399.00-041-611000	Gimkit/ District License 25-26	216.67	N
			060449	EUEX0H4C-0001	410-11-6399.00-101-611000	Gimkit/ District License 25-26	216.67	N
Totals for Check 081201							650.00	
081202	11-10-2025	The Spot on 154 LLC	060781	0044	199-36-6412.01-041-691000	FB Meals 11/6	400.00	N
081203	11-10-2025	Amazon Capital Services	060666	1cnqc6qngjnl	199-53-6399.00-750-699000	Gate Cash Box	61.57	N
081204	11-11-2025	Flowers Baking Co of	060227	Oct-25	240-35-6341.00-999-699000	OCT '25 BREAD	1,200.22	N
081205	11-11-2025	Region 7 Education Servic	060422	099841	199-13-6239.00-101-611000	504 workshop	75.00	N
081206	11-11-2025	Sysco Food Services Of E.	060211	Nov 2025 1st	240-35-6341.00-999-699000	NOV '25 GROCERY	6,927.82	N
			060211	Nov 2025 1st	240-35-6341.01-999-699000	NOV '25 GROCERY	762.45	N
			060211	Nov 2025 1st	240-35-6342.00-999-699000	NOV '25 GROCERY	688.29	N
Totals for Check 081206							8,378.56	
081207	11-11-2025	Randall L. Pilkington	060793	2025-2026	199-51-6259.06-999-699000	Aerobic System/ Archery Bldg	300.00	N
081208	11-11-2025	Kenneth Hines	060754	athletic securi	199-36-6219.02-001-691000	Athletic Security	360.00	N
081209	11-11-2025	RIcoh USA	060323	43291&64322	199-53-6219.00-750-699000	Docuware Data Storage	3,144.46	N
081210	11-11-2025	Amazon Capital Services	060353	7ky4 & 1ydj	199-12-6399.00-999-699000	library supplies	718.17	N
081211	11-11-2025	Shawnee Moreno	060782	HarletonISD	199-36-6399.06-001-691000	state xc shirts	68.00	N
081212	11-11-2025	Unit Sets Unlimited	060089	300764	199-11-6639.00-001-611000	New UIL Unit Set	8,250.00	N
081213	11-13-2025	BSN	060807	932018156	199-36-6399.01-001-6910GR	HS Girls basketball supplies	127.20	N
081214	11-13-2025	Flatt Stationers Inc	060739	295209-00	199-11-6399.00-101-6110PA	Copy Paper	1,410.00	N
081215	11-13-2025	TASB Inc.	060813	676920	199-41-6214.00-720-699000	Board Book Subscription	457.81	N
			060813	676920	199-41-6499.00-720-699000	Board Book Subscription	1,542.19	N
Totals for Check 081215							2,000.00	
081216	11-13-2025	Tatum Music Company Inc	060097	L623474	199-11-6399.01-001-6110BD	fall Band supplies	149.12	N
081217	11-13-2025	Envirotek Cleaning	060812	20493	199-51-6319.02-999-699000	Powerwasher	2,000.00	N
081218	11-13-2025	EZ School Apps	060814	DST887-4772	199-11-6399.14-001-611000	Membership Renewal	400.00	N
			060814	DST887-4772	199-11-6399.14-041-611000	Membership Renewal	400.00	N
			060814	DST887-4772	199-11-6399.14-101-611000	Membership Renewal	400.00	N
Totals for Check 081218							1,200.00	
081219	11-13-2025	Mike Harper	060777	reimbursement	199-34-6319.00-999-699000	Reimbursement	181.83	N
081220	11-13-2025	John S Coleman	060599	AG Consulting	199-11-6219.00-001-622000	HS Ag Consulting	3,625.00	N
081221	11-13-2025	Kenneth Craig Black	060650	SRO Duty	199-52-6219.00-999-699000	SRO Duty	240.00	N
081222	11-13-2025	Garrett Bailey	060651	SRO Duty	199-52-6219.00-999-699000	SRO Duty	340.00	N
081223	11-13-2025	Anita Ferrell	060801	fuel reimbursem	199-11-6411.03-001-622000	Fuel for Van 3	52.03	N

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081224	11-13-2025	Isaac Barnett	060653	SRO Duty	199-52-6219.00-999-699000	SRO Duty	680.00	N
081225	11-13-2025	Daniel Young	060648	SRO Duty	199-52-6219.00-999-699000	SRO Duty	320.00	N
081226	11-13-2025	Anthony Robinson	060102	percus lesson	199-11-6219.00-001-6110BD	percussion lessons	1,200.00	N
081227	11-13-2025	Melissa Fitts	060821	Startup money	199-36-6399.11-101-699000	Change for Archery Tournament	300.00	N
081228	11-14-2025	Randall L. Pilkington	060828	55433	199-51-6259.06-999-699000	Septic service/ Elem	200.00	N
081229	11-14-2025	Panola College	060797	Dual Credit	199-11-6399.00-001-638000	Tuition DC May Term/Summer I	180.00	N
081230	11-14-2025	Pliler International - Longvi	060827	695,897,954	199-34-6319.00-999-699000	Transportation Supply	825.70	N
081231	11-14-2025	Quill LLC	060694	8430,6647,2626	199-11-6399.07-001-611000	Desk Chair	270.43	N
081232	11-14-2025	Rick's Sign Company LLC	060535	41803	199-36-6399.10-001-691000	HSCheer sign for UIL comp	565.00	N
081233	11-14-2025	TASB Inc.	060261	680621	199-41-6299.00-701-699000	Local District Updates 2025	130.00	N
081234	11-14-2025	Kerry Strong	060819	Girls BB meals	199-36-6412.07-001-691000	bball meals	1,000.00	N
081235	11-14-2025	ABC Home & Commercial	060833	335767	199-51-6249.04-999-699000	Mole/Gopher coverage	313.00	N
081236	11-17-2025	Capital One	060683	aprvl# 435737	199-11-6399.00-101-611000	Supplies	67.49	N
			060672	Life 101 suppli	199-11-6399.11-001-622000	Life 101 will cook	166.37	N
			060660	HS Staff Incent	199-11-6499.01-001-6990HS	HS Staff incentives	84.66	N
Totals for Check 081236							318.52	
081244	11-17-2025	College Board	060499	P2512639021	199-31-6339.00-001-699000	PSAT	53.22	N
081245	11-17-2025	Randall L. Pilkington	060838	55460	199-51-6259.06-999-699000	Septic service	300.00	N
081246	11-17-2025	TASA	060841	inv163272	199-41-6411.00-701-699000	MidWinter Conf dues	545.00	N
081247	11-17-2025	Verizon	060173	6127876086	199-51-6259.02-999-699000	Monthly Cell Phone	396.50	N
081248	11-17-2025	Kerry Strong	060818	reimbursement	199-36-6412.07-001-691000	bball meals	372.11	N
081249	11-17-2025	Amazon Capital Services	060776	1wmgxrxn493y	199-11-6649.03-001-611000	Amp & Mic for Baseball Sound	448.53	N
081250	11-17-2025	Heather Knopp	060842	meal money	199-36-6412.04-041-699000	Meal Money JH OAP	816.00	N
081251	11-18-2025	TASBO	060705	ref#0440048	199-53-6499.00-750-699000	TASBO Training	305.00	N
081252	11-18-2025	Tatum Music Company Inc	060096	3296,4112,3889	199-11-6249.01-001-6110BD	fall instrument repairs	172.50	N
081253	11-18-2025	Amazon Capital Services	060864	1v14hldv1wxl	199-11-6399.01-041-624000	JH Classroom supplies ELA	7.98	N
			060810	11g3wr3lhxdq	199-33-6399.00-999-699000	Nurse Supplies	205.48	N
			060863	17qkk4674pjm	199-36-6399.10-041-691000	Jr High Cheer Game Throws	71.94	N
			060516	1jlmnrwnjjgc	199-41-6399.00-701-699000	Central Office supplies	27.99	N
Totals for Check 081253							313.39	
081254	11-18-2025	Evergreen Electronics Inc	060676	12365	199-11-6649.03-101-611000	Lenovo ThinkBook 15IIL Laptop	434.95	N
081255	11-18-2025	Harrison County Health Di	060858	2025-2026	240-35-6299.01-999-699000	Food Permit Elem/JH	150.00	N
081256	11-18-2025	Harrison County Health Di	060859	2025-2026	240-35-6299.01-999-699000	Food Permit HS	150.00	N
081257	11-20-2025	BSN	060523	932018153	199-36-6399.07-001-691000	VB Spandex	516.75	N

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081258	11-20-2025	Postmaster	060897	christmas stamp	199-41-6399.01-750-699000	7 books of Christmas Stamps	109.20	N
081259	11-20-2025	TreviPay-Walmart	060839	3353c88d	199-11-6399.03-101-623000	Classroom supplies-SPED	50.00	N
081260	11-20-2025	Jennifer L Hargett	060874	mileage	199-11-6411.00-041-611000	Mileage Reimbursement	182.08	N
081261	11-20-2025	Kenneth Hines	060829	athletic securi	199-36-6219.02-001-691000	Athletic Security	160.00	N
081262	11-20-2025	ABC Auto # 18	060328	8799 &3967	199-34-6319.00-999-699000	Transportation Supply	156.08	N
081263	11-20-2025	Subway	060836	111725	199-36-6412.05-041-691000	JH Girls Bball away game meals	156.43	N
081264	11-20-2025	Timothy Cline Livingston	060654	SRO Duty	199-52-6219.00-999-699000	SRO Duty	340.00	N
081265	11-20-2025	Phillip Haskell	060652	SRO Duty	199-52-6219.00-999-699000	SRO Duty	320.00	N
081266	11-20-2025	Baylee Allison Trice	060656	SRO Duty	199-52-6219.00-999-699000	SRO Duty	340.00	N
081267	11-20-2025	Kerry Strong	060857	reimbursement	199-36-6399.15-001-691000	tournament plaques	149.00	N
081268	11-20-2025	Amazon Capital Services	060806	1n3wwyhjwm	199-12-6399.00-999-699000	Christmas decorations	64.45	N
081269	11-20-2025	Garrett Bailey	060655	SRO Duty	199-52-6219.00-999-699000	SRO Duty	340.00	N
081270	11-20-2025	ACCO Brands USA LLC	060830	4731112871	199-12-6249.00-999-699000	laminator roll end caps	22.51	N
081271	11-20-2025	Daniel Young	060657	SRO Duty	199-52-6219.00-999-699000	SRO Duty	320.00	N
081272	11-20-2025	Verdant Commercial Capit	060277	905874084	199-11-6269.00-001-611000	Lease Payment	217.38	N
081273	11-20-2025	Dealers Truck Equipment	060844	VI01599	199-34-6319.00-999-699000	Transportation Supply	481.99	N
081274	11-21-2025	ATSSB	060132	entry fees	199-36-6499.02-001-6990BD	all region entry fees	345.00	N
081275	11-21-2025	Dealers Electrical Supply	060881	S101687793.001	199-51-6319.00-999-699000	Maintenance Supply	149.79	N
081276	11-21-2025	Kirby	060883	INV136779	240-35-6249.00-999-699000	Steam Table Repair Elem	811.50	N
081277	11-21-2025	Sysco Food Services Of E.	060211	Nov 2025 2nd	240-35-6341.00-999-699000	NOV '25 GROCERY	5,127.30	N
			060211	Nov 2025 2nd	240-35-6341.01-999-699000	NOV '25 GROCERY	87.04	N
			060211	Nov 2025 2nd	240-35-6342.00-999-699000	NOV '25 GROCERY	629.64	N
			060211	Nov 2025 2nd	240-35-6342.00-999-699000	NOV '25 GROCERY	.04	N
Totals for Check 081277							5,844.02	
081278	11-21-2025	TreviPay-Walmart	060853	363bc4fc	199-36-6399.15-001-691000	tournament expense	149.43	N
081279	11-21-2025	Kenneth Hines	060917	athletic securi	199-36-6219.02-001-691000	Athletic Security	360.00	N
081280	11-21-2025	Subway	060820	111325	199-36-6412.01-041-691000	basketball meals	213.73	N
081281	11-21-2025	Phillip Haskell	060658	SRO Duty	199-52-6219.00-999-699000	SRO Duty	320.00	N
081282	11-21-2025	Amazon Capital Services	060826	16vmp61f4ky6	199-11-6649.04-041-623000	clock for JH Sped	26.98	N
Total Checks							203,727.81	

End of Report

	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH
ETEX TELEPHONE							
777-2372 GROUP	\$ 859.84	\$ 859.84	\$ 859.84	\$ 32.83			
T-1 CIRCUIT	\$ 449.00	\$ 449.00	\$ 449.00	\$ 449.00			
TOTAL	\$ 1,308.84	\$ 1,308.84	\$ 1,308.84	\$ 481.83			
CENTERPOINT ENERGY-GAS							
BUS SHOP/PRIMARY-3214374-5	\$ 72.86	\$ 56.20	\$ 55.32	\$ 201.25			
JH & ELEM BLDG-3214371-1	\$ 98.29	\$ 230.72	\$ 222.34	\$ 342.79			
HIGH SCHOOL BLDG-2640504-3	\$ 128.99	\$ 193.89	\$ 179.26	\$ 209.17			
FIELD HOUSE-2643737-6	\$ 63.21	\$ 77.25	\$ 71.14	\$ 70.27			
TOTAL	\$ 363.35	\$ 558.06	\$ 528.06	\$ 823.48			
UPSHUR RURAL ELECTRIC							
JH GYM-16655-001	\$ 782.40						
JH & ELEM-16655-002	\$ 6,674.14	\$ 5,677.98	\$ 4,590.23				
EL PE BLDG/MUSIC RM-16655-003	\$ 705.67	\$ 603.10	\$ 488.04				
BUS BARN-16655-004	\$ 512.85	\$ 410.69	\$ (817.59)				
TENNIS COURT-16655-012	\$ 27.57	\$ 27.52	\$ 32.44				
FOOTBALL FIELD-16655-022	\$ 677.40	\$ 730.35	\$ 773.93				
PRESS BOX/CONCESS. STD-16655-024	\$ 485.56	\$ 458.68	\$ 364.81				
FLD HSE CONCESS. STD-16655-025	\$ 745.69	\$ 619.61	\$ 500.10				
EL SECURITY LIGHT-16655-026	\$ 138.69	\$ 139.02	\$ 138.96				
ELEM SCHOOL SIGN-16655-027	\$ 42.11	\$ 39.42	\$ 38.48				
FLD HSE SEC LIGHT#2-16655-028	\$ 23.28	\$ 23.32	\$ 23.31				
HIGH SCHOOL-16655-030	\$ 8,064.21	\$ 7,421.36	\$ 6,192.01				
SOFTBALL FLD CONCESS-16655-031	\$ 73.46	\$ 71.60	\$ 75.24				
WEIGHT ROOM-16655-032	\$ 976.24	\$ 830.88	\$ 739.04				
SEC LIGHT TENNIS-16655-033	\$ 46.41	\$ 46.55	\$ 46.53				
WELL-16655-.34							
SIGN- 16655-036	\$ 47.94	\$ 45.12	\$ 44.79				
CONCESSION 16655-037	\$ 237.67	\$ 199.01	\$ 165.67				
STADIUM DR SECURITY LIGHT 16655-040	\$ 46.41	\$ 46.55	\$ 46.53				
SOFTBALL FLD HOUSE-16655-041	\$ 135.24	\$ 136.19	\$ 120.79				
HS FREEZER BLDG-166550-042	\$ 608.16	\$ 584.70	\$ 598.68				
ARCHERY BLDG-166550-043	\$ 590.93	\$ 409.71	\$ 270.81				
JH GYM A/C-166550-044	\$ 717.73	\$ 1,033.30	\$ 768.75				
TOTAL	\$22,359.76	\$ 19,554.66	\$15,201.55				
HARLETON WATER SUPPLY							
ACCT # 325 OLD CAMPUS	\$ 608.53	\$ 595.97	\$ 713.05	\$ 640.19			
ACCT # 006 FOOTBALL FIELD	\$ 1,960.76	\$ 817.57	\$ 831.64	\$ 403.51			
ACCT # 800 HIGH SCHOOL	\$ 187.43	\$ 189.95	\$ 190.95	\$ 187.94			
ACCT # 1594 CONCESSION STAND	\$ 53.77	\$ 69.85	\$ 80.20	\$ 61.81			
ACCT #1600 BASEBALL FIELD	\$ 2,173.31	\$ 1,838.15	\$ 1,114.55	\$ 892.94			
ACCT #652 VISITOR CONCESSION STAND	\$ 1,444.19	\$ 495.97	\$ 459.29	\$ 642.70			
ACCT #878 PRACTICE FIELD	\$ 720.99	\$ 156.78	\$ 365.32	\$ 161.30			
ACCT #964 ARCHERY BLDG	\$ 65.93	\$ 109.95	\$ 46.73	\$ 29.65			
	\$ 7,214.91	\$ 4,274.19	\$ 3,801.73	\$ 3,020.04			

	APRIL	MAY	JUNE	JULY	AUGUST
ETEX TELEPHONE					
777-2372 GROUP					
T-1 CIRCUIT					
TOTAL					
CENTERPOINT ENERGY-GAS					
BUS SHOP/PRIMARY-3214374-5					
JH & ELEM BLDG-3214371-1					
HIGH SCHOOL BLDG-2640504-3					
FIELD HOUSE-2643737-6					
TOTAL					
UPSHUR RURAL ELECTRIC					
JH GYM-16655-001					
JH & ELEM-16655-002					
EL PE BLDG/MUSIC RM-16655-003					
BUS BARN-16655-004					
TENNIS COURT-16655-012					
FOOTBALL FIELD-16655-022					
PRESS BOX/CONCESS. STD-16655-024					
FLD HSE CONCESS. STD-16655-025					
EL SECURITY LIGHT-16655-026					
ELEM SCHOOL SIGN-16655-027					
FLD HSE SEC LIGHT#2-16655-028					
HIGH SCHOOL-16655-030					
SOFTBALL FLD CONCESS-16655-031					
WEIGHT ROOM-16655-032					
SEC LIGHT TENNIS-16655-033					
WELL-16655-.34					
SIGN- 16655-036					
CONCESSION 16655-037					
STADIUM DR SECURITY LIGHT 16655-040					
SOFTBALL FLD HOUSE-16655-041					
HS FREEZER BLDG-166550-042					
ARCHERY BLDG-166550-043					
JH GYM A/C-166550-044					
TOTAL					
HARLETON WATER SUPPLY					
ACCT # 325 OLD CAMPUS					
ACCT # 006 FOOTBALL FIELD					
ACCT # 800 HIGH SCHOOL					
ACCT # 1594 CONCESSION STAND					
ACCT #1600 BASEBALL FIELD					
ACCT #652 VISITOR CONCESSION STAND					
ACCT #878 PRACTICE FIELD					
ACCT #964 ARCHERY BLDG					

	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	1,813,250.00	.00	-28,957.43	1,784,292.57	1.60%
5720 - LOCAL REVENUE REALIZED AS A RE	41,000.00	-3,363.64	-10,090.92	30,909.08	24.61%
5730 - TUITION AND FEES	49,600.00	-500.00	-1,400.00	48,200.00	2.82%
5740 - OTHER REVENUES FROM LOCAL SOUR	82,515.00	-6,226.95	-23,608.21	58,906.79	28.61%
5750 - REVENUES FROM COCURRICULAR E	32,100.00	-9,284.00	-29,021.00	3,079.00	90.41%
Total REVENUE - LOCAL & INTERMED	2,018,465.00	-19,374.59	-93,077.56	1,925,387.44	4.61%
5800 - STATE PROGRAM REVENUES					
5810 - PER CAPITA AND FOUNDATION SCHO	8,009,799.00	-835,709.00	-2,934,638.00	5,075,161.00	36.64%
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	8,009,799.00	-835,709.00	-2,934,638.00	5,075,161.00	36.64%
5900 - FEDERAL PROGRAM REVENUES					
5930 - FEDERAL REV DIST BY OTH TX GOV	.00	.00	.00	.00	.00%
5940 - FED REV DISTRIBUTED BY FEDS	24,237.00	.00	.00	24,237.00	.00%
Total FEDERAL PROGRAM REVENUES	24,237.00	.00	.00	24,237.00	.00%
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	10,052,501.00	-855,083.59	-3,027,715.56	7,024,785.44	30.12%

	<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	-4,847,073.00	.00	1,538,886.75	489,672.68	-3,308,186.25	31.75%
6200 - CONTRACTED SERVICES	-203,531.00	36,995.27	50,882.75	17,680.37	-115,652.98	25.00%
6300 - SUPPLIES AND MATERIALS	-138,675.00	17,784.11	43,315.34	16,236.13	-77,575.55	31.24%
6400 - TRAVEL AND SUBSISTENCE	-88,485.00	8,223.00	10,698.52	4,212.66	-69,563.48	12.09%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-198,785.00	19,061.07	98,769.28	9,315.41	-80,954.65	49.69%
Total Function11 INSTRUCTION	-5,476,549.00	82,063.45	1,742,552.64	537,117.25	-3,651,932.91	31.82%
12 - INSTRUCTIONAL RESOURCES						
6100 - SALARIES AND BENEFITS	-311,504.00	.00	77,099.81	31,203.53	-234,404.19	24.75%
6200 - CONTRACTED SERVICES	-12,375.00	.00	12,182.28	22.51	-192.72	98.44%
6300 - SUPPLIES AND MATERIALS	-28,400.00	2,526.21	2,950.58	2,112.43	-22,923.21	10.39%
6400 - TRAVEL AND SUBSISTENCE	-12,800.00	250.00	18.99	18.99	-12,531.01	.15%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-3,000.00	.00	.00	.00	-3,000.00	-0.00%
Total Function12 INSTRUCTIONAL RESOURCES	-368,079.00	2,776.21	92,251.66	33,357.46	-273,051.13	25.06%
13 - CURR DEV & INST STAFF DEV						
6100 - SALARIES AND BENEFITS	-71,015.00	.00	1,825.19	723.19	-69,189.81	2.57%
6200 - CONTRACTED SERVICES	-13,400.00	875.00	150.00	150.00	-12,375.00	1.12%
6300 - SUPPLIES AND MATERIALS	-700.00	.00	.00	.00	-700.00	-0.00%
6400 - TRAVEL AND SUBSISTENCE	-8,230.00	.00	1,175.00	825.00	-7,055.00	14.28%
Total Function13 CURR DEV & INST STAFF DEV	-93,345.00	875.00	3,150.19	1,698.19	-89,319.81	3.37%
23 - SCHOOL LEADERSHIP						
6100 - SALARIES AND BENEFITS	-464,919.00	.00	105,153.83	41,834.95	-359,765.17	22.62%
6200 - CONTRACTED SERVICES	-1,200.00	.00	.00	.00	-1,200.00	-0.00%
6300 - SUPPLIES AND MATERIALS	-7,700.00	925.00	3,335.77	164.00	-3,439.23	43.32%
6400 - TRAVEL AND SUBSISTENCE	-10,700.00	341.89	1,858.20	253.36	-8,499.91	17.37%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-1,800.00	.00	535.43	.00	-1,264.57	29.75%
Total Function23 SCHOOL LEADERSHIP	-486,319.00	1,266.89	110,883.23	42,252.31	-374,168.88	22.80%
31 - GUIDANCE COUNSELING						
6100 - SALARIES AND BENEFITS	-248,756.00	.00	59,679.29	23,921.14	-189,076.71	23.99%
6200 - CONTRACTED SERVICES	-1,305.00	.00	.00	.00	-1,305.00	-0.00%
6300 - SUPPLIES AND MATERIALS	-5,600.00	98.04	469.81	92.22	-5,032.15	8.39%
6400 - TRAVEL AND SUBSISTENCE	-4,100.00	250.00	1,151.28	.00	-2,698.72	28.08%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-600.00	.00	.00	.00	-600.00	-0.00%
Total Function31 GUIDANCE COUNSELING	-260,361.00	348.04	61,300.38	24,013.36	-198,712.58	23.54%
33 - HEALTH SERVICES						
6100 - SALARIES AND BENEFITS	-46,017.00	.00	15,219.63	4,988.02	-30,797.37	33.07%
6200 - CONTRACTED SERVICES	-1,800.00	.00	.00	.00	-1,800.00	-0.00%
6300 - SUPPLIES AND MATERIALS	-1,500.00	.00	895.79	630.48	-604.21	59.72%
6400 - TRAVEL AND SUBSISTENCE	-250.00	.00	.00	.00	-250.00	-0.00%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-2,500.00	.00	.00	.00	-2,500.00	-0.00%
Total Function33 HEALTH SERVICES	-52,067.00	.00	16,115.42	5,618.50	-35,951.58	30.95%
34 - STUDENT TRANSPORTATION						
6100 - SALARIES AND BENEFITS	-173,424.00	.00	51,174.95	15,314.06	-122,249.05	29.51%
6200 - CONTRACTED SERVICES	-75,200.00	300.00	2,421.27	.00	-72,478.73	3.22%
6300 - SUPPLIES AND MATERIALS	-97,600.00	11,589.18	18,227.64	8,040.93	-67,783.18	18.68%
6400 - TRAVEL AND SUBSISTENCE	-28,300.00	962.06	20,670.94	50.00	-6,667.00	73.04%

	<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	-162,440.00	141,232.56	35,308.14	.00	14,100.70	21.74%
Total Function93 PAYMENTS TO FISCAL AGENTS	-162,440.00	141,232.56	35,308.14	.00	14,100.70	21.74%
99 - OTHER INTERGOVERNMENTAL						
6200 - CONTRACTED SERVICES	-38,000.00	31,112.40	9,284.53	.00	2,396.93	24.43%
Total Function99 OTHER INTERGOVERNMENTAL	-38,000.00	31,112.40	9,284.53	.00	2,396.93	24.43%
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	-10,433,566.00	433,382.39	3,135,320.61	911,591.81	-6,864,863.00	30.05%

	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	-255.26	-155.26	255.26%
5750 - REVENUES FROM COCURRICULAR E	57,349.00	-3,075.56	-9,007.38	48,341.62	15.71%
Total REVENUE - LOCAL & INTERMED	57,449.00	-3,075.56	-9,262.64	48,186.36	16.12%
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROGRAM REVENUES	25,000.00	.00	-1,576.88	23,423.12	6.31%
5830 - STATE REVENUES FROM STATE OF T	.00	.00	.00	.00	.00%
Total STATE PROGRAM REVENUES	25,000.00	.00	-1,576.88	23,423.12	6.31%
5900 - FEDERAL PROGRAM REVENUES					
5920 - FEDERAL REV FROM TEA	427,000.00	-51,062.51	-131,111.48	295,888.52	30.71%
Total FEDERAL PROGRAM REVENUES	427,000.00	-51,062.51	-131,111.48	295,888.52	30.71%
Total Revenue Local-State-Federal	509,449.00	-54,138.07	-141,951.00	367,498.00	27.86%

	<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	-203,449.00	.00	56,753.17	23,722.08	-146,695.83	27.90%
6200 - CONTRACTED SERVICES	-28,300.00	1,666.00	12,430.33	3,019.38	-14,203.67	43.92%
6300 - SUPPLIES AND MATERIALS	-260,500.00	135,400.00	73,666.02	29,642.32	-51,433.98	28.28%
6400 - TRAVEL AND SUBSISTENCE	-700.00	.00	.00	.00	-700.00	-.00%
6600 - CAPITAL OUTLAY- LAND BLD EQUIP	-15,000.00	.00	.00	.00	-15,000.00	-.00%
Total Function35 FOOD SERVICE	-507,949.00	137,066.00	142,849.52	56,383.78	-228,033.48	28.12%
51 - FACILITIES MAINT & OPER						
6200 - CONTRACTED SERVICES	-1,500.00	175.18	287.77	87.59	-1,037.05	19.18%
Total Function51 FACILITIES MAINT & OPER	-1,500.00	175.18	287.77	87.59	-1,037.05	19.18%
Total Expenditures	-509,449.00	137,241.18	143,137.29	56,471.37	-229,070.53	28.10%

Comparison of Revenue to Budget

HARLETON ISD

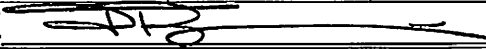
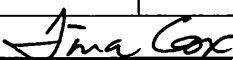
As of November

Fund 599 / 6 DEBT SERVICE FUNDS

	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	134,714.00	.00	-2,274.60	132,439.40	1.69%
5740 - OTHER REVENUES FROM LOCAL SOUR	100.00	-7.88	-23.72	76.28	23.72%
Total REVENUE - LOCAL & INTERMED	134,814.00	-7.88	-2,298.32	132,515.68	1.70%
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROGRAM REVENUES	17,154.00	.00	.00	17,154.00	.00%
Total STATE PROGRAM REVENUES	17,154.00	.00	.00	17,154.00	.00%
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	151,968.00	-7.88	-2,298.32	149,669.68	1.51%

	<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	-151,968.00	.00	.00	.00	-151,968.00	-.00%
Total Function71 DEBT SERVICE	-151,968.00	.00	.00	.00	-151,968.00	-.00%
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	-151,968.00	.00	.00	.00	-151,968.00	-.00%

HARLETON ISD
BANK ACCTS
BALANCES

ACCT NAME	MATURITY DATE	INT. RATE	ACCT #	BAL AS OF 12-03-25	MARKET VALUE
OPERATING		0.05%	15396	\$ 1,337,312.70	AS OF 11-30-2025
DEBT SERVICE		0.05%	15479	\$ 193,193.56	
PAYROLL		0.05%	744318	\$ 109,418.77	
WORKERS COMP		0.05%	21873	\$ 4,818.12	
MONEY MARKET		0.05%	1023456	\$ 3,425.61	
			TOTAL	\$ 1,648,168.76	
WILDCAT		0.05%	15339	\$ 148,134.88	
MISCELLANEOUS		0.05%	15495	\$ 362.26	
				\$ 148,497.14	
ACADEMIC ACHIEVEMENT		0.05%	15487	\$ 49,648.63	
			TOTAL	\$ 1,648,168.76	
			TOTAL CHECKING	\$ 1,846,314.53	
GENERAL OPERATING FUND					
CERTIFICATE OF DEPOSIT	9/28/2026	4.00%	56001565	\$ 595,635.93	
CERTIFICATE OF DEPOSIT	9/28/2026	4.00%	56001573	\$ 595,635.93	
			TOTAL	\$ 3,037,586.39	
LONE STAR INVESTMENT POOL	OPERATING	4.14%	1023456-1		\$ 4,607,814.97
LONE STAR INVESTMENT POOL	DEBT SERVICE	4.14%	1023456-1		\$ 214,274.26
					\$ 4,822,089.23
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 					



Financial Integrity Rating System of Texas

**2024-2025 RATINGS BASED ON SCHOOL YEAR 2023-2024 DATA - DISTRICT STATUS
 DETAIL**

Name: HARLETON ISD(102905)	Publication Level 1: 8/8/2025 12:54:09 PM
Status: Passed	Publication Level 2: 8/8/2025 4:49:42 PM
Rating: A = Superior Achievement	Last Updated: 8/8/2025 4:49:42 PM
District Score: 100	Passing Score: 70

#	Indicator Description	Updated	Score
1	<u>Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?</u>	4/23/2025 6:09:51 PM	Yes
2	<u>Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)</u>	4/23/2025 6:09:51 PM	Yes
3	<u>Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (= person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)</u>	4/23/2025 6:09:51 PM	Yes
4	<u>Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies? (If the school district received a warrant hold and the warrant hold was not cleared within 30 days from the date the warrant hold was issued, the school district is considered to not have made timely payments and will fail critical indicator 4. If the school district was issued a warrant hold, the maximum points and highest rating that the school district may receive is 95 points, A = Superior Achievement, even if the issue surrounding the initial warrant hold was resolved and cleared within 30 days.)</u>	4/23/2025 6:09:51 PM	Yes Ceiling Passed
			1 Multiplier Sum
5	<u>Was the total net position in the governmental activities column in the Statement of Net Position (net of accretion of interest for capital appreciation bonds, net pension liability, and other post-employment benefits) greater than zero? (If it is not, the maximum points and highest rating that the school district may receive is 79 points, C = Meets Standard Achievement, unless the school district has an increase of students in membership over 5 years of 7 percent or more or 1,000 or more students in membership. If the school district has an increase of students in membership over 5 years of 7 percent or more or 1,000 or more students in membership, the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)</u>	4/23/2025 6:09:51 PM	Ceiling Passed
6	<u>Was the average change in (assigned and unassigned) fund balances over 3 years less than a 25 percent decrease or did the current year's assigned and unassigned fund balances exceed 75 days of operational expenditures? (If the school district fails indicator 6, the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)</u>	4/23/2025 6:09:51 PM	Ceiling Passed

	<u>Was the measure of current assets to current liabilities ratio for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)? See ranges below in the Determination of Points section.</u>	4/23/2025 6:09:51 PM	10
8	<u>Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt? See ranges below in the Determination of Points section.</u>	4/23/2025 6:09:51 PM	10
9	<u>Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days? See ranges below in the Determination of Points section.</u>	4/23/2025 6:09:51 PM	10
10	This indicator is not being evaluated.		10
11	<u>Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency? (If the school district's increase of students in membership over 5 years was 7 percent or more or 1,000 or more students in membership, then the school district passes this indicator.)</u>	4/23/2025 6:09:51 PM	10
12	<u>What is the correlation between future debt requirements and the district's assessed property value?</u>	4/23/2025 6:09:51 PM	10
13	<u>Was the school district's administrative cost ratio equal to or less than the threshold ratio? See ranges below in the Determination of Points section.</u>	4/23/2025 6:09:51 PM	10
14	<u>Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? If the student enrollment did not decrease, the school district will automatically pass this indicator.</u>	4/23/2025 6:09:51 PM	10
15	<u>Was the school district's ADA within the allotted range of the district's biennial pupil projection(s) submitted to TEA? If the district did not submit pupil projections to TEA, did it certify TEA's projections? See ranges below in the Determination of Points section.</u>	4/23/2025 6:09:51 PM	5
16	<u>Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function? (If the school district fails indicator 16, the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)</u>	4/23/2025 6:09:51 PM	Ceiling Passed
17	<u>Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds and free from substantial doubt about the school district's ability to continue as a going concern? (The AICPA defines material weakness.) (If the school district fails indicator 17, the maximum points and highest rating that the school district may receive is 79 points, C = Meets Standard Achievement.)</u>	4/23/2025 6:09:51 PM	Ceiling Passed
18	<u>Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)</u>	4/23/2025 6:09:51 PM	10
19	<u>Did the school district post the required financial information on its website in accordance with Government Code, Local Government Code, Texas Education Code, Texas Administrative Code and other statutes, laws and rules that were in effect at the school district's fiscal year end?</u>	4/23/2025 6:09:51 PM	5
20	<u>Did the school district's administration and school board members discuss any changes and/or impact to local, state, and federal funding at a board meeting within 120 days before the district adopted its budget?</u>	4/23/2025 6:09:51 PM	Ceiling Passed
21	<u>Did the school district receive an adjusted repayment schedule for more than one fiscal year for an over-allocation of Foundation School Program (FSP) funds because of a financial hardship?</u>	4/23/2025 6:09:51 PM	Ceiling Passed
			100 Weighted Sum
			1 Multiplier Sum
			(100 Ceiling)

DETERMINATION OF RATING

A.	Did the school district fail any of the critical indicators 1, 2, 3, or 4? If so, the school district's rating is F for Substandard Achievement regardless of points earned.	
B.	Determine the rating by the applicable number of points.	
	A = Superior Achievement	90-100
	B = Above Standard Achievement	80-89
	C = Meets Standard Achievement	70-79
	F = Substandard Achievement	<70

No Rating = A school district receiving territory that annexes with a school district ordered by the commissioner under TEC 13.054, or consolidation under Subchapter H, Chapter 41. No rating will be issued for the school district receiving territory until the third year after the annexation/consolidation.

The school district receives an **F** if it scores below the minimum passing score, if it failed any critical indicator 1, 2, 3, or 4, if the AFR or the data were not both complete, or if either the AFR or the data were not submitted on time for FIRST analysis.

CEILING INDICATORS

Did the school district meet the criteria for any of the following **ceiling indicators** 4, 5, 6, 16, 17, 20, or 21? If so, the school district's applicable maximum points and rating are disclosed below. Please note, an F = Substandard Achievement Rating supersedes any rating earned as the result of the school district meeting the criteria of a ceiling indicator.

Determination of rating based on meeting ceiling criteria.	Maximum Points	Maximum Rating
Indicator 4 (Timely Payments) - School district was issued a warrant hold.	95	A = Superior Achievement
Indicator 5 (Total Net Position) - Negative total net position and do not have 7% or more or 1,000 or more increase in growth in students in membership over 5 years.	79	C = Meets Standard Achievement
Indicator 6 (Average Change in Fund Balance) - Response to indicator is <i>No</i> .	89	B = Above Standard Achievement
Indicator 16 (PEIMS to AFR) - Response to indicator is <i>No</i> .	89	B = Above Standard Achievement
Indicator 17 (Material Weaknesses) - Response to indicator is <i>No</i> .	79	C = Meets Standard Achievement
Indicator 20 (Property Values and Tax Discussion) - Response to indicator is <i>No</i> .	89	B = Above Standard Achievement
Indicator 21 (FSP Repayment Plan) - Response to indicator is <i>Yes</i> .	70	C = Meets Standard Achievement

Home Page: [Financial Compliance](#) | [Texas Education Agency](#) | Send comments or suggestions to FinancialAccountability@tea.texas.gov

THE TEXAS EDUCATION AGENCY
1701 NORTH CONGRESS AVENUE • AUSTIN, TEXAS, 78701 • (512) 463-9734



Bannister Plumbing and Air

PO Box 1603
 Jacksonville TX 75766
 903-541-2266

Date	December 2, 2025
Proposal #	357955-01
Customer ID	134489

Options Template

Billing Information

Harleton ISD
 1700 St Hwy 154
 Harleton TX 75651
 903-578-0373

Service at

Harleton ISD
 1700 St Hwy 154
 Harleton TX 75651
 903-578-0373

Option 1

Drain Repair

Bid to bust concrete outside of the building to install cleanouts from the cast iron to clay pipe. We will then install a liner from the cleanout to the vent before the toilet drops into the stack.

Bannister Plumbing Will put back concrete once completed

5 year warranty on the structure of the liner
 1 year parts and labor on cleanouts

ü

Total

\$ 6,800.00

Option 2

3 Drain Repairs

This is the same as option 1 but we will do the same work in 3 locations.

5 year warranty on the structure of the liner
 1 year parts and labor on cleanouts

ü

Total

\$ 19,200.00

Warranty / Exclusions

- Warranty Terms:
Warranties / Guarantees are for normal usage and exclude intentional acts to cause damage, malfunction, or blockage, blockage by items not normally found in pipes, and/or acts of God.
- Proposal does not include sales tax unless specifically stated
- Bannister Plumbing is not responsible for damage to underground waterlines, irrigation or other utilities. These repairs will be the responsibility of owner. Likewise, aged and deteriorated ducts, plumbing fixtures, piping and appurtenances may no longer be serviceable. Bannister Plumbing will not be responsible for damage or destruction to those items as a result of repair/install efforts.
- Bannister Plumbing is not responsible for any sheet rock, paint, flooring or brick that will need to be repaired/replaced during the construction process.
- Proposal does not include fixtures/equipment. All fixtures/equipment are supplied by others unless specifically stated.

TERMS AND CONDITIONS

- 50% deposit will be due upon acceptance of proposal and prior to scheduling of services.
- Remaining balance will be due upon completion of services, should be made payable to Bannister Plumbing, and be delivered to the technician onsite at the time of completion.
- Proposal valid for 14 days.



Bannister Plumbing and Air

PO Box 1603
Jacksonville TX 75766
903-541-2266

Date	December 2, 2025
Proposal #	357955-01
Customer ID	134489

Accepted Option: _____

Acceptance (Customer)

Date

Approval (Company)

Date

Acceptance

Please confirm your acceptance of this proposal by signing below.

Email signed proposal to billing@bannisterplumbing.com or fax to 903-339-3269.

If you have any questions about this proposal please contact us at 903-541-2266.

Thank You For Your Business!

Approval list for library books

ELEM/JH

Music Superstars: Beyonce by Ariel Factor Birdoff 2025 Bellwether Media

Music Superstars: Chris Stapleton 2025 Bellwether Media

Texas Before the Lone Star by Daughters of the American Revolution 2025 (Donated by the organization)

Buc-ee Goes to School by Katherine Aplin

HS

Eye of the Oracle series by Bryan Davie (Christian author) 2006+ AMG Publishers

The Bright Side of Blue by Becky Drace (Donation in memory of Amy Fox)

Return to: **Must-haves List 2 - Late Fall**

Follett Content Solutions, LLC
1340 Ridgeway Drive
McHenry, IL 60050

Date: 10/17/2025
List Number: 296858473
Customer Number: 4202324

For: Harleton School (#4202324)

Created by: Kim Clynch
Email: clynchkim@harletonisd.net

List Number: 296858473
List Name: Must-haves List 2 - Late Fall


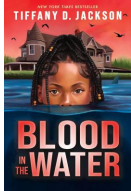



List Summary









49 Items	\$832.45
9 Pre-orders:	\$142.73
Subtotal:	\$832.45


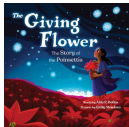
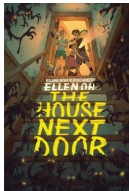
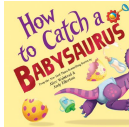



Must-haves List 2 - Late Fall







49 items | Sorted by Title




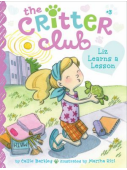

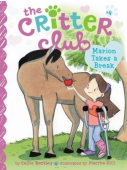
Item	!	Price	Qty.	Total
<p>All about Ellie (Critter Club, Book 2) by Barkley, Callie (#0942QJ0) FollettBound Glued — Little Simon, 2013 When she wins the lead role in a school play, second-grader Ellie neglects her friends in the Critter Club and their new animal shelter. Dewey: -Fic-; Audience: Lower Elementary; Interest Level: K-3; Reading Level: 2.9 AR 3.2 LG 1 157129EN From the publisher: Grades Pre-K/K-4; Ages 5-9 From SLJ: Gr 1-3 Tags: Animal Stories Early Chapter Book Friendship Stories Realistic Fiction</p>	—	\$16.54	1	\$16.54
<p>Attack of the hangries by Pryor, Katherine (#2594DH9) Hardcover — WorthyKids, 2025 "A humorous and kid-friendly look at the science behind our bodies' need for food and the relationship between food and mood"--Provided by publisher. Dewey: 612.3; Audience: Lower Elementary; Interest Level: K-3 From the publisher: Grades Pre-K/K-2; Ages 4-7 Tags: Human Body/Physiology Includes Back Matter Life Science Self-Management</p>	—	\$18.67	1	\$18.67
<p>The Baby-sitters Club. 18, Jessi Ramsey, pet-sitter (Baby-Sitters Club, Book 18) by Crenshaw, Ellen T (#2397PH6) FollettBound Glued — Graphix, an imprint of Scholastic, 2025 "With snakes on the loose and sick hamsters, Jessi's got plenty of pet-sitting troubles, and things don't get any easier when she and her friends get into a big fight. Will Jessi be able to handle her pet-sitting job when things are going wrong with the baby-sitters, too?"--Amazon.com. Dewey: 741.5; Audience: Upper Elementary; Interest Level: 3-6 From the publisher: Grades 3-7; Ages 8-12 Tags: Animal Stories Friendship Stories Graphic Novels Pet Stories Self-Management</p>	—	\$22.37	1	\$22.37
<p>Bad Cheerleader by Thayer, Alex (#2345PH6) FollettBound Glued — Aladdin, 2025 Available for pre-order. This item is scheduled for release on December 11, 2025. Dewey: -Fic-; Audience: Middle School; Interest Level: 5-8 From Booklist: Grades 5-8; Kirkus: Ages 9-13; PW: Ages 10-up Tags: Diverse Abilities Realistic Fiction Siblings</p>	—	\$18.24	1	\$18.24



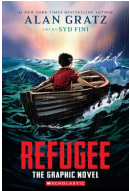



Item	!	Price	Qty.	Total
 <p>Batcat. 2, Sink or swim! (Batcat) by Ramm, Meggie (#2832CD7) Hardcover — Amulet Books, 2024</p> <p>"Batcat and Al the Ghost are great roommates--Batcat even shares their eye scream occasionally--but sometimes Batcat still craves solo them time. When Batcat visits the Mermaid Lagoon for a relaxing day of reading all by themselves, they discover the local mermaids in hysterics all over the beach--so much for quiet day on the sand!"--Back cover.</p> <p>Dewey: 741.5; Audience: Lower Elementary; Interest Level: K-3 From the publisher: Grades 1-4; Ages 6-9</p> <p>Tags: Graphic Novels LGBTQIA+</p>	—	\$13.99	1	\$13.99
 <p>Blood in the water by Jackson, Tiffany D (#2749GH4) Hardcover — Scholastic Inc., 2025</p> <p>"Brooklyn girl Kaylani McKinnon is thrust into an intricate web of lies when a shocking murder on Martha's Vineyard threatens to expose dangerous secrets"--Provided by publisher.</p> <p>Dewey: -Fic-; Audience: Middle School; Interest Level: 5-8 AR 3.9 MG+ 6 555459EN From the publisher: Grades 4-7; Ages 9-12 From Booklist: Grades 5-8; Kirkus: Ages 9-12; PW: Ages 9-12; SLJ: Gr 4-7</p> <p>Tags: African American Mystery</p>	—	\$18.67	1	\$18.67
 <p>Boo the Library Ghost by Paige, Becky (#2820CE7) Hardcover — Silver Dolphin Books, 2024</p> <p>Available for pre-order. This item is scheduled for release on August 27, 2026.</p> <p>Dewey: -E-; Audience: Lower Elementary; Interest Level: K-3 AR 3.5 LG .5 552245EN From PW: Ages 3-5</p> <p>Tags: Imagination Stories</p>	—	\$10.99	1	\$10.99
 <p>Candy corn Christmas! by Fenske, Jonathan (#2264MH4) Hardcover — Little Simon, 2025</p> <p>Tired of being forgotten after Halloween, candy corn sets out to join the Christmas cheer, but must prove that holiday joy is not seasonal, and can be shared throughout the year.</p> <p>Dewey: -E-; Audience: Lower Elementary; Interest Level: K-3 From the publisher: Grade Pre-K/K; Ages 1-4 From Kirkus: Ages 4-8; PW: Ages 1-4; SLJ: PreS-Gr 3</p> <p>Tags: Holiday Stories Humor Personification (Literary Device)</p>	—	\$10.99	1	\$10.99
 <p>City of dragons. 3, Quest for the true dragon (City of Dragons, Book 3) by Yogis, Jaimal (#2360WH6) FollettBound Glued — Graphix, an imprint of Scholastic, 2025</p> <p>"Daijiang's continued pursuit of Grace has made it clear that she and Nate are crucial to his plan. But as her Hunxue powers grow stronger, Grace can't help but feel it's unfair she might be missing out on a normal school life. Other kids get to relax, watch movies with friends and go on dates, while Grace is risking her life to save the world. Something has felt off about her connection with Nate lately, and she keeps dreaming of her father and his ominous insistence that she must wake the dragon kings. When a trip to rendezvous with an old ally goes awry, Grace and her friends find themselves stranded in Tokyo with only one day to wake the Southern Dragon King. But with the race against the clock exacerbating tensions on the team, can Grace get back in sync with Nate and her friends before it's too late?"--OCLC.</p> <p>Dewey: 741.5; Audience: Upper Elementary; Interest Level: 3-6 From the publisher: Grades 3-7; Ages 8-12 From Kirkus: Ages 9-13</p> <p>Tags: Graphic Novels Manga</p>	—	\$24.19	1	\$24.19








Item	!	Price	Qty.	Total
 Diary of a bee by Sekaninova, Stepanka (#2477QH7) Hardcover — Albatros, 2025 "Takes kids on a captivating journey into the hive, revealing the incredible science behind bee life. Follow Matilda and her friend Thomas as they gather nectar, care for the queen, and play their vital roles in nature"--Provided by publisher. Dewey: 595.79 ; Audience: Lower Elementary ; Interest Level: K-3 From the publisher: Ages 6-9 From SLJ: Gr 1-3 Tags: Animals Insects Picture Books for Older Readers	—	\$16.78	1	\$16.78
 Dive Book Series [3-item series] (#A745851)				
 The danger (Dive, Book 3) by Korman, Gordon (#2168ZG1) Paperback — Scholastic Inc., c2003 p2025 "In 1665, a British vessel named the Griffin sank with a priceless amount of gold on board. Now, centuries later, four kids are trying to raise the Griffin's treasure from the sea. Kaz, Dante, Adriana, and Star must take the biggest risks of their lives . . . and discover that they won't be able to trust anybody--even themselves"--Provided by publisher. Dewey: -Fic- ; Audience: Upper Elementary ; Interest Level: 3-6 From the publisher: Grades 4-7; Ages 9-12 Tags: Adventure	—	\$7.99	1	\$7.99
 The deep (Dive, Book 2) by Korman, Gordon (#2168WGX) Paperback — Scholastic Inc., c2003 p2025 Four adolescents interning as research divers for the summer find themselves searching for a centuries-old treasure and fending off killer sharks. Interweaves their story with that of Samuel Higgins, a boy who died in a shipwreck in the same waters in 1665. Dewey: -Fic- ; Audience: Upper Elementary ; Interest Level: 3-6 From the publisher: Grades 4-7; Ages 9-12 Tags: Adventure	—	\$7.99	1	\$7.99
 The discovery (Dive, Book 1) by Korman, Gordon (#2168UG5) Paperback — Scholastic Inc., c2003 p2025 Four adolescents interning as research divers for the summer find themselves searching for a centuries-old treasure and fending off killer sharks. Interweaves their story with that of Samuel Higgins, a boy who died in a shipwreck in the same waters in 1665. Dewey: -Fic- ; Audience: Upper Elementary ; Interest Level: 3-6 From the publisher: Grades 4-7; Ages 9-12 Tags: Adventure	—	\$7.99	1	\$7.99
 Dream On Book Series [2-item series] (#A792302) Contains items available for pre-order. Some items in this set are not yet available; we'll ship them to you upon release.				
 Dream Big (Dream On, Book 2) by Hale, Shannon (#2366CJ5) FollettBound Glued — Roaring Brook Press, 2026 Available for pre-order. This item is scheduled for release on August 26, 2026. Dewey: 741.5 ; Audience: Upper Elementary ; Interest Level: 3-6 From the publisher: Ages 8-12 Tags: Graphic Novels	—	\$23.90	1	\$23.90
 Dream on (Dream On, Book 1) by Hale, Shannon (#2083HF7) FollettBound Glued — Roaring Brook Press, 2025 "When Cassie gets a letter that says she's won a huge prize she thinks its the answer to all of her problems. She could get another car so her big family doesnt have to take to trips to go places. Or new furniture to replace their shabby old sofa. Or maybe she could make Vali her best friend forever by taking her on a fabulous vacation. But what happens if Cassie wins nothing at all?"--Back cover.	—	\$23.90	1	\$23.90



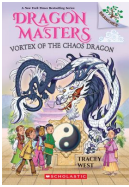

Item	!	Price	Qty.	Total
Dewey: 741.5 ; Audience: Upper Elementary ; Interest Level: 3-6 From the publisher: Ages 8-12 From Booklist: Grades 3-6 ; Kirkus: Ages 8-12 ; PW: Ages 8-12 ; SLJ: Gr 3-6 Tags: Graphic Novels				
		\$18.67	1	\$18.67
The gift of words by Reynolds, Peter H (#2388EH7) Hardcover — Orchard Books, an imprint of Scholastic Inc., 2025 When positive words prove hard to come by in his bustling town, Jerome shares holiday wishes with his community by stringing joyful words on a tree. Dewey: -E- ; Audience: Lower Elementary ; Interest Level: K-3 From the publisher: Grades Pre-K/K-3; Ages 4-8 From Kirkus: Ages 3-8 ; SLJ: K-Gr 2 Tags: Holiday Stories Literature Picture Book				
		\$18.67	1	\$18.67
The giving flower : the story of the Poinsettia by Dobbs, Alda P (#2506LH0) Hardcover — Sourcebooks Jabberwocky, 2025 Explore the history of the Poinsettia flower and the holiday traditions it's inspired. Dewey: 635.9 ; Audience: Lower Elementary ; Interest Level: K-3 From the publisher: Grades Pre-K/K-3; Ages 4-8 From Booklist: Preschool-Grade 3 ; Kirkus: Ages 4-8 ; PW: Ages 4-8 ; SLJ: K-Gr 3 Tags: Authentic Author Hispanic/Latino Holiday Stories Latin America Plants/Botany				
		\$18.67	1	\$18.67
The house next door by Oh, Ellen (#2515GH3) Hardcover — Harper, an imprint of HarperCollinsPublishers, 2025 Rory knows the house next door is haunted. Filled with scary spirits and mysterious noises, Rory must do everything he can to prevent the new neighbors from becoming its next victims. Dewey: -Fic- ; Audience: Upper Elementary ; Interest Level: 3-6 From the publisher: Grades 3-7; Ages 8-12 From Booklist: Grades 3-6 ; Kirkus: Ages 8-13 ; PW: Ages 8-12 ; SLJ: Gr 3-6 Tags: Asian American Folklore Horror Relationship Skills Scary Stories				
		\$12.99	1	\$12.99
How to catch a Babysaurus (How To Catch...) by Walstead, Alice (#2126NH8) Hardcover — Sourcebooks Wonderland, 2025 A story about gaining a new family member. Dewey: -E- ; Audience: Lower Elementary ; Interest Level: K-3 From the publisher: Grades Pre-K/K-5; Ages 4-10 Tags: Dinosaur Stories Picture Book Siblings				
		\$12.99	1	\$12.99
How to catch Bigfoot (How To Catch...) by Walstead, Alice (#2126MH0) Hardcover — Sourcebooks Wonderland, 2025 Children attempt to catch Bigfoot while camping in the woods. Dewey: -E- ; Audience: Lower Elementary ; Interest Level: K-3 From the publisher: Grades Pre-K/K-5; Ages 4-10 From Kirkus: Ages 4-7 ; SLJ: Gr 1-3 Tags: Imagination Stories Picture Book				
		\$7.99	1	\$7.99
Identikill by Alexander, K. R (#2142DG2) Paperback — Scholastic Inc., 2025 A young girl is haunted by the ghost of her twin sister following her death. Dewey: -Fic- ; Audience: Upper Elementary ; Interest Level: 3-6 AR 3.9 MG 4 553807EN From the publisher: Grades 4-7; Ages 9-12 From Kirkus: Ages 8-12 Tags: Horror Scary Stories				
		\$8.88	1	\$8.88
Identikill 2 by Alexander, K. R (#2391MH6) Paperback — Scholastic, 2026 Available for pre-order. This item is scheduled for release on January 6, 2026. Dewey: -Fic- ; Audience: Upper Elementary ; Interest Level: 3-6 From the publisher: Grades 4-7; Ages 9-12				

Item	!	Price	Qty.	Total
Tags: Horror Scary Stories Siblings				
 <p>Incredibly Penelope by Myracle, Lauren (#2023JH5) Hardcover — Walker Books, 2025</p> <p>Penelope has been all over the globe traveling alongside her very wealthy godmother. She's done things most kids never dream of, but there's one thing she desperately wants to try: go to school! Penelope persuades her mother and godmother to let her attend Idlewild Academy for Girls, where her charm, openness, and generosity quickly win over many of her new classmates, although some think she's a snob. When Penelope's mother and godmother go missing, her wealth goes along with them, and people start treating her differently, even cruelly--Adapted from OCLC.</p> <p>Dewey: -Fic-; Audience: Upper Elementary; Interest Level: 3-6 From the publisher: Grades 3-7; Ages 8-12 From Booklist: Grades 4-7; Kirkus: Ages 8-12; PW: Ages 8-12; SLJ: Gr 4-6</p> <p>Tags: Classic Retellings Mystery Realistic Fiction</p>	—	\$18.67	1	\$18.67
 <p>Into the shadow mist (Legends of Lotus Island, Book 2) [large print] by Soontornvat, Christina (#2775FD5) Hardcover (library binding) — Thorndike Press, a part of Gale, a Cengage company, c2023 p2024</p> <p>"Plum and her friends are traveling to the misty Bokati Island. There, they will study with the mysterious Guardian Master Em, who is the keeper of the ancient forest. The field trip comes just in time for Plum, who still can't figure out why she's so different from the other Novices on Lotus Island. At first, Plum doesn't know what to make of this quiet and sometimes gloomy place. But it doesn't take long to discover that Bokati is brimming with an incredible array of fascinating animals and plants. When an unseen force begins to destroy the trees, putting the entire ecosystem at risk, Plum and her classmates must spring into action. Plum is determined to help, even though she's hiding secrets about her own Guardian powers from even her closest friends"--Provided by publisher.</p> <p>Dewey: -Fic-; Audience: Upper Elementary; Interest Level: 3-6 From Kirkus: Ages 7-11</p> <p>Tags: Adventure Asian American Fantasy Multicultural Mystery Relationship Skills</p>	—	\$24.99	1	\$24.99
 <p>Island Book Series [3-item series] (#A236132)</p>				
 <p>Escape (Island, Book 3) by Korman, Gordon (#2016KFX) FollettBound Glued — Scholastic Inc., c2001 p2024</p> <p>Six kids shipwrecked on an obscure Pacific island urgently need a plan to get home when they realize they are sharing their living space with a deadly group of smugglers--and the situation grows even more dire when the smugglers stumble across an atomic bomb left there in 1945.</p> <p>Dewey: -Fic-; Audience: Upper Elementary; Interest Level: 3-6; Reading Level: 5.2 AR 4.9 MG 4 58027EN From the publisher: Grades 4-7; Ages 9-12</p> <p>Tags: Adventure Survival Stories</p>	—	\$17.84	1	\$17.84
 <p>Shipwreck (Island, Book 1) by Korman, Gordon (#2458AG8) FollettBound Glued — Scholastic Inc., c2001 p2024</p> <p>Six children try to survive on a desert island in the Pacific Ocean after a storm destroys their boat.</p> <p>Dewey: -Fic-; Audience: Upper Elementary; Interest Level: 3-6 AR 4.6 MG 3 58026EN From the publisher: Grades 4-7; Ages 9-12 From SLJ: Gr 5-7</p> <p>Tags: Adventure Relationship Skills Survival Stories</p>	—	\$17.84	1	\$17.84
 <p>Survival (Island, Book 2) by Korman, Gordon (#2016JF2) FollettBound Glued — Scholastic Inc., c2001 p2024</p> <p>Four children, having survived a shipwreck and a week with no food, arrive on a deserted island in the Pacific Ocean, missing two of their friends, and find themselves in danger of being found by some very dangerous people.</p> <p>Dewey: -Fic-; Audience: Upper Elementary; Interest Level: 3-6; Reading Level: 4.3 AR 4.8 MG 4 58028EN From the publisher: Grades 4-7; Ages 9-12 From SLJ: Gr 4-6</p>	—	\$17.84	1	\$17.84

Item	!	Price	Qty.	Total
Tags: Adventure Survival Stories				
				
The last comics on Earth. #3, A song of swords and stuffies (Last Comics on Earth, Book 3) — \$14.95 1 \$14.95 by Brallier, Max (#2419TG0) Hardcover — Viking, 2025 The Last Kids on Earth face unexpected competition from Skaelka's bestselling comic, and write a threequel in which they team up with the Laser Blade Hero Squad to save Apocalyptia from a mysterious, cutifying threat. Dewey: 741.5 ; Audience: Upper Elementary ; Interest Level: 3-6 From the publisher: Grades 3-7; Ages 8-12 From Kirkus: Ages 8-13 Tags: Graphic Novels				
				
The Last Comics on Earth Across the Doodleverse (Last Comics on Earth, Book 4) by — \$14.95 1 \$14.95 Brallier, Max (#2065GJ4) Hardcover — Viking Books for Young Re, 2026 Available for pre-order. This item is scheduled for release on April 28, 2026. Dewey: 741.5 ; Audience: Upper Elementary ; Interest Level: 3-6 From the publisher: Grades 3-7; Ages 8-12 Tags: Adventure Graphic Novels Humor Multicultural Survival Stories				
				
The little ghost who was a quilt by Nason, Riel (#1793BB4) — \$18.67 1 \$18.67 Hardcover — Tundra Books, an imprint of Penguin Random House Canada Young Readers, a Penguin Random House Company, 2020 "Ghosts are supposed to be sheets, light as air and able to whirl and twirl and float and soar. But the little ghost who is a quilt can't whirl or twirl at all, and when he flies, he gets very hot. He doesn't know why he's a quilt. His parents are both sheets, and so are all of his friends. (His great-grandmother was a lace curtain, but that doesn't really help cheer him up.) He feels sad and left out when his friends are zooming around and he can't keep up. But one Halloween, everything changes. The little ghost who was a quilt has an experience that no other ghost could have, an experience that only happens because he's a quilt--and he realizes that it's OK to be different!"--Provided by publisher. Dewey: -E- ; Audience: Lower Elementary ; Interest Level: K-3 ; Reading Level: 2.4 AR 4.1 LG .5 551773EN From the publisher: Grades Pre-K/K-2; Ages 3-7 From Kirkus: Ages 4-7; PW: Ages 3-7; SLJ: K-Gr 2 Tags: Imagination Stories Picture Book				
				
Liz learns a lesson (Critter Club, Book 3) by Barkley, Callie (#0512CL0) — \$16.54 1 \$16.54 FollettBound Glued — Little Simon, 2013 Members of the Critter Club are all excited about their summer plans until Liz learns that, instead of taking an art class, she will have to be in summer school to improve her math skills, but a fun teacher, a classroom pet, support from her friends, and advice from her brother might get her through. Dewey: -Fic- ; Audience: Lower Elementary ; Interest Level: K-3 ; Reading Level: 3.3 AR 3 LG 1 159033EN From the publisher: Grades Pre-K/K-4; Ages 5-9 Tags: Animal Stories Early Chapter Book Realistic Fiction				
				
Lost on Doll Island by Ramos-Gomez, Cassandra (#2348CH0) — \$17.39 1 \$17.39 FollettBound Glued — Simon & Schuster Books for Young Readers, 2025 Eleven-year-old Diego goes to live with his uncle in Mexico City where he explores a haunted island in search of a wish-granting doll. Dewey: -Fic- ; Audience: Middle School ; Interest Level: 5-8 AR 4.9 MG 6 555644EN From the publisher: Grades 3-7; Ages 8-12 From Booklist: Grades 4-7 Tags: Hispanic/Latino Horror Thriller				
				
Marion takes a break (Critter Club, Book 4) by Barkley, Callie (#0512DL8) — \$16.54 1 \$16.54 FollettBound Glued — Little Simon, 2013 When a broken ankle forces Marion to withdraw from the horse show, she finds a way to stay active by helping her friends at the Critter Club animal shelter find homes for a litter of kittens. Dewey: -Fic- ; Audience: Lower Elementary ; Interest Level: K-3 ; Reading Level: 3.4 AR 3.4 LG 1 159916EN				

Item	!	Price	Qty.	Total
From the publisher: Grades Pre-K/K-4; Ages 5-9				
Tags: Animal Stories Early Chapter Book Realistic Fiction				
		\$19.39	1	\$19.39
Mystic and the midnight ride (Pony Club Secrets, Book 1) by Gregg, Stacy (#0783ZY8) FollettBound Glued — HarperCollins Children's Books, 2014 Issie has her horsemanship skills put to the test when she is asked to care for the abandoned, and spirited, Blaze. Dewey: -Fic- ; Audience: Upper Elementary ; Interest Level: 3-6 ; Reading Level: 6.1 From the publisher: Ages 9-12 Tags: Animal Stories				
		\$8.88	1	\$8.88
The Pumpkin Princess and the forever night (Pumpkin Princess) by Banbury, Steven (#2622HE7) Paperback — Little, Brown and Company, 2024 "A runaway orphan is adopted by the fabled Pumpkin King and whisked away to a land of undead creatures"--Provided by publisher. Dewey: -Fic- ; Audience: Upper Elementary ; Interest Level: 3-6 From the publisher: Grades 3-7; Ages 8-12 From Booklist: Grades 4-7 ; Kirkus: Ages 8-12 ; PW: Ages 8-12 ; SLJ: Gr 4-7 Tags: Horror Scary Stories				
		\$24.19	1	\$24.19
Refugee, the graphic novel by Gratz, Alan (#2455NH1) FollettBound Glued — Graphix, an imprint of Scholastic, Inc., 2025 "Although separated by continents and decades, Josef, a Jewish boy living in 1930s Nazi Germany; Isabel, a Cuban girl trying to escape the riots and unrest plaguing her country in 1994; and Mahmoud, a Syrian boy in 2015 whose homeland is torn apart by violence and destruction, embark on harrowing journeys in search of refuge, discovering shocking connections that tie their stories together"--Provided by publisher. Dewey: 741.5 ; Audience: Middle School ; Interest Level: 5-8 From the publisher: Grades 4-7; Ages 9-12 From Kirkus: Ages 10-13 ; SLJ: Gr 4-8 Tags: Graphic Novels Historical Fiction Refugees				
		\$19.95	1	\$19.95
Shark on! (Lucky Luke's Ocean Adventures) by Lovegreen, Kevin (#2906PGX) Hardcover (library binding) — Lucky Luke, LLC., 2024 "Lucky Luke and Crystal are bursting with excitement. Their dad is taking them on an ocean fishing adventure to chase after giant silver tarpon and lightning-fast shark"--OCLC. Dewey: -Fic- ; Audience: Upper Elementary ; Interest Level: 3-6 AR 3.8 MG 1 553709EN				
		\$17.74	1	\$17.74
Stella : ranch patrol (Dogs With a Purpose) by Cameron, W. Bruce (#2453SG7) Hardcover — Starscape/Tor Publishing Group, 2025 Thirteen-year-old Mateo trains corgi Stella to herd sheep in order to help his father avoid selling the family ranch. Dewey: -Fic- ; Audience: Upper Elementary ; Interest Level: 3-6 From the publisher: Ages 8-12 From Kirkus: Ages 8-12 Tags: Adventure Animal Stories Realistic Fiction Rural Life				
		\$24.25	1	\$24.25
Sunny figures it out by Holm, Jennifer L (#2758TH8) Hardcover — Graphix, an imprint of Scholastic, 2025 There's no question that Sunny has fun whenever she hangs out with Tony. They go to the movies together, talk a lot at school, and support each other when they need it. But are they dating? Sunny isn't sure... but her friend, Deb, is. She thinks Sunny and Tony should be doing the couples-skate at the local roller rink. And Tony should be giving Sunny his jacket to wear. And carrying her books to class. For Sunny, this doesn't feel great. It just feels...weird. Maybe she needs to stop taking everyone else's advice in order to figure things out for herself!--Adapted from back cover. Dewey: 741.5 ; Audience: Upper Elementary ; Interest Level: 3-6 AR 2.4 MG .5 555561EN From the publisher: Grades 3-7; Ages 8-12 Tags: Graphic Novels Relationship Skills School Stories				

Item	!	Price	Qty.	Total
 <p>Talons of Power (Wings Of Fire, Book 9) by Sutherland, Tui T (#2085MJ9) FollettBound Glued — Graphix, 2025</p> <p>Available for pre-order. This item is scheduled for release on January 20, 2026.</p> <p>Dewey: 741.5; Audience: Upper Elementary; Interest Level: 3-6 From the publisher: Grades 3-7; Ages 8-12</p> <p>Tags: Adventure Fantasy Graphic Novels Identity (Literary Theme) Social Awareness</p>	—	\$24.19	1	\$24.19
 <p>Unofficial Guide to Conflict Resolution in Minecraft Book Set [6-item set] (#A787058)</p>				
 <p>The unofficial guide to conflict resolution in Minecraft (Unofficial Guide to Conflict Resolution in Minecraft) by Keppeler, Jill (#2864LH4) Hardcover (library binding) — PowerKids Press, 2026</p> <p>"Disagreements with other people will always happen in life . . . and in Minecraft! Whether players are squabbling over the same profitable mine, negotiating over village trading resources, or deciding the punishment for another player 'griefing' others, there will always be conflicts to resolve. This volume uses age-appropriate social and emotional learning concepts to offer guidance on working with others, looking at others' perspectives, recognizing consequences, and other key principles"--Provided by publisher.</p> <p>Dewey: 303.6; Audience: Lower Elementary; Interest Level: K-3 From the publisher: Grades 2-5; Ages 7-10</p> <p>Tags: Games & Gaming Life Skills Problem & Solution (Text Structure) Social-Emotional Learning</p>	—	\$19.00	1	\$19.00
 <p>The unofficial guide to goal setting in Minecraft (Unofficial Guide to Conflict Resolution in Minecraft) by Keppeler, Jill (#2864MH1) Hardcover (library binding) — PowerKids Press, 2026</p> <p>"Minecraft is a very free-form game, but it's still common to have goals. . . . Those goals will vary wildly from world to world and player to player, but they're important to those who hold them. Readers will learn more about setting and working toward their personal and collective goals"-- Provided by publisher.</p> <p>Dewey: 155.4; Audience: Lower Elementary; Interest Level: K-3 From the publisher: Grades 2-5; Ages 7-10</p> <p>Tags: Games & Gaming Life Skills Problem & Solution (Text Structure) Social-Emotional Learning</p>	—	\$19.00	1	\$19.00
 <p>The unofficial guide to leadership in Minecraft (Unofficial Guide to Conflict Resolution in Minecraft) by Keppeler, Jill (#2864NH9) Hardcover (library binding) — PowerKids Press, 2026</p> <p>"In gaming as in real life, it can be so frustrating when a group has no direction! Sometimes, someone just has to step up and take charge. But once you do . . . what's the best way to handle this new role? . . . This informative book guides Minecraft players through some common challenges and dilemmas using social and emotional learning skills paired with in-game information. Readers will learn more about taking initiative, showing empathy, recognizing strengths, and more"-- Provided by publisher.</p> <p>Dewey: 158; Audience: Lower Elementary; Interest Level: K-3 From the publisher: Grades 2-5; Ages 7-10</p> <p>Tags: Games & Gaming Life Skills Problem & Solution (Text Structure) Social-Emotional Learning</p>	—	\$19.00	1	\$19.00
 <p>The unofficial guide to problem solving in Minecraft (Unofficial Guide to Conflict Resolution in Minecraft) by Keppeler, Jill (#2864PH3) Hardcover (library binding) — PowerKids Press, 2026</p> <p>"Readers will learn more about social and emotional learning principles, including analyzing information and using organizational skills, to help them handle every problem Minecraft has to throw at them, whether it's those darned creepers or their own teammates"--Provided by publisher.</p> <p>Dewey: 155.4; Audience: Lower Elementary; Interest Level: K-3 From the publisher: Grades 2-5; Ages 7-10</p> <p>Tags: Games & Gaming Life Skills Problem & Solution (Text Structure) Social-Emotional Learning</p>	—	\$19.00	1	\$19.00
 <p>The unofficial guide to responsible behavior in Minecraft (Unofficial Guide to Conflict Resolution in Minecraft) by Keppeler, Jill (#2864QH0) Hardcover (library binding) — PowerKids Press, 2026</p> <p>"Young gamers will learn more about cooperative play and respecting others, including social and emotional learning concepts such as having emotional awareness and resisting negative social pressure"--Provided by publisher.</p>	—	\$19.00	1	\$19.00

Item	!	Price	Qty.	Total
Dewey: 170.83 ; Audience: Lower Elementary ; Interest Level: K-3 From the publisher: Grades 2-5; Ages 7-10 Tags: Games & Gaming Life Skills Problem & Solution (Text Structure) Responsible Decision-making Social-Emotional Learning				
		\$19.00	1	\$19.00
The unofficial guide to teamwork in Minecraft (Unofficial Guide to Conflict Resolution in Minecraft) by Keppeler, Jill (#2864RH8) Hardcover (library binding) — PowerKids Press, 2026 "Young gamers will learn more about cooperative play and respecting others, including social and emotional learning concepts such as having emotional awareness and resisting negative social pressure"- -Provided by publisher. Dewey: 302.34 ; Audience: Lower Elementary ; Interest Level: K-3 From the publisher: Grades 2-5; Ages 7-10 Tags: Games & Gaming Life Skills Problem & Solution (Text Structure) Social-Emotional Learning				
		\$13.99	1	\$13.99
Unsettling Salad! (Jasper Rabbit Creepy Tales) by Reynolds, Aaron (#2460YJ1) Hardcover — Simon & Schuster Books Fo, 2025 Available for pre-order. This item is scheduled for release on February 3, 2026. Dewey: -E- ; Audience: Lower Elementary ; Interest Level: K-3 From the publisher: Grades 1-4; Ages 6-9 Tags: Early Chapter Book Humor Scary Stories				
		\$7.99	1	\$7.99
Vortex of the chaos dragon (Branches: Dragon Masters, Book 30) by West, Tracey (#2919QG1) Paperback — Scholastic, 2025 Available for pre-order. This item is scheduled for release on December 2, 2025. Dewey: -Fic- ; Audience: Lower Elementary ; Interest Level: K-3 From the publisher: Grades 1-3; Ages 6-8 Tags: Adventure Early Chapter Book Fantasy				
		\$19.60	1	\$19.60
Warriors Changing Skies #2Hidden Moon (Warriors: Changing Skies, Book 2) by Hunter, Erin (#2515TH8) Hardcover — HarperCollins, 2025 Available for pre-order. This item is scheduled for release on November 4, 2025. Dewey: -Fic- ; Audience: Middle School ; Interest Level: 5-8 From the publisher: Grades 3-7; Ages 8-12 From Kirkus: Ages 9-12 Tags: Adventure Animal Stories Fantasy Favorite Characters				

49 items: \$832.45

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	0	0	0	0	19	16	1	1	0	1	20	18	38
10	0	0	0	0	1	0	0	0	21	24	4	6	1	0	27	30	57
11	0	0	0	0	1	0	0	0	26	24	1	3	2	1	30	28	58
12	0	0	0	0	1	0	0	0	17	17	2	6	2	0	22	23	45
TOTAL	0	0	0	0	3	0	0	0	83	81	8	16	5	2	99	99	198

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	1	0	0	18	19	5	1	0	1	23	22	45
07	0	0	1	0	0	0	0	0	32	24	2	1	1	2	36	27	63
08	0	0	0	0	0	1	0	0	28	27	0	5	2	1	30	34	64
TOTAL	0	0	1	0	0	2	0	0	78	70	7	7	3	4	89	83	172

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	0	0	0	0	15	19	3	2	0	4	18	25	43
02	0	0	0	0	1	0	0	0	22	23	0	0	2	4	25	27	52
03	0	0	0	0	0	0	0	0	20	21	0	2	3	3	23	26	49
04	0	0	0	0	0	0	0	0	17	32	1	1	1	0	19	33	52
05	0	0	0	0	0	1	0	0	30	23	2	2	1	3	33	29	62
KG	0	0	0	0	0	0	0	0	28	16	4	2	5	2	37	20	57
PK	0	0	0	0	2	1	0	0	7	9	0	1	0	0	9	11	20
TOTAL	0	0	0	0	3	2	0	0	139	143	10	10	12	16	164	171	335

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	0	0	0	0	15	19	3	2	0	4	18	25	43
02	0	0	0	0	1	0	0	0	22	23	0	0	2	4	25	27	52
03	0	0	0	0	0	0	0	0	20	21	0	2	3	3	23	26	49
04	0	0	0	0	0	0	0	0	17	32	1	1	1	0	19	33	52
05	0	0	0	0	0	1	0	0	30	23	2	2	1	3	33	29	62
06	0	0	0	0	0	1	0	0	18	19	5	1	0	1	23	22	45
07	0	0	1	0	0	0	0	0	32	24	2	1	1	2	36	27	63
08	0	0	0	0	0	1	0	0	28	27	0	5	2	1	30	34	64
09	0	0	0	0	0	0	0	0	19	16	1	1	0	1	20	18	38
10	0	0	0	0	1	0	0	0	21	24	4	6	1	0	27	30	57
11	0	0	0	0	1	0	0	0	26	24	1	3	2	1	30	28	58
12	0	0	0	0	1	0	0	0	17	17	2	6	2	0	22	23	45
KG	0	0	0	0	0	0	0	0	28	16	4	2	5	2	37	20	57
PK	0	0	0	0	2	1	0	0	7	9	0	1	0	0	9	11	20
TOTAL	0	0	1	0	6	4	0	0	300	294	25	33	20	22	352	353	705

***** End of report *****

Explanatory Notes

TASB Localized Policy Manual Update 126

Harleton ISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Changes at Update 126 are based almost exclusively on legislation from the 89th Regular Legislative Session. Please note that documents provided in the legal framework are not adopted by the board.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB), House Bills (HB), or House Concurrent Resolutions (HCR) from the 89th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

TASB Policy Service hosted and recorded a webinar to review the content of Update 126. That recorded webinar is available with your Update 126 materials on Policy Online.

AE(LEGAL)

EDUCATIONAL PHILOSOPHY

HB 2 updated the existing goals of education and added an additional two.

AF(LEGAL)

INNOVATION DISTRICTS

The ability for a district to exempt itself from certain laws through a District of Innovation plan was impacted by SB 12, HB 2, and HB 6. SB 571 amended and redesignated the requirements related to termination of a district's designation as a District of Innovation.

AG(LEGAL)

HOME-RULE DISTRICTS

SB 571 amended the language at Education Code 12.0271 and redesignated material from Education Code 22.085 and 22.092. Changes to the legal framework have been made accordingly.

AIA(LEGAL)

ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

An Appeal and Revision section has been added to reflect changes in 19 Administrative Code 97.1002.

AIB(LEGAL)

ACCOUNTABILITY: PERFORMANCE REPORTING

A section addressing the Performance of Students Receiving Special Education Services has been added to reflect changes from HB 2.

AIC(LEGAL)

ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

The section on Intervention Programs has been amended to reflect changes from HB 2.

AIE(LEGAL)

ACCOUNTABILITY: INVESTIGATIONS

SB 571 added a reason the commissioner is authorized to conduct a special investigation.

B(LEGAL)

LOCAL GOVERNANCE

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

BBA(LEGAL)

BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

Registration as a Sex Offender has been added under Ineligibility in response to HB 3629, which prohibits an individual who must register as a sex offender from serving as a trustee.

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BBB(LEGAL) BOARD MEMBERS: ELECTIONS

The board may adopt a resolution to change the length of terms of trustees no later than December 31, 2030, and may change its election date to the November uniform election date in accordance with HB 3546.

BBBA(LEGAL) ELECTIONS: CONDUCTING ELECTIONS

Electioneering may not be conducted within 20 feet of a parking space designated for curbside voting in accordance with HB 521.

BBD(LEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION

Revisions throughout are due to adopted amendments to 19 Administrative Code 61.1 related to board member training.

BBE(LEGAL) BOARD MEMBERS: AUTHORITY

A section relating to access to information by board members under the Public Information Act has been added pursuant to HB 4310.

BE(LEGAL) BOARD MEETINGS

SB 413 requires the recording of all board meetings. SB 413 also added language regarding inclusion in board meeting minutes of each board member's vote on any item and a requirement to post on the district's website any resolution adopted by the board. HB 1522 changed the required posting time for board agendas from 72 hours to 3 business days.

BE(LOCAL) BOARD MEETINGS

Several recommended revisions have been made to this policy on board meetings. SB 12 prompted new language at Meeting Place and Time indicating that board meetings will be held outside of typical work hours. Language at Notice to Members has been adjusted to reflect HB 1522, which requires board agendas to be posted for three business days, rather than 72 hours, before the meeting. This recommended revision appropriately adjusts when the notice of the meeting will be provided to board members.

At Deadline, the recommended revisions are also in response to HB 1522. We offer for your consideration language requiring that agenda items be submitted 10 calendar days before a meeting. This deadline would provide the district sufficient time to compile items and post an agenda by the statutory deadline. If the district would like to adjust the deadline, please contact your policy consultant.

SB 413 requires roll call voting, so the language at Record Vote has been revised accordingly. A paragraph in the Minutes section has been removed, as the statement is true for all district records and it is not necessary to separately address retention in this policy. Please refer to CPC(LOCAL) and your district's record retention procedures.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

BEC(LEGAL) BOARD MEETINGS: CLOSED MEETINGS

Trustees may now address matters of cybersecurity and critical infrastructure facilities in closed meetings, in accordance with HB 3112.

Explanatory Notes

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BED(LEGAL) BOARD MEETINGS: PUBLIC PARTICIPATION

HB 5238 amended the offense of disruption of a meeting to include virtual meetings and electronic disturbances like hacking.

BED(LOCAL) BOARD MEETINGS: PUBLIC PARTICIPATION

Recommended revisions comply with the SB 12 requirement that public comment occur at the beginning of board meetings.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

BF(LEGAL) BOARD POLICIES

A Compliance section has been added pursuant to SB 12's requirement that districts must implement and comply with policies the district is required to adopt.

BJA(LEGAL) SUPERINTENDENT: QUALIFICATIONS AND DUTIES

Provisions regarding required certifications to TEA have been added to this policy. Information on the do-not-hire registry are in accordance with HB 2. SB 12 requires board approval of the superintendent's certification relating to diversity, equity, and inclusion prohibitions. A section on Testimony Before the SBOE has also been added pursuant to SB 12.

BJB(LEGAL) SUPERINTENDENT: RECRUITMENT AND APPOINTMENT

Notice of vacant positions must now be posted five, rather than 10, school days before the date on which a district fills the position according to HB 2.

BT(LEGAL) PROHIBITION ON DIVERSITY, EQUITY, AND INCLUSION ACTIVITIES

This new policy code addresses SB 12's prohibition on diversity, equity, and inclusion activities. Definitions and prohibited activities and certification requirements are included.

C(LEGAL) BUSINESS AND SUPPORT SERVICES

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

CBA(LEGAL) STATE AND FEDERAL REVENUE SOURCES: STATE

A section has been included to reflect that HB 2 added an allotment for basic costs of \$106 for each student. At New Instructional Facility Allotment, HB 2 and HB 120 add a renovated portion of an instructional facility to the definition of a new instructional facility.

CCA(LEGAL) LOCAL REVENUE SOURCES: BOND ISSUES

HB 103, HB 3526, and SB 843 all relate to bond databases. Extensive revisions throughout comport with these new laws. HB 4395 required the addition of an Electronic Submission and Delivery subsection under Attorney General Review and Approval.

CCG(LEGAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES

HB 1522 requires specific notices to be provided when the board will discuss or adopt the budget, and HB 1453 allows districts to approve an interest and sinking (I & S) rate that exceeds the rate to maintain the

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same level of maintenance and operations revenue and pay debt service under specific conditions. Sections have been added to address these requirements. A deletion at Voter-Approval Tax Rate is due to HB 2. SB 1502 restricts a district's ability to approve disaster pennies. At Proposition, SB 1025 requires a proposition that increases a tax to include the statement "THIS IS A TAX INCREASE."

CCGA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

Contingent on a constitutional amendment, SB 4 will raise the homestead exemption to \$140,000. SB 23, also contingent on a constitutional amendment, raises the disabled and elderly exemption to \$60,000. HB 2742 amends the requirements around split payments for districts that collect their own taxes and eliminates Tax Code 31.04(c). Other revisions have been made for clarity.

CCGB(LLEGAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT

SB 2900 repealed the JETI Oversight Committee, so related language in the Governor Action on Application section has been removed. HB 1620 repealed Tax Code 313.007, which was found in the Texas Economic Development Act section.

CE(LLEGAL) ANNUAL OPERATING BUDGET

Language at Authorized Expenditures has been updated to reflect changes from HB 2.

CFEA(LLEGAL) PAYROLL PROCEDURES: SALARY DEDUCTIONS AND REDUCTIONS

The Professional or Other Dues section has been amended to address HB 2 changes for salary deductions.

CH(LLEGAL) PURCHASING AND ACQUISITION

SB 1173 changes the competitive procurement threshold from \$50,000 to \$100,000.

Please note: In many districts' CH(LOCAL), the purchasing authority of the superintendent is established. This is a different threshold from what has been changed statutorily. For that reason, CH(LOCAL) is not included in this update. Please review your CH(LOCAL) and, if any revisions are necessary, please contact your policy consultant.

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

HB 210 creates a criminal offense for a vendor to bid or contract with the district if it has a close relationship with a trustee. A new section called Prohibited Activities by Vendors has been created to reflect this change. SB 33 adds to the prohibition against using taxpayer resource transactions for abortion-related expenses.

CHF(LLEGAL) PURCHASING AND ACQUISITION: PAYMENT PROCEDURES

Language has been added to reflect an exception to the Exception for bona fide disputes between a district and vendor for purposes of prompt payment in construction projects, in accordance with HB 3005.

CJ(LLEGAL) CONTRACTED SERVICES

A section on Severance Pay has been added to address HB 762, which restricts severance agreements for independent contractors. The provisions also apply to employees, as reflected in policy DEA.

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CJ(LOCAL) CONTRACTED SERVICES

Recommended new provisions reflect that contractors may not engage in or assign instructional activities prohibited by law or diversity, equity, and inclusion (DEI) duties under SB 12. Violations will result in termination of the contract.

CJA(LEGAL) CONTRACTED SERVICES: BACKGROUND CHECKS AND REQUIRED REPORTING

The subtopic of this code, previously Criminal History, has been renamed Background Checks and Required Reporting. SB 571 transferred Education Code 22.085 to Chapter 22A and redesignated it as 22A.157. That change is reflected at Disqualifying Conviction and District Responsibility to Ensure Compliance. Extensive new sections on Requirement to Report Service Provider Misconduct and Consent for Release of Records and Preservice Affidavit have been added pursuant to SB 571.

CJA(LOCAL) CONTRACTED SERVICES: BACKGROUND CHECKS AND REQUIRED REPORTING

The subtopic name has been adjusted to Background Checks and Required Reporting to more accurately describe the contents of the legal framework at this code. No changes have been made to the local text, and the district has not been charged for this revision.

CK(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT

SB 57 changes at the Responsibilities subsection under Safety and Security Committee reflect the need to recommend accommodations for a student with an IEP or 504 plan. Additional changes from SB 57 are reflected in the Meetings subsection. HB 33 and HB 121 both speak to Sheriff-Led School Safety Meetings, which apply differently depending on the size of the county. A section about Public Information Officer for Emergency Communications has been added based on new requirements in HB 33. A clerical error in a citation as well as codes that were redesignated during the legislative session have been corrected.

CKA(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SAFETY AND SECURITY AUDITS AND MONITORING

Revisions throughout are in compliance with HB 33, HB 2, and HB 121.

CKC(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

At Emergency Response Map and Walk-Through, the requirement to provide a map to the Department of Public Safety has been included in compliance with HB 121. Changes in the Emergency Operations Plan section are due to changes from HB 33, HB 131, SB 57, and HB 121. SB 57 made significant changes to Education Code 37.1086, as reflected in the Recommendations and Guidelines for Individuals with Disabilities or Impairments section. The requirement to provide information to parents about safe firearm storage three times per year pursuant to HB 121 is in the Safe Firearm Storage section. At Confidential Information under the Texas Disaster Act, the language has been amended to reflect changes from HB 132.

CKD(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY MEDICAL EQUIPMENT AND PROCEDURES

The Automated External Defibrillators section has been amended to include, amongst other changes, an Inspection subsection that is required under SB 865. The Cardiac Emergency Response Plan has also been amended to meet the requirements of that bill. A section on Airway Clearance Devices has been added pursuant to HB 549.

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CKE(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL

Retired and reserve police officers are addressed in the Armed Security Officer Required section pursuant to HB 1458. Language regarding the expiration and renewal of good cause exceptions to the armed security officer requirement is included from HB 121. HB 121 also necessitated additional language in the Alternative Standard section.

CKEA(LLEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

Language has been added pursuant to HB 33, which requires law enforcement agencies to have a Public Information Officer for Emergency Communications. Reserve police officers, as allowed in HB 1458, are similarly addressed in a new section. In accordance with HB 33, an Active Shooter Incident subsection has been added under Required Policies, along with a section requiring Access to a Breaching Tool and Ballistic Shield. A section on Donation of Surplus Law Enforcement Equipment to a School District has been included pursuant to HB 1851. Law enforcement agencies are authorized to acquire and possess epinephrine delivery systems, and that section has been updated due to changes in SB 1619. HB 4504 from the 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citations throughout.

CKEB(LLEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS

Language at Board Regulations has been revised to reflect that uniformed school marshals may now open carry a firearm on campus pursuant to SB 870. HB 4504 from the 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citations throughout.

CL(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT

HB 2 creates a requirement for districts to report facility usage to TEA.

CLB(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: MAINTENANCE

A section on Fire Safety Inspection Reports has been included to reflect that SB 1177 requires fire safety inspections to include inspections of automated external defibrillators (AEDs) and that fire safety reports be filed at the campus level.

CLE(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: REQUIRED DISPLAYS

The subtopic name has been adjusted to Required Displays to more accurately describe the contents at this code. A section heading for Flags has been added for clarity. SB 10's requirements regarding conspicuously displaying the Ten Commandments have been added.

CLE(LOCAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: REQUIRED DISPLAYS

The subtopic name has been adjusted to Required Displays to more accurately describe the contents of the legal framework at this code. No changes have been made to the local text, and the district has not been charged for this revision.

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

19 Administrative Code 67.1003(i), which became effective June 8, 2025, relates to district entitlement to state aid regardless of whether the district uses the amount provided during the school year, and has been included here. Extensive additions regarding open education resource instructional materials has

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been added pursuant to 19 Administrative Code 67.1004, which also became effective June 8, 2025. SB 13 allows instructional material and technology allotment funds to be used for costs associated with complying with Education Code 33.023, which is set out more fully in EFB, and is referenced here. Beginning in the 2026-27 school year, districts may not adopt or use instructional material included on the list of rejected instructional materials maintained by the SBOE, and that has been included at Prohibited Expenditures. New provisions regarding commissioner's rules relating to the Instructional Materials and Technology Allotment have been added in accordance with 19 Administrative Code 67.1001, which became effective June 8, 2025. Changes at Requisitions, Use, and Distribution have been made pursuant to HB 2.

CNA(LEGAL) TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION

A section on Special Transportation Services has been added after HB 2 amended Education Code 48.151(g).

CNC(LEGAL) TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY

School buses are required to be equipped with three-point seat belts by 2029 in accordance with SB 546. Language to that effect has been added, including required reports that must be submitted to TEA if a board determines that the district's budget does not permit the district to purchase a bus equipped with the required seat belts.

COB(LEGAL) FOOD AND NUTRITION MANAGEMENT: FREE AND REDUCED-PRICE MEALS

SB 314 applies beginning with the 2026-27 school year, which necessitated a section on Prohibition on Certain Additives.

CQA(LEGAL) TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

SB 12 creates a deadline for updating board information online and adds annual updating to TEA. Those changes are reflected in the Required Trustee Information subsection. Rule changes also necessitated an update to a citation in the Required Website Postings section. Additional required postings listed come from SB 12 and SB 13.

CQB(LEGAL) TECHNOLOGY RESOURCES: CYBERSECURITY

HB 150 moves cybersecurity duties from the Department of Information Resources (DIR) to Texas Cyber Command. Both HB 150 and HB 1500 amend the requirements relating to training. HB 1500 also changes who takes cybersecurity training. HB 150 provides a definition of "cybersecurity incident." Finally, HB 5331 affects contracts for cybersecurity insurance.

CQB(LOCAL) TECHNOLOGY RESOURCES: CYBERSECURITY

Recommended revisions comply with HB 150, which moves cybersecurity training requirements from the Department of Information Resources to the Texas Cyber Command and includes details about notifications for cybersecurity incidents in addition to security breaches.

CQD(LEGAL) TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE

This new code includes information relating to artificial intelligence (AI) based on new laws from SB 1964 (regulating the use of AI by governmental entities), HB 149 (regulating the use of AI), and HB 150 and HB 1500 (addressing training related to AI).

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QQD(LOCAL) TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE

This new recommended policy addresses artificial intelligence training requirements based on HB 150 and HB 1500, as well as the use of artificial intelligence by district employees and students.

CRD(LEGAL) INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

Qualifying districts that discontinued participation in TRS-ActiveCare may elect to participate based on HB 3126.

CS(LEGAL) FACILITY STANDARDS

The date of the International Energy Conservation Code is no longer relevant and has been removed.

CSA(LEGAL) FACILITY STANDARDS: SAFETY AND SECURITY

HB 121 puts an expiration date on the HB 3 good cause exception relating to Safety and Security Requirements for Facilities, so the requirement to renew the exception at least every five years has been included, in addition to a subsection on Security Review. The requirement to have at least one breaching tool and one ballistic shield available for use at each campus has also been included. SB 1620 necessitated a citation adjustment.

SB 8 from the Second Special Session becomes effective December 4, 2025. In addition to providing definitions, it requires districts to designate each multiple-occupancy private space for use only by individuals of one sex and to take every reasonable step to ensure an individual does not enter the wrong private space. SB 8 also provides for investigations by the attorney general, private causes of action, and civil penalties.

CSA(LOCAL) FACILITY STANDARDS: SAFETY AND SECURITY

SB 8 from the Second Special Session prompted the inclusion of a section on Designation and Use of Private Spaces. The superintendent is directed to designate private spaces in accordance with law and to develop regulations to ensure compliance.

CV(LEGAL) FACILITIES CONSTRUCTION

The procurement threshold for contracts has increased to \$100,000. HB 1620 required a citation adjustment. SB 687 adds land surveyors to the statute pertaining to architects and engineers.

CV(LOCAL) FACILITIES CONSTRUCTION

As reflected in CH(LEGAL), the competitive purchasing threshold established in law has changed from \$50,000 to \$100,000. The language at Construction Contracts is recommended for revision here to refer to the legal threshold rather than a specific dollar amount. Policy BJA(LOCAL) establishes the superintendent's delegation authority; therefore "or designee" is recommended for deletion at Project Administration.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

Please note: The superintendent's authority to approve construction contracts is reflected with a dollar amount in many districts' CV(LOCAL) that matched the previous competitive purchasing threshold. We have not revised the provisions reflecting the superintendent's authority to approve construction contracts. If the board wishes to update the superintendent's authority to approve contracts, please contact your policy consultant.

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

Under Notice to Parents, HB 2 requires the superintendent to use, if available, the model notice provided by TEA. HB 2 also prohibits using a District of Innovation plan to exempt from the notice requirement. Teacher certification requirements were impacted heavily by HB 2, which required additional language at Professional Personnel. HB 2 also impacted the School District Teaching Permit section. SB 865 amends the requirement for cardiopulmonary resuscitation (CPR) certifications, which has been updated at CPR and AED Certification.

DBAA(LLEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: PRE-EMPLOYMENT REVIEWS

Revisions throughout are due to SB 571. New language reflects additional offenses included in the crimes prohibiting employment with the district and removes the victim age requirement.

DBD(LLEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST

A section on Personal Services Performed by Administrators, often referred to as "moonlighting," has been added to reflect changes from HB 3372.

DBD(LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST

A new recommended section on Personal Services Performed by an Administrator includes language relating to administrator work from HB 3372.

DC(LLEGAL) EMPLOYMENT PRACTICES

HB 2 amends Education Code 11.1513 to change the requirement for posting of vacancies from 10 days to five days. HB 2 also requires an employment policy relating to daily rate of pay, which is found in DEC(LOCAL).

DEA(LLEGAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN

The Increase in Basic Allotment and Maintenance of Salary sections have been deleted after HB 2 repealed those provisions. A section on Severance Pay has been added based on HB 762. Under TRS Surcharge for Rehired Retirees, the No Recovery of Costs subsection has been deleted pursuant to HB 2. The Temporary Exception subsection has been deleted as that provision has expired.

DEAA(LLEGAL) COMPENSATION PLAN: INCENTIVES AND STIPENDS

Extensive revisions throughout this policy reflect changes from HB 2.

DEC(LLEGAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

A subsection addressing the option for classroom teachers to use noncurrent use of Family Medical Leave has been added pursuant to HB 2. A section on Daily Rate of Pay has also been added pursuant to HB 2.

DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

HB 2 prompted recommended revisions to include Daily Rate of Pay under the Definitions section, as well as a section regarding Concurrent Use of Paid Leave during Family and Medical Leave for classroom teachers.

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The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

DF(LEGAL) TERMINATION OF EMPLOYMENT

SB 12 adds sanctions through the State Board for Educator Certification for encouraging a child to withhold evidence. SB 571 renumbered the provisions regarding the do-not-hire registry and expanded the misconduct included. SB 571 also changes the offenses requiring termination, which is reflected here. Based on SB 12, sections addressing Prohibition on DEI and Prohibited Classroom Instruction have also been included.

DFBA(LEGAL) TERM CONTRACTS: SUSPENSION/TERMINATION DURING CONTRACT

SB 571 renumbered the statute and changed timelines for principals to report misconduct to the superintendent.

DFBB(LOCAL) TERM CONTRACTS: NONRENEWAL

Based on SB 12, engaging or assigning diversity, equity, and inclusion duties, as well as instructional activities prohibited by law, are recommended for inclusion in the list of reasons a term contract employee may be nonrenewed. The item related to disability and the ability to perform the essential functions of the job has been amended for clarity.

DFD(LEGAL) TERMINATION OF EMPLOYMENT: HEARINGS BEFORE HEARING EXAMINER

A section on Dismissal of hearings before a hearing examiner has been included to reflect changes in HB 2.

DFE(LEGAL) TERMINATION OF EMPLOYMENT: RESIGNATION

Under Contract Abandonment, a subsection on Sanctions Prohibited has been included pursuant to HB 2. The Good Cause subsection has been removed as the rule it is based on conflicts with provisions in HB 2. Revisions in the Mitigating Factors section are due to rule changes found in 19 Administrative Code 249.17 that were published on May 18, 2025. Revisions in Required Report to SBEC, Investigation, and Report by Principal are due to SB 571.

DG(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES

In response to SB 11, new provisions are included to address the option of a board to adopt a policy designating a time for prayer and reading of the Bible or other religious text. The new law requires the board to take a vote on whether to permit this activity within six months of the legislation's effective date. Since the law was effective on September 1, the board would need to take a vote prior to March 1, 2026. [See also FNA(LEGAL), below.]

Also, a section on Right to Engage in Religious Speech or Prayer has been included pursuant to SB 965.

DGA(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES: FREEDOM OF ASSOCIATION

HB 2 tasks TEA with providing services for a classroom teacher and prohibits districts from interfering.

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DGBA(LEGAL)

PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

All of the revisions in this policy reflect applicable changes from SB 12. Substantially similar revisions are being made to the grievance policies at FNG, regarding student and parent complaints, and GF, regarding public complaints.

DGBA(LOCAL)

PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

All recommended revisions to this local policy on employee complaints stem from the applicable portions of SB 12.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

DGC(LEGAL)

EMPLOYEE RIGHTS AND PRIVILEGES: IMMUNITY

SB 920 necessitated a revision related to immunities under Administration of Medication. HB 6 led to the addition of the section on Immunity for Disciplinary Actions.

DH(LEGAL)

EMPLOYEE STANDARDS OF CONDUCT

Provisions regarding Duty to Report have always been in FFG(LEGAL) but have been duplicated here to ensure prominent placement and understanding. Sections on Retaliation Against Grievant and Social Transitioning have been included pursuant to SB 12. In the Low-THC Cannabis section, storage has been added pursuant to HB 46.

DH(LOCAL)

EMPLOYEE STANDARDS OF CONDUCT

The recommended revision to the text at Weapons Prohibited – Exceptions reflects changes under SB 706 regarding reciprocity with a handgun license from another state. Sections on Prohibited Classroom Instruction or Activities; Prohibited Diversity, Equity, and Inclusion Duties; and Social Transitioning are recommended for inclusion pursuant to SB 12. At Relationships with Students, the recommended revision addresses the requirement under SB 571 regarding notice of suspected misconduct by an educator or district service provider.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

DHB(LEGAL)

EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION

Substantial revisions throughout this code are required pursuant to SB 571. Revisions relating to Solicitation of a Romantic Relationship are due to rule changes at 19 Administrative Code 249.3.

DHC(LEGAL)

EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO TEXAS EDUCATION AGENCY

Substantial revisions throughout reflect changes from SB 571.

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DMA(LLEGAL) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

Revisions at Cybersecurity are due to HB 150. A new section on Artificial Intelligence Training is included in accordance with HB 3512. A new section for Mathematics Achievement Academies is included to reflect changes in HB 2. Information relating to CPR has been included pursuant to SB 865.

DP(LLEGAL) PERSONNEL POSITIONS

Changes relating to school psychologists result from HB 2598. All other revisions are due to SB 571.

EA(LLEGAL) INSTRUCTIONAL GOALS AND OBJECTIVES

Revisions at College, Career, and Military Readiness Plans as well as at Website Posting are due to HB 2.

EEP(LLEGAL) INSTRUCTIONAL ARRANGEMENTS: LESSON PLANS

This new legal framework document contains the SB 12 legal requirements for Disclosure of Instructional Plans.

EEP(LOCAL) INSTRUCTIONAL ARRANGEMENTS: LESSON PLANS

This new local policy includes recommended language from SB 12 on instructional plans and course syllabi.

EFA(LLEGAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

A subsection on Notice of Entitlement to Review Materials has been added pursuant to SB 12. Provisions at Parent Request for Instructional Material Review, including Mandatory Review on Petition by Group of Parents, have been added based on a new rule at 19 Administrative Code 67.69.

EFA(LOCAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

In accordance with SB 12, a section on Parent Request for Instructional Material Review is recommended for inclusion. The policy requires the superintendent to develop administrative regulations to ensure that parents or guardians can request review of instructional materials individually or through a petition process with other parents.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

EFB(LLEGAL) INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

The School Library section has been deleted based on the 5th Circuit decision in *Little v. Llano County* and new provisions in SB 13 related to removal of library materials during challenges. The remaining revisions regarding the procurement of library materials are also in response to SB 13.

EHA(LLEGAL) CURRICULUM DESIGN: BASIC INSTRUCTIONAL PROGRAM

Changes to Videotape or Recording to include "or contractor" are from SB 12.

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

A subsection on Parent Consent within the Human Sexuality Instruction section has been added due to SB 12. A cross-reference to EEP(LEGAL) has been added at Scope and Sequence and Instructional Materials for clarity after SB 12 revisions.

EHAC(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)

A change relating to substituting AP courses has been added at Personal Financial Literacy, pursuant to HB 27. Nutrition and Wellness information has also been included, based on SB 25.

EHB(LEGAL) CURRICULUM DESIGN: SPECIAL PROGRAMS

Removal of the definitions of dyslexia and related disorders and changes at Screening, Testing, and Identification and at Talking Book Program Notification are all based on HB 2.

EHBA(LEGAL) SPECIAL PROGRAMS: SPECIAL EDUCATION

HB 2 prompted new language related to specialized technical assistance at Interventions and Sanctions as well as the removal of a parenthetical at State-Supported Living Center referring to state schools.

EHBAA(LEGAL) SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

SB 2 prompted the addition of a Students Not Enrolled in District section, which contains full and individual initial evaluation requirements. The language at Psychological Examinations was repealed by HB 2 and has been removed. A new section at Children with Visual Impairments and revisions at Eligibility and Reevaluations and at Visual and Auditory Impairments are also due to HB 2.

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

Language at Intellectual Disability and Developmental Delay Information has been added as a result of HB 1188. All other revisions have been made pursuant to HB 2.

EHBAC(LEGAL) SPECIAL EDUCATION: STUDENTS IN NONDISTRICT PLACEMENT

HB 2 prompted revisions at Residential Placement as well as at Grant for Community-Based Support Services.

EHBAF(LEGAL) SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

The term "contractor" has been added at Parent Consent Not Required due to SB 12. The definition of "self-contained" has been deleted and that term has been replaced with "special educational classroom" throughout in accordance with HB 2. A definition of "special education classroom or other special education setting" has been added.

EHBAF(LOCAL) SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

The enclosed revisions are recommended to update language regarding special education classrooms in accordance with HB 2 and to update the timeframe for reporting suspected misconduct or child abuse as required by SB 571.

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EHBC(LLEGAL) SPECIAL PROGRAMS: COMPENSATORY SERVICES AND INTENSIVE PROGRAMS

The Use subsection under Compensatory Education Allotment has been deleted due to HB 2, which repealed Education Code 48.104(k). The provision on Virtual School Network has also been deleted, as it was repealed by SB 569. Amendments at At-Risk Student are due to SB 991. The Accelerated Instruction Program section has been deleted due to the repeal of Education Code 28.006(g) and (g-1) by HB 2.

EHBCA(LLEGAL) COMPENSATORY SERVICES AND INTENSIVE PROGRAMS: ACCELERATED INSTRUCTION

HB 2 prompted the addition of language at High-Impact Tutoring Providers.

EHBE(LLEGAL) SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL

Revisions at Exceptions and Waivers under the Bilingual and ESL Programs section are due to HB 2.

EHBF(LLEGAL) SPECIAL PROGRAMS: CAREER AND TECHNICAL EDUCATION

Revisions at Certification Subsidy are due to HB 2. A section on Applied Sciences Pathway Program has been added pursuant to HB 20.

EHBG(LLEGAL) SPECIAL PROGRAMS: PREKINDERGARTEN

Revisions throughout are due to HB 2.

EBBH(LLEGAL) SPECIAL PROGRAMS: OTHER SPECIAL POPULATIONS

Revisions throughout are pursuant to HB 2.

EBBK(LLEGAL) SPECIAL PROGRAMS: OTHER INSTRUCTIONAL INITIATIVES

A section on Gifted and Talented Week has been added pursuant to HCR 64.

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

A note referencing the Texas Virtual School Network (TXVSN) has been removed pursuant to a repeal by SB 569. Language added at the FAST Program section is from HB 2, and other revisions to that section are due to SB 1786.

EHDE(LLEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: DISTANCE LEARNING

Substantial additions to this legal framework document have been made related to Virtual and Hybrid Courses due to SB 569. Provisions related to the TXVSN have been removed, also due to SB 569.

EIA(LLEGAL) ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS

SB 12 prompted amended language at Progress Reports and Conferences.

EIA(LOCAL) ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS

Recommended revisions reflect the SB 12 requirement that each parent of a student be afforded the opportunity for at least two in-person conferences with the student's teacher per year. At Academic Dishon-

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esty, language is recommended that indicates the use of artificial intelligence without permission constitutes academic dishonesty.

EIF(LEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

SB 2314 prompted amendments at High School Diploma as well as an additional section on Direct Admissions Data Sharing Election. Revisions in the Endorsements section are due to HB 2.

EK(LEGAL) TESTING PROGRAMS

Amended language at Benchmark Assessment Instruments is due to terminology changes found in SB 1418. College Preparation Assessments revisions were prompted by HB 2.

EKB(LEGAL) TESTING PROGRAMS: STATE ASSESSMENT

Revisions at Accountability Testing are due to rule changes found at 19 Administrative Code 101.4002.

EKC(LEGAL) TESTING PROGRAMS: READING ASSESSMENT

Substantial revisions throughout are due to HB 2.

EKD(LEGAL) TESTING PROGRAMS: MATHEMATICS ASSESSMENT

The Mathematics Diagnosis section has been removed since Education Code 28.007 was repealed by HB 2. A section on Mathematics Instruments has been added based on the same bill.

EL(LEGAL) CAMPUS OR PROGRAM CHARTERS

The Failure to Discharge or Refuse to Hire section has been amended based on SB 571.

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

Revisions throughout are due to SB 12.

F(LEGAL) STUDENTS

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

FA(LEGAL) PARENT RIGHTS AND RESPONSIBILITIES

A section on Right to Select School has been added pursuant to HB 2495. A statement prohibiting boards from adopting rules or policy regulating home schools has been added due to HB 2674. All other revisions have been made because of SB 12, including the addition of a Policy on Parental Engagement section. A district's policy on parental engagement must provide for an internet portal through which parents may submit comments to administrators and the board, require the board to prioritize public comments by presenting those comments at the beginning of the meeting, and require board meetings to be held outside of typical work hours.

FA(LOCAL) PARENT RIGHTS AND RESPONSIBILITIES

This new local policy is recommended for inclusion in the district's manual to address the SB 12 requirement to establish a parent portal on the district's website, through which parents may submit comments to administrators or the board.

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FD(LLEGAL) ADMISSIONS

A section on Parental Child Safety Placement has been added pursuant to SB 226. The section on Foreign Military Force Parent has been added due to HB 2757.

FEA(LLEGAL) ATTENDANCE: COMPULSORY ATTENDANCE

Revisions and citation changes at Accelerated, Intervention, and Compensatory Programs are due to HB 2. Under Excused Absences for Compulsory Attendance Determinations, attending a released time course has been added pursuant to SB 1049. SB 207 made clear that Health-Care Appointments includes appointments with mental health professionals, which has been added. HB 367 added specific requirements relating to Serious or Life-Threatening Illness and the form that the district must use for this purpose.

FEB(LLEGAL) ATTENDANCE: ATTENDANCE ACCOUNTING

A new section on Emergency or Crisis has been added pursuant to SB 569.

FED(LLEGAL) ATTENDANCE: ATTENDANCE ENFORCEMENT

HB 4504 from the 2023 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citation relating to expunction of records.

FEF(LLEGAL) ATTENDANCE: RELEASED TIME

This new legal framework document reflects the requirements around released time courses in SB 1049.

FEF(LOCAL) ATTENDANCE: RELEASED TIME

New recommended language reflects SB 1049 requirements regarding released time courses.

FFA(LLEGAL) STUDENT WELFARE: WELLNESS AND HEALTH SERVICES

Substantial revisions throughout are due to SB 12.

FFAC(LLEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

SB 9 permits employees, including nurses, to administer nonprescription medication to a student without receiving additional documentation from that student's health care provider if the parent consents. Revisions at Administering Medication reflect those changes. SB 1619 required adding a definition of epinephrine delivery system and replacing "epinephrine auto-injector" with "epinephrine delivery system" throughout the policy. New Concussion Response Policy and Academic Accommodations sections were added in response to SB 2398. A citation error has been corrected at Maintenance and Administration of Medication for Respiratory Distress.

FFAC(LOCAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

A recommended revision at Medication Provided by Parent has been made due to SB 920, which now allows school employees, including nurses, to administer nonprescription medication in accordance with legal requirements.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

Please note: Contact your policy consultant if this policy needs adjustments to address provisions regarding athletic trainers, epinephrine, or respiratory distress medication.

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FFB(LLEGAL) STUDENT WELFARE: CRISIS INTERVENTION

A new item 6 at Threat Assessment and Safe and Supportive Schools Team has been added due to HB 2. Revisions to the General Team Composition subsection under Membership have been made pursuant to HB 6. All other revisions are due to HB 121.

FFB(LOCAL) STUDENT WELFARE: CRISIS INTERVENTION

As required by HB 2, a provision is recommended for inclusion addressing the required notification that must be provided to teaching staff when a threat is made against the campus.

FFEA(LLEGAL) COUNSELING AND MENTAL HEALTH: COUNSELING

Additional text at Higher Education Counseling has been included due to HB 2. The citation adjustment at Automatic Admission is due to rule redesignation to 19 Administrative Code 78.2001.

FFEB(LLEGAL) COUNSELING AND MENTAL HEALTH: MENTAL HEALTH

Changes have been made at Consent to Examinations, Tests, and Treatment and a cross-reference to materials regarding parental consent for psychological and psychiatric exams, tests, and treatment has been added in response to changes made by SB 12.

FFF(LLEGAL) STUDENT WELFARE: STUDENT SAFETY

A section on Notice of Suspected Criminal Offense has been added due to SB 12. All other revisions and additions have been made pursuant to SB 571.

FFF(LOCAL) STUDENT WELFARE: STUDENT SAFETY

HB 2 prompted recommended revisions to this local policy regarding notifying a parent of a student with whom an employee or service provider is alleged to have engaged in misconduct.

FFG(LLEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

Definition changes are due to HB 1106, HB 1151, and SB 571. Reports of suspected abuse or neglect must now be made within 24, rather than 48, hours pursuant to SB 571. SB 571 additionally defined the law enforcement agencies to which such a report may be made at Abuse and Neglect Involving School Personnel and Those Responsible for Care. A section on Civil Liability has been included due to HB 4623. Citation changes at SBEC Disciplinary Action have been made pursuant to SB 571. The new 24 hour reporting requirement from SB 571 is also reflected in the Reporting Policy section.

FFG(LOCAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

A recommended change at Reporting Child Abuse or Neglect reflects that SB 571 requires reporting within 24 hours of learning of the facts giving rise to suspicion of abuse or neglect of a child. The revision to item 1 at Making a Report also comes from SB 571.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

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

A section on Civil Liability has been added pursuant to HB 4623.

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FL(LEGAL)

STUDENT RECORDS

A section on Vital Statistics Records has been added due to changes in HB 229. Under Disclosure with Consent, a reference to FFA has been added for clarity in light of SB 12 requirements. SB 12 also prompted changes relating to Access by Parents. A new section on My Texas Future Admissions Data Sharing has been added to reflect changes in SB 2314. A section on Records Requests Under Education Savings Account Program has been added pursuant to SB 2.

FM(LEGAL)

STUDENT ACTIVITIES

A cross-reference to FFAC has been included to ensure clarity around the rules surrounding concussions from SB 2398. Revisions in Parental Notice and Consent are due to SB 12. SB 401 prompted additional information at Participation by Homeschooled Students.

Please note: Information and a survey was emailed to districts in July regarding homeschool student participation in UIL activities. Districts that responded they were opting out of permitting homeschool students to participate in UIL activities received a draft of FD(LOCAL) with that opt-out language; a cross reference to FD(LOCAL) was placed at FM(LOCAL) for those same districts. Please contact your policy consultant if you have questions.

FNA(LEGAL)

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION

The word "encouraged" has been deleted under Prayer at School Activities pursuant to SB 11. A section on Designated Time for Prayer and Religious Reading has been included in alignment with SB 11.

In response to SB 11, new provisions are included to address the option of a board to adopt a policy designating a time for prayer and reading of the Bible or other religious text. The new law requires the board to take a vote on whether to permit this activity within six months of the legislation's effective date. Since the law was effective on September 1, the board would need to take a vote prior to March 1, 2026.

FNAB(LEGAL)

STUDENT EXPRESSION: USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

A section on Student Clubs has been added pursuant to SB 12.

FNCD(LEGAL)

STUDENT CONDUCT: TOBACCO USE AND POSSESSION

Revisions to this code are due to SB 2024.

FNCE(LEGAL)

STUDENT CONDUCT: PERSONAL COMMUNICATION DEVICES/ELECTRONIC DEVICES

Extensive revisions throughout are due to HB 1481. In addition, the subtopic for this policy code has been updated from Personal Telecommunications/Electronic Devices to Personal Communication Devices/Electronic Devices.

FNCG(LEGAL)

STUDENT CONDUCT: WEAPONS

SB 1596 repealed short-barrel firearms as a prohibited weapon in the Penal Code, so that provision has been deleted.

FNG(LEGAL)

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

A section on Notice to Teacher or Employee has been added pursuant to HB 2. The provisions at Disruption have been removed at this code but remain in BED(LEGAL). All other revisions are due to SB 12.

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FNG(LOCAL)

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Substantial revisions to this student and parent complaint policy are recommended to reflect requirements in SB 12 and other legal requirements reflected in the legal framework at this code.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

FO(LEGAL)

STUDENT DISCIPLINE

Requirements relating to discipline for first-time vape offenses and information about parental involvement policies for school disciplinary placements have been added pursuant to HB 6. A section on Determination of Antisemitism has been added due to SB 326. Substantial revisions in the section on Campus Behavior Coordinators and the Parent Involvement Policy are due to HB 6. A section called No Restriction of Recess or Physical Activity has been added pursuant to SB 25. Inclusion of contractors in Video-tapes and Recordings is due to SB 12.

FO(LOCAL)

STUDENT DISCIPLINE

Minor edits are recommended to the language regarding Video and Audio Monitoring that make such monitoring permissive and clarify what should happen when video and audio recording equipment is in use.

FOA(LEGAL)

STUDENT DISCIPLINE: REMOVAL BY TEACHER OR BUS DRIVER

Extensive revisions throughout this legal framework are due to HB 6.

FOB(LEGAL)

STUDENT DISCIPLINE: SUSPENSION

Revisions throughout are due to HB 6, including changes regarding both in- and out-of-school suspension, necessitating a change to the policy subtopic name.

FOC(LEGAL)

STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

HB 1422 changed the victim age relating to the crime of voyeurism from younger than 14 to younger than 18. All other revisions are pursuant to HB 6.

FOD(LEGAL)

STUDENT DISCIPLINE: EXPULSION

The section on Consideration of Virtual Education as Alternative to Expulsion is included pursuant to SB 569. All other revisions are due to HB 6.

FODA(LEGAL)

EXPULSION: JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

A citation adjustment has been made at Court-Ordered Placement after HB 6 repealed Education Code 37.007(d).

FOE(LEGAL)

STUDENT DISCIPLINE: EMERGENCY AND ALTERNATIVE PLACEMENT

A subsection called Single Incident has been added under Emergency Placements due to changes from HB 6.

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FOF(LLEGAL) STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

HB 6 amended Education Code 37.001(b-1), and a slight revision under ARD Committee Required has been made as a result.

FP(LLEGAL) STUDENT FEES, FINES, AND CHARGES

The section on TXVSN has been retitled Hybrid or Virtual Course with language revised in accordance with SB 569. Attorney general guidance regarding Authorized Fees has also been added.

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

In the Information That Must Be Disclosed section, a subsection on Personal Services Contract has been added pursuant to HB 3372. A citation at Student Victim Information has been revised based on SB 571. Employee Victims has been amended based on revisions in SB 2601. Language has been added at Cybersecurity Information pursuant to HB 3112. HB 150 Cyber Command revisions prompted language and citation changes in the Texas VIRT Information section. SB 1540 adds election officials to the list of individuals who have the option to restrict access to some personal information. Additional language is included in Board Member and Employee Personnel Information due to SB 370.

GBAA(LLEGAL) ACCESS TO PUBLIC INFORMATION: REQUESTS FOR INFORMATION

Changes throughout are due to HB 4219.

GC(LLEGAL) PUBLIC NOTICES

A section on Digital Newspaper has been added due to SB 1062.

GF(LLEGAL) PUBLIC COMPLAINTS

Revisions throughout are the result of SB 12.

GF(LOCAL) PUBLIC COMPLAINTS

All recommended revisions to this local policy on public complaints stem from the applicable portions of SB 12.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

GKA(LLEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

Additional language at Refusal of Entry or Ejection of Unauthorized Persons has been included pursuant to SB 2929.

GKA(LOCAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

Language regarding handguns is recommended for revision due to SB 706.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

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GNB(LLEGAL)

**RELATIONS WITH EDUCATIONAL ENTITIES: REGIONAL EDUCATION
SERVICE CENTERS**

The revisions relating to special education service group and dyslexia are due to HB 2.

GRAA(LLEGAL)

**STATE AND LOCAL GOVERNMENTAL AUTHORITIES: LAW
ENFORCEMENT AGENCIES**

Citation revisions are due to HB 6 and to correct a formatting issue.



(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

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

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

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

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

Contact us:

School Districts and Education Service Centers, call 800-580-7529 or email policy.service@tasb.org.

Community Colleges, call 800-580-1488 or email colleges@tasb.org.

BOARD MEETINGS

BE
(LOCAL)

Meeting Place and Time

Board meetings shall be held during a time that is outside of typical work hours. [See FA(LEGAL)]

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall normally be held on the second Tuesday of each month at 7:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda is the ~~seventh~~10th calendar day before regular meetings and the ~~seventh~~10th calendar day before special meetings.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least ~~72 hours~~three business days prior to the scheduled ~~time~~date of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

~~Voting~~ Record Vote

Voting on any item shall be ~~by voice~~ a record vote ~~or~~ by show of hands or roll call, as directed by the Board President. Any member may abstain from voting on an item, and a member's vote or failure to vote shall be recorded upon that member's request in the minutes. [See BDAA(LOCAL) for the Board President's voting rights]

Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Minutes

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

~~The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.~~ [See CPC regarding retention of records.]

Discussions and Limitation

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time

limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

**Limit on
Participation**

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

Public Comment

Public comment shall occur at the beginning of the meeting. [See FA]

Regular Meetings

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

Special Meetings

At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Procedures

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board.

~~Public comment shall occur at the beginning of the meeting.~~

Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed five minutes per meeting.

Meeting
Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may ~~make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting~~ adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

**Complaints and
Concerns**

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: DGBA
- Student or parent complaints: FNG
- Public complaints: GF

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

Employment Assistance Prohibited

No District employee shall assist a contractor or agent of the District or of any other school district in obtaining a new job if the employee knows, or has probable cause to believe, that the contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative file does not violate this prohibition.

No District contractor or agent shall assist an employee, contractor, or agent of the District or of any other school district in obtaining a new job if the contractor or agent knows, or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition.

[See also DC for prohibitions relating to employees.]

Prohibited Classroom Instruction or Activities

A District contractor is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB(LEGAL)]. Violation of this policy shall result in termination of the contract. A District contractor shall be permitted to appeal this action in accordance with GF(LOCAL).

Prohibition on Diversity, Equity, and Inclusion

A contract is subject to termination if the District contractor intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties.
- Assigns to another individual DEI duties.

A District contractor shall be permitted to appeal this action in accordance with GF(LOCAL).

[See BT(LEGAL)]

CONTRACTED SERVICES

~~CRIMINAL HISTORY~~BACKGROUND CHECKS AND REQUIRED REPORT-
ING

CJA
(LOCAL)

Emergencies

In an emergency due to a health or safety concern, a reasonably unforeseeable situation, or other exigent circumstance, the District employee who is in charge of the facility shall be authorized to determine whether an employee of a contracting or subcontracting entity who does not have the required criminal history record information (CHRI) review or who has a disqualifying conviction will be permitted to enter a District facility.

If allowed to enter the facility, the employee of the contracting or subcontracting entity shall be accompanied by a District employee at all times.

The U.S. and Texas flags shall be prominently displayed in each classroom to which a student is assigned during the time that the pledges of allegiance to those flags are recited.

Plan The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.

Coordinator The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency in cybersecurity matters.

Training The Board delegates to the Superintendent the authority to:

1. Determine the cybersecurity training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the [Department of Information Resources Texas Cyber Command](#); and
3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.

Security Breach and Cybersecurity Incident Notifications Upon discovering or receiving notification of a breach of system security or a [security](#) [cybersecurity](#) incident, as defined by law, the District shall disclose the breach or incident to affected persons or entities [and provide any other notices](#) in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Email, if the District has email addresses for the affected persons.
3. Conspicuous posting on the District's websites.
4. Publication through broadcast media.

The District shall disclose a breach or incident involving sensitive, protected, or confidential student information as required by law.

Training

The Board delegates to the Superintendent the authority to:

1. Determine the artificial intelligence (AI) training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the Department of Information Resources; and
3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the AI training requirements.

Use in District

Employees and students shall be permitted to explore AI and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes and shall never take the place of teacher and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security.

A student shall only use AI tools with teacher permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work. Students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with the Student Code of Conduct and policy. [See EIA(LOCAL), FFH, FFI, and the FO series]

**Building Access
Control**

Audits of building access control shall include weekly inspections of instructional facilities during school hours to certify all exterior doors are, by default, set to closed, latched, and locked status and cannot be opened from the outside without a key.

The Superintendent shall ensure that the findings of the weekly inspections are:

1. Reported to the District safety and security committee; and
2. Reported to the campus principal or lead administrator of the instructional facility to ensure awareness of any deficiencies identified.

The campus principal or lead administrator shall assign appropriate staff to take action to reduce the likelihood of similar deficiencies in the future.

The results of the weekly reports shall be kept for review as part of the required safety and security audit.

The District's building access control procedures shall not be interpreted as discouraging parents or guardians who have been properly verified as authorized visitors from visiting their student's campus. [See GKC]

**Designation and Use
of Private Spaces**

The Board shall ensure that the Superintendent, or appropriate staff as determined by the Superintendent, designates private spaces in accordance with law.

The Superintendent shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in District facilities.

Compliance with Law

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above ~~\$50,000~~ **the competitive purchasing threshold established in law**. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

For construction contracts valued at or above ~~\$15,000~~ **\$15,000**, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

Note: For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

Change Orders

Change orders permitted by law shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility.

Project Administration

All construction projects shall be administered by the Superintendent ~~or designee~~.

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Board has accepted the work.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

Note: For conflicts of interest and gifts and gratuities related to federal grants and awards, see CB and CBB.

~~Disclosure—~~
~~General Disclosure —~~
General Standard

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Specific Disclosures

Substantial Interest

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

Interest in Property

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

Annual Financial
Management
Report

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.

[See BBFA]

Gifts

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA, CB, and CBB]

Endorsements

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

Sales

An employee shall not use his or her position with the District to attempt to sell products or services.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

**Nonschool
Employment**

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Private Tutoring

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

**Personal Services
Performed by an
Administrator**

An administrator, as defined in law, shall not receive any financial benefit for the performance of personal services except as permitted by and in accordance with law.

An administrator, other than a Superintendent or an assistant superintendent, who wishes to seek Board approval to perform personal services permitted by law shall submit that request to the Superintendent in accordance with administrative regulations.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**Leave
Administration**

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

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

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

School Year

A “school year” for purposes of earning, using, or recording leave shall mean the term of the employee’s annual employment as set by the District for the employee’s usual assignment, whether full-time or part-time.

Daily Rate of Pay

The “daily rate” of a contract employee, including a teacher, school counselor, or librarian, shall be computed by dividing the employee’s annual salary by the number of duty days in the employee’s contract year.

Catastrophic Illness
or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or

recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

Availability

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

State Leave Proration

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

State Personal Leave

The Board requires employees to differentiate the manner in which state personal leave is used.

Nondiscretionary Use

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Discretionary Use

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

*Request for
Leave*

In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.

Discretionary use of state personal leave shall not exceed five consecutive workdays.

Local Leave

Each employee shall earn three paid local leave days per school year in accordance with administrative regulations.

Local leave shall be noncumulative.

Local leave shall be used according to the terms and conditions of state personal leave; however, the average daily rate of pay of a substitute for the employee's position shall be deducted for each day of local leave taken, whether or not a substitute is employed. [See State Personal Leave, above]

Sick Leave Pool

An employee who has exhausted all paid leave as well as any applicable compensatory time and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave for use by the eligible employee.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. The maximum number of days an employee may donate to a sick leave pool;
3. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
4. The return of unused days to donors.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Appeal An employee may appeal a decision regarding the establishment or implementation of the District's sick leave pool in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Family and Medical Leave

The District shall make FMLA leave available to employees in accordance with DECA(LEGAL) and the following provisions.

Concurrent Use of Paid Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable, **except as provided below.**

Note: — See DECA(LEGAL) for provisions addressing

A teacher shall notify the appropriate administrator if they choose not to use paid leave concurrently with FMLA leave for an absence related to pregnancy or the birth or adoption of child.

Twelve Month FMLA Exception Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured forward from the date an individual employee's first FMLA leave begins.

Combined Leave for Spouses

When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.

Intermittent or Reduced Schedule Leave

The District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of Leave

When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.

Fitness-for-Duty Certification

In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Leave at the End of Semester

When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.

Temporary Disability Leave

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

**Workers'
Compensation**

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

No Paid Leave
Offset

The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

Reasons

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency. [See DFFA]
10. Reduction in force because of a program change. [See DFFB]
11. The employee is not retained at a campus in accordance with the provisions of a campus turnaround plan. [See AIC]
12. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
13. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
14. Failure to meet the District's standards of professional conduct.
15. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime

involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]

16. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
17. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
18. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job, [with or without reasonable accommodation](#).
19. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, or the community, impairs or diminishes the employee's effectiveness in the District.
20. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
21. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
22. A significant lack of student progress attributable to the educator.
23. Behavior that presents a danger of physical harm to a student or to other individuals.
24. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
25. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
26. Falsification of records or other documents related to the District's activities.
27. Falsification or omission of required information on an employment application.
28. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.

29. Failure to fulfill requirements for state licensure or certification, including passing certification or licensing examinations required by state or federal law or by the District, for the employee's assignment.
30. Failure to maintain licensing and certification requirements, including the completion of required continuing education hours, for the employee's assignment.
31. Failure to complete certification or permit renewal requirements, or failure to fulfill the requirements of a deficiency plan, under an Emergency Permit or a Temporary Classroom Assignment Permit.
32. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
33. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
34. Engaging in or assigning to another individual, whether intentionally or knowingly, an instruction, guidance, activities, or programming prohibited by law. [See EMB]
35. Engaging in or assigning to another individual, whether intentionally or knowingly, diversity, equity, and inclusion duties prohibited by law.
- ~~34-36.~~ Any reason constituting good cause for terminating the contract during its term.

Recommendations
from Administration

Administrative recommendations for renewal or proposed nonrenewal of term contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

Superintendent's
Recommendation

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal.

The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations.

Notice of Proposed
Nonrenewal

After the Board votes to propose nonrenewal, the Superintendent or designee shall deliver written notice of proposed nonrenewal in accordance with law.

If the notice of proposed nonrenewal does not contain a statement of the reason or all the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal at a reasonable time before the hearing. The initial notice or any subsequent notice shall contain the hearing procedures.

Request for Hearing

If the employee desires a hearing after receiving the notice of proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set.

Hearing Procedures

Unless the employee requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.
4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.

6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only evidence presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

No Hearing

If the employee fails to request a hearing, the Board shall take the appropriate action and notify the employee in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process [has been followed](#):

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with ~~the DIA series~~.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with ~~the DIA series~~.
3. Complaints concerning retaliation ~~relating~~[related](#) to discrimination and harassment shall be submitted in accordance with ~~the DIA series~~.
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

Notice to Employees

The District shall inform employees of this policy through appropriate District publications [and on the District's website](#).

~~Guiding Principles~~ Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate [campus or District administrator](#) who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

~~Direct
Communication with
Board Members~~
~~Employees shall not
be prohibited from
communicating with
a member of the
Board regarding
District operations~~
~~Formal Process
communication
between an
employee and a
Board member
would be
inappropriate
because of a
pending hearing or
appeal related to the
employee~~
Filing
Deadlines

If an employee has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the employee must file a complaint within 15 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

An employee may initiate the formal process described below by timely filing a written complaint form.

~~Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.~~

~~The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.~~ The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, the employee shall file Level One complaints with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

Option to Continue
Informal Process

Even after initiating the formal complaint process, the employee is encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

Notice of Complaint	A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
Whistleblower Complaints	Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee . Complaint forms . Complaints alleging a violation of law by the Superintendent may be submitted directly to the Board or Board's designee.
Direct Communication with Board Members	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax , or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.
Scheduling Conferences Hearings	The District shall make reasonable attempts to schedule conferences hearings at a mutually agreeable time. If the employee fails to appear at a scheduled conference hearing , the District may hold the conference hearing and issue a decision in the employee's absence.
Response At Levels One and Two, "response" Decision	A "decision" shall mean a written communication to the employee from the appropriate administrator. Responses that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be

provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.

The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.

A decision may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed ~~responses~~ decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.

~~Days~~

~~"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."~~

~~Representative~~ Representative

"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent ~~him or her~~ the employee in the complaint process.

The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three ~~business~~ days' notice to the District before a scheduled ~~conference or~~ hearing, the District may reschedule the ~~conference or~~ hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

~~Consolidating~~
~~Complaints~~

~~Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file~~ To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from ~~any~~ an event or series of ~~events that have been or could have been addressed in a previous complaint.~~

~~When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.~~

~~Untimely Filings~~

~~All time limits shall be strictly followed unless modified by mutual written consent.~~

~~If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the~~

~~dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness~~ related events shall be consolidated.

Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.
Complaint and Appeal Forms	Complaints and appeals under this policy shall be submitted in writing on a form provided by the District. Copies of any documents that support the complaint should be attached to included with the complaint form. If the employee does not have copies of these documents, they copies may be presented at the Level One conference hearing. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference hearing, the employee may supplement the record with additional documents or include additional claims.
Record	A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the employee who filed the complaint, documents determined relevant by District personnel, and the decision.
Remand	A complaint or appeal form that is incomplete in any material aspect may shall be dismissed but may be refiled with all the required information if the refile is within the designated time for filing. re-filed, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint. If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.
Assignment of Hearing Officer	When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.
Investigation	The District may conduct an investigation at any level in the complaint process. If the District and the employee mutually agree, all deadlines shall be suspended during an investigation.
Audio Recording	As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The

employee shall notify all attendees present that an audio recording is taking place.

Complaint Levels

Level One

~~Complaint forms must be filed:~~

~~8. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~

~~9. With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.~~

~~If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.~~

~~If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.~~

~~The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.~~

~~Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator~~At Level One, the appropriate hearing officer shall hold a hearing with the employee within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the employee a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a ~~response~~decision has expired, the employee may request a ~~conference with the Superintendent or designee~~hearing at Level Two to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~20 calendar days of the date of the ~~written~~ Level One ~~response~~decision or, if no ~~response was received,~~ within ~~ten~~decision has been communicated to the employee, within 20 calendar days of the Level One ~~response~~decision deadline.

After receiving notice of the appeal, the Level One ~~administrator~~hearing officer shall prepare and forward a record of the Level One complaint to the Level Two ~~administrator~~. ~~The employee may request~~hearing officer and provide a copy of the Level One record to the employee.

The Level One record shall include:

1. The original complaint form and any attachments.
2. ~~All~~Any other documents submitted by the employee at Level One.
3. ~~The~~if the complaint is against a District employee, the written response of the District employee, if any.
- ~~3.4.~~ 4. The decision issued at Level One and any attachments.
- ~~4.5.~~ 5. All other documents relied upon by the Level One ~~administra-~~torhearing officer in reaching the Level One decision.

The ~~Superintendent or designee shall schedule a conference~~ within ~~ten~~hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The ~~conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference~~hearing officer may set reasonable time limits for the hearing.

The ~~Superintendent or designee~~hearing officer shall provide the employee a ~~written response~~decision within ~~ten~~20 calendar days following the ~~conference~~. The ~~written response shall set forth the basis of the decision~~hearing. In reaching a decision, the ~~Superintendent or designee~~hearing officer may consider the Level One record, any additional information provided at prior to the Level Two ~~conference~~hearing, and any other relevant documents or informa-

- tion the ~~Superintendent or designee~~ hearing officer believes will help resolve the complaint.
- Recordings of the Level One and Level Two ~~conferences~~ hearings, if any, shall be maintained with the Level One and Level Two records.
- Level Three
- If the employee did not receive the relief requested at Level Two or if the time for a ~~response~~ decision has expired, the employee may appeal the decision to the Board.
- The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~ 20 calendar days of the date of the ~~written~~ Level Two ~~response~~ decision or, if no ~~response was received,~~ ~~within ten~~ decision has been communicated to the employee, within 20 calendar days of the Level Two ~~response~~ decision deadline.
- ~~The Superintendent or designee shall inform the employee of the date, time, and place of the Board~~ Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.
- After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.
- The Superintendent shall inform the employee whether the Board or a Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.
- ~~The Superintendent or designee~~ At least five business days before the Board or Board committee meeting, the Superintendent shall provide the employee a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.
- The Superintendent shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.
- The Level Two record shall include:
1. The Level One record.
 2. The notice of appeal from Level One to Level Two.
 3. ~~The written response~~ Any other documents submitted by the employee at Level Two.
 - 3.4. The decision issued at Level Two and any attachments.

4.5. All other documents relied upon by the administration in reaching the Level Two decision.

~~The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.~~

~~The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]~~

The employee may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. ~~The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.~~ members.

In addition to any other record of the ~~Board~~ meeting required by law, the Board or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from ~~the Board~~ members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board or Board committee shall then consider the complaint. It ~~may give notice of its~~ shall make a decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. ~~If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two~~ no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The employee shall be provided a decision in accordance with this policy and state law.

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Violations of Standards of Conduct

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD, [DCE](#), and DF series]

Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action [see the CKE series];
2. A District employee who holds a ~~Texas~~ handgun license [in accordance with state law](#) stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Electronic Communication

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee

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shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

Prohibited Classroom Instruction or Activities An employee is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB].

Prohibited Diversity, Equity, and Inclusion Duties An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties.
- Assigns to another individual DEI duties.

[See BT(LEGAL)]

Social Transitioning An employee shall be prohibited from assisting a District student with social transitioning, as the term is defined in law. This prohibition includes providing any information to a District student about social transitioning or guidelines intended to assist a District student with social transitioning.

Safety Requirements Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Harassment or Abuse An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

Relationships with Students An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. ~~[See FFH]~~

As required by law, the District shall notify the parent of a student with whom ~~an educator~~ a District employee or person acting as a service provider for the District is alleged to have engaged in certain misconduct. ~~[See FFF]~~

[See FFF for parent notification requirements and DHB and DHC for reporting requirements.]

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**Tobacco and
Nicotine Products
and E-Cigarettes**

An employee is prohibited from possessing or using any type of tobacco product, e-cigarette, or any other electronic vaporizing device while on school property, in a District vehicle, or while attending an off-campus school-related activity. An employee is also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on District property, in a District vehicle, or while attending an off-campus school-related activity.

An employee's supervisor is authorized to approve an exception to this policy for a smoking cessation product.

**Alcohol and Drugs /
Notice of Drug-Free
Workplace**

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or

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3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

Dress and Grooming An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

**Instructional Plan
and Course Syllabus**

Prior to the beginning of each semester, each teacher shall provide a copy of the teacher's instructional plan or course syllabus for each class for which the teacher provides instruction.

The teacher shall provide this information to the District administration and the parent of each student enrolled in the teacher's class. Additional copies of the instructional plan or course syllabus shall be made available to a parent of a student enrolled upon that parent's request.

District Website

The Superintendent shall develop administrative procedures for the posting of the instructional plans and course syllabi for each class offered in the District on the District's website.

Note: For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

Objectives

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

Selection

Instructional materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

Parent Request for Instructional Material Review

The Superintendent shall develop administrative regulations to ensure compliance with state law and rules that a parent or guardian of a District student may request an instructional materials review for a subject area in the grade level in which their student is enrolled on the basis of the following:

1. The material is not aligned with District-adopted materials; or
2. The material does not have the appropriate rigor for the grade level for the subject area in which the instructional material is used.

The regulations shall also address procedures for submitting a parent petition to review instructional materials, the appeal process if a petition for review is denied, criteria for reviewing any appeal, and timelines for each step in the process.

Reconsideration of Instructional Materials

A District employee or a parent or guardian of a District student may request reconsideration of instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to a request for reconsideration of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.

3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

*Informal
Reconsideration*

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the administrator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.

*Formal Request for
Reconsideration*

A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Frequency of
Review*

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

Note: Unless otherwise noted, the terms “video recording,” “video surveillance,” and “video monitoring” shall also include any associated audio recordings. In addition, the term “classroom” shall also include other special education settings subject to video and audio recording required by law.

To promote student safety, the District shall comply with requests for video and audio monitoring of certain ~~self-contained~~ special education classrooms as required by law. Regular or continual monitoring of video recordings shall be prohibited. Video recordings shall not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

The ~~Superintendent~~ Superintendent is responsible for coordinating the provision of equipment to campuses in compliance with the law.

The Superintendent shall ensure that administrative regulations are developed to implement this policy.

Requests

For Following Year

A parent of a student receiving special education services and whose placement for the following school year will be in a ~~self-contained~~ special education classroom eligible for video surveillance may request in writing that a video camera be placed in the classroom by the end of the current school year or by the ~~tenth~~ 10th business day after the student’s admission, review, and dismissal (ARD) committee determines the student’s placement, whichever is later. If such a request is made, the campus shall begin operation of the camera by the deadlines in law.

For Current Year

Written requests from a parent, assistant principal, principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law.

Response

As required by law, the District shall provide a response to the requester not later than the seventh business day after receipt of the request.

Notice

Before a camera is activated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be conducted in the classroom.

Installation and Operation

The classroom subject to the request shall begin operation of video surveillance not later than the time frames required in law, except when the District is granted an extension of time.

When the District has installed video cameras in a classroom as required by law, the District shall operate the cameras during the instructional day at all times when one or more students are in the classroom. For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom.

For the school year in which a campus receives a request for video and audio surveillance, the campus shall continue to operate and maintain any video cameras placed in the classroom for as long as the classroom continues to satisfy the requirements in Education Code 29.022(a). However, the campus may discontinue operation of the video camera during the year if the requester withdraws the request in writing and no request is submitted to continue the surveillance. Before a camera is deactivated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be discontinued in the classroom and of the opportunity to request continued video and audio surveillance.

Video cameras must be capable of recording video and audio of all areas of the classroom, including a room attached to the classroom used for time out as defined by law. No visual monitoring, other than incidental coverage, shall be conducted of the inside of a bathroom or other area used for changing a student's clothes.

The District shall post notice at the entrance to a classroom in which video cameras are placed stating that video and audio surveillance is conducted in that classroom.

Retention of Recordings

Video recordings shall be retained for at least three months after the date of the recording but may be retained for a longer period in accordance with the District's records management program, or as required by law. [See CPC]

Confidentiality of Recordings

Video recordings made in accordance with this policy shall be confidential and shall only be released or viewed by the individuals and in the limited circumstances permitted by law. The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

1. A District employee or a parent of a student who is involved in an alleged incident documented by a recording and reported to the District;
2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;

3. A peace officer, school nurse, District administrator trained in de-escalation and restraint techniques, or human resource staff member in response to a report of an alleged incident or an investigation of an employee or a report of alleged abuse committed by a student; and
4. Appropriate Texas Education Agency or State Board for Educator Certification personnel or their agents as part of an investigation.

For purposes of this policy, the term “human resource staff member” shall include the Superintendent, a principal, an assistant principal or other campus administrator, and any supervisory position within the District’s human resources office. If an individual listed in items ~~2-42-4~~, above, believes that a recording shows a violation of District policy or campus procedures, the individual may allow access to the recording by appropriate legal and human resources personnel designated by the District for the purpose of determining whether a policy or procedure has been violated.

Any person who suspects that child abuse or neglect has occurred shall report this suspicion as required by law and District policy.
[See FFG]

Reporting an Incident

A person alleging that an incident, as defined by law, has occurred in a classroom in which video surveillance is conducted shall file a report on the form provided by the District with the principal as soon as possible after the person suspects the alleged incident. If possible, an incident report form shall be filed within ~~48~~24 hours of the facts giving rise to the allegation. The principal shall promptly view, or direct an authorized individual to view, the video surveillance footage to identify the relevant portion of the recording. No later than ~~ten District business days~~10 District business days after the report is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded in the District’s video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

Complaints

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable. A complainant who is dissatisfied with the outcome of the District’s complaint process may appeal in writing to the commissioner of education in accordance with Education Code 7.057 and 19 Administrative Code 103.1303. A parent, staff member, or District administrator may request an expedited review in accordance with 19 Administrative Code 103.1303.

Relation to Essential Knowledge and Skills

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated District objectives.

Guidelines for Grading

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

Progress Reporting

The District shall issue grade reports/report cards every ~~six~~six weeks on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.

Interim Reports

Interim progress reports shall be issued for all students after the ~~third~~third week of each grading period. Supplemental progress reports may be issued at the teacher's discretion.

Conferences

~~In addition to conferences scheduled on the campus calendar,~~Each year, the District shall provide at least two opportunities for in-person conferences between each parent and the student's teacher. Additional conferences may be requested by a teacher or parent as needed.

Academic Dishonesty

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, the use of artificial intelligence to complete an assignment in part or in whole unless approved by the classroom teacher [see CQD], and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation,

~~or~~ information from students, or the use of an artificial intelligence
detection tool selected by the District.

PARENT RIGHTS AND RESPONSIBILITIES

FA
(LOCAL)

Parent Portal

The District shall establish a parent portal on the District's website through which parents may submit comments to campus administrators, District administrators, and the Board.

The Superintendent shall develop administrative regulations related to the portal, including placement on the District or campus websites and how campus or District administrators are to address comments received from parents through the portal.

Release from School

~~Students~~A student shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave.

Private Lessons

~~Students shall not be excused during school hours for private lessons of any~~

~~nature~~Exception for Released Time Course

For purposes of this policy, a “released time course” shall have the same definition as provided in law.

A student shall be permitted to attend a released time course in accordance with the following requirements:

1. The parent or guardian has provided written consent for the student to attend the released time course;
2. The private entity offering the released time course maintains attendance records and will make those records available to the District;
3. The private entity, parent or guardian, or student assumes responsibility for transportation, including transportation for a student with a disability, to and from the location at which the released course is offered;
4. The private entity assumes liability for the student enrolled in the released time course while the student is under the private entity’s care; and
5. The student is responsible for any school work and assignments issued during the student’s absence from the District.

The District shall be prohibited from using District funds, excluding de minimis costs, to facilitate the student attending a released time course.

A private entity shall be prohibited from offering the released time course on District property unless the use is in accordance with policy GKD.

The District shall not interfere with a parent’s or guardian’s ability to request or access a released time course for the student.

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

Medication Provided by Parent

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication, ~~upon a parent's written request, when properly labeled and in the original container and when consistent with state or federal law~~ in accordance with legal requirements.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

Medication Provided by District

Except as required by law and provided by this policy, the District shall not purchase medication to administer to a student.

Opioid Antagonist

This provision shall be applicable to each campus that serves students in grades 6-12.

On Campus

The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.

Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.

Maintenance, Availability, Training, and Reporting

Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.

All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.

The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.

Psychotropics

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

Medical Treatment

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

**Threat Assessment
and Safe and
Supportive Team**

In compliance with law, the Superintendent shall ensure that a multidisciplinary threat assessment and safe and supportive team is established to serve each campus. The Superintendent shall appoint team members. The team shall be responsible for developing and implementing a safe and supportive school program at each campus served by the team and shall support the District in implementing its multi-hazard emergency operations plan.

Training

Each team shall complete training provided by an approved provider on evidence-based threat assessment programs.

Student Reports

Each campus shall establish a clear procedure for a student to report concerning behavior exhibited by another student for assessment by the team or other appropriate District employee.

Employee
Confidentiality

A District employee who reports a potential threat may elect for the employee's identity to remain confidential and not be subject to disclosure under the state's public information law. The employee's identity shall only be revealed when necessary for the team, the District, or law enforcement to investigate the reported threat.

The District shall maintain a record of the identity of a District employee who elects for the employee's identity to remain confidential.

Notification to
Teaching Staff of
Threat

As soon as safe and practicable after an administrator or team receives information regarding a threat against a campus, including a threat made through social media, the appropriate administrator or the team shall immediately provide to each member of the teaching staff, including teacher aides, who may be directly affected by the threat a statement containing the following information:

1. The existence of the threat;
2. The nature of the threat; and
3. Any other pertinent detail to ensure student and staff safety.

The Superintendent shall develop administrative regulations to ensure that the required notice is provided to the teaching staff in accordance with law. The administrative regulations may also address notification of other appropriate employees on the affected campus.

Imminent Threats or
Emergencies

A member of the team or any District employee may act immediately to prevent an imminent threat or respond to an emergency, including contacting law enforcement directly.

Threat Assessment
Process

The District shall develop procedures as recommended by the Texas School Safety Center. In accordance with those procedures,

the threat assessment and safe and supportive team shall conduct threat assessments using a process that includes:

1. Identifying individuals, based on referrals, tips, or observations, whose behavior has raised concerns due to threats of violence or exhibition of behavior that is harmful, threatening, or violent.
2. Conducting an individualized assessment based on reasonably available information to determine whether the individual poses a threat of violence or poses a risk of harm to self or others and the level of risk.
3. Implementing appropriate intervention and monitoring strategies, if the team determines an individual poses a threat of harm to self or others. These strategies may include referral of a student for a mental health assessment and escalation procedures as appropriate.

For a student or other individual the team determines poses a serious risk of violence to self or others, the team shall immediately report to the Superintendent, who shall immediately attempt to contact the student's parent or guardian. Additionally, the Superintendent shall coordinate with law enforcement authorities as necessary and take other appropriate action in accordance with the District's multihazard emergency operations plan.

For a student the team identifies as at risk of suicide, the team shall follow the District's suicide prevention program.

For a student the team identifies as having a substance abuse issue, the team shall follow the District's substance abuse program.

For a student whose conduct may constitute a violation of the District's Student Code of Conduct, the team shall make a referral to the campus behavior coordinator or other appropriate administrator to consider disciplinary action.

As appropriate, the team may refer a student:

1. To a local mental health authority or health-care provider for evaluation or treatment; or
2. For a full individualized and initial evaluation for special education services.

The team shall not provide any mental health-care services, except as permitted by law.

STUDENT WELFARE
CRISIS INTERVENTION

FFB
(LOCAL)

Guidance to School
Community

The team shall provide guidance to students and District employees on recognizing harmful, threatening, or violent behavior that may pose a threat to another person, the campus, or the community and methods to report such behavior to the team, including through anonymous reporting.

Reports

The team shall provide reports to the Texas Education Agency as required by law.

Note: See policies DHB and DHC for information on other required reports regarding alleged misconduct against a student.

The District shall notify a parent of a student with whom ~~an educa-~~
~~tor~~ a District employee or a person acting as a service provider for
the District is alleged to have engaged in misconduct, informing the
parent:

1. As soon as feasible that the alleged misconduct may have occurred;
2. Whether the ~~educator~~ individual was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the Texas Education Agency or State Board for Educator Certification (~~SBEC~~) concerning the alleged misconduct.

For purposes of this policy, misconduct is defined as an ~~educa-~~
~~tor's~~ individual's alleged abuse or commission of an otherwise un-
lawful act with ~~the~~ student or involvement in a romantic relation-
ship, or soliciting or engaging in sexual contact with ~~the~~ student.

Notice of Suspected Criminal Offense

Except as provided by state law regarding child abuse investiga-
tions, the District shall notify a parent not later than one business
day after the date an employee first suspects that a criminal of-
fense has been committed against the parent's child.

[See also FFG for reporting requirements related to child abuse
and FFH for parental notification requirements regarding prohibited
conduct as defined by that policy.]

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

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

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

Training

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

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

**Reporting Child
Abuse and Neglect**

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

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

The following individuals have an additional legal obligation to submit a written or oral report within 4824 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

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

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a

child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

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

Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

Restrictions on Reporting

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

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

Making a Report

Reports may be made to any of the following:

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

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

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus principal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

In accordance with law, an individual must provide their name and telephone number when making a report. If the individual making the report is a school employee, agent, or contractor, they must also provide their business address and profession.

Confidentiality

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

Immunity

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

Failing to Report Suspected Child Abuse or Neglect

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

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

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

Responsibilities Regarding Investigations

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

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

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

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

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process **has been followed**:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with ~~the FFH-series~~.
2. Complaints concerning dating violence shall be submitted in accordance with ~~the FFH-series~~.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with ~~the FFH-series~~.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

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11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications [and on the District's website](#).

Guiding Principles
Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other [appropriate campus or District administrator](#) who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except Filing Deadlines

[If a student or parent has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the student or parent shall have the later of:](#)

After Informal Process

- [Ninety calendar days to file a complaint from the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint; or](#)
- [Thirty calendar days to file a complaint from the date on which the District provided information to the student or parent regarding how to file a grievance.](#)

[\[See Formal Process, below\]](#)

No Prior Informal Process

[If the student or parent has not engaged in the informal process, the student or parent shall have no more than 60 calendar days from the date the student or parent first knew, or with reasonable](#)

diligence should have known, of the decision or action giving rise to the complaint or grievance to file a complaint using the appropriate forms.

Deadline Extensions

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

~~Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.~~

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, students and parents shall file Level One complaints with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

A Board member shall be permitted to file a complaint under this policy, but, if the complaint is considered by the Board or Board committee, the Board member shall be prohibited from voting on the Board’s or Board committee’s decision.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

Option to Continue Informal Process

Even after initiating the formal complaint process, the complainant is encouraged to seek informal resolution of their concerns. A complainant whose concerns are resolved may withdraw a formal complaint at any time.

Notice of Complaint	A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.
Scheduling Conferences Hearings	The District shall make reasonable attempts to schedule conferences hearings at a mutually agreeable time. If a student or parent complainant fails to appear at a scheduled conference hearing, the District may hold the conference hearing and issue a decision in the student's or parent's complainant's absence.
Response At Levels One and Two, "response" Decision	<p>A "decision" shall mean a written communication to the student or parentcomplainant from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.</p> <p>The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.</p> <p>A decision may be hand-delivered, sent by electronic communication to the complainant's email address of record, or sent by U.S. Mail to the complainant's mailing address of record. Mailed decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>

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Days	<p>“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
Representative	<p>“Representative” shall mean any person who or organization that is designated by the student or parentcomplainant to represent the student or parentcomplainant in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The student or parentcomplainant may designate a representative through written notice to the District at any level of this process. If the student or parentThe representative may participate in person or by telephone conference call. If the complainant designates a representative with fewer than three business days’ notice to the District before a scheduled conference orhearing, the District may reschedule the conference orhearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not fileTo promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from anyan event or series of events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timelinessrelated events shall be consolidated.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writingon a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached toincluded with the complaint form. If the student or parentcomplainant does not have copies of these documents, copies may be presented at the Level One conferencehearing. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the docu-</p>

	<p>ments existed before the Level One conferencehearing, the complainant may supplement the record with additional documents or include additional claims.</p>
Record	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.</p>
Remand	<p>A complaint or appeal form that is incomplete in any material aspect mayshall be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.re-filed, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</p> <p>If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>
Assignment of Hearing Officer	<p>When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.</p>
Level One	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none">1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and2. With the lowest level administrator who has the authority to remedy the alleged problem. <p>In most circumstances, students and parents shall file Level One complaints with the campus principal.</p> <p>If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.</p> <p>If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.</p> <p>The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days</p>

~~Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator~~
Complaint Levels
Level One
Level Two
Investigation

~~after receipt of the written complaint. The administrator may set reasonable time limits for the conference.~~

The District may conduct an investigation at any level in the complaint process. If the District and the complainant mutually agree, all deadlines shall be suspended during an investigation.

At Level One, the appropriate hearing officer shall hold a hearing with the complainant within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

If the ~~student or parent~~ complainant did not receive the relief requested at Level One or if the time for a ~~response~~ decision has expired, the ~~student or parent~~ complainant may request a ~~conference with the Superintendent or designee~~ hearing at Level Two to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~ 20 calendar days of the date of the ~~written~~ Level One ~~response~~ decision or, if no ~~response was received,~~ ~~within ten~~ decision has been communicated to the complainant, within 20 calendar days of the Level One ~~response~~ decision deadline.

After receiving notice of the appeal, the Level One ~~administrator~~ hearing officer shall prepare and forward a record of the Level One complaint to the Level Two ~~administrator~~. ~~The student or parent may request~~ hearing officer and provide a copy of the Level One record to the complainant.

The Level One record shall include:

1. The original complaint form and any attachments.
2. ~~All~~ Any other documents submitted by the ~~student or parent~~ complainant at Level One.
3. ~~The~~ If the complaint is against a District employee, the written response of the District employee, if any.
- ~~3.4.~~ 4. The decision issued at Level One and any attachments.
- ~~4.5.~~ 5. All other documents relied upon by the Level One ~~administra-~~ tor hearing officer in reaching the Level One decision.

The ~~Superintendent or designee shall schedule a conference within ten~~ hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The ~~conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference~~ hearing officer may set reasonable time limits for the hearing.

The ~~Superintendent or designee~~ hearing officer shall provide the ~~student or parent a written response within ten~~ complainant a decision within 20 calendar days following the ~~conference. The written response shall set forth the basis of the decision~~ hearing. In reaching a decision, the ~~Superintendent or designee~~ hearing officer may consider the Level One record, any additional information provided at prior to the Level Two ~~conference~~ hearing, and any other relevant documents or information the ~~Superintendent or designee~~ hearing officer believes will help resolve the complaint.

Recordings of the Level One and Level Two ~~conferences~~ hearings, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the ~~student or parent~~ complainant did not receive the relief requested at Level Two or if the time for a ~~response~~ decision has expired, the ~~student or parent~~ complainant may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~ 20 calendar days of the date of the ~~written~~ Level Two ~~response~~ decision or, if no ~~response was received,~~ ~~within ten~~ decision has been communicated to the complainant, within 20 calendar days of the Level Two ~~response~~ decision deadline.

~~The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board~~ Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent shall inform the complainant whether the Board or a Board committee will hear the appeal and of the date,

time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

~~The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent~~At least five business days before the Board or Board committee meeting, the Superintendent shall provide the complainant a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent shall provide the Board the record of the Level Two appeal. The complainant may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. ~~The written response~~Any other documents submitted by the complainant at Level Two.
- ~~3.4.~~ 4. The decision issued at Level Two and any attachments.
- ~~4.5.~~ 5. All other documents relied upon by the administration in reaching the Level Two decision.

~~The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.~~

~~The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]~~

~~The~~complainant may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the ~~student or parent~~complainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by ~~the Board.~~The Board shall hear the complaint and may re-

~~quest that the administration provide an explanation for the decisions at the preceding levels.~~ members.

In addition to any other record of the ~~Board~~ meeting required by law, the Board ~~or Board committee~~ shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the ~~student complainant~~ or ~~parent or the student's~~ the complainant's representative, any presentation from the administration, and questions from ~~the~~ Board members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board ~~or Board committee~~ shall then consider the complaint. It ~~may give notice of its~~ shall make a decision ~~orally or in writing at any time up to and including the next regularly scheduled Board meeting.~~ If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at ~~Level Two~~ no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The complainant shall be provided a decision in accordance with this policy and state law.

Student Code of Conduct

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

Extracurricular Standards of Behavior

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

“Parent” Defined

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

General Discipline Guidelines

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student’s age;
 - c. The frequency of misconduct;
 - d. The student’s attitude;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code; and
 - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned 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.

Corporal Punishment

Corporal punishment may be used as a discipline management technique in accordance with this policy and the Student Code of Conduct.

Corporal punishment shall not be administered to a student whose parent has submitted to the principal a signed statement for the current school year prohibiting the use of corporal punishment with his or her child. The parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal.

Guidelines

Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.

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FO
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2. Corporal punishment shall be administered only by the principal or designee.
3. The instrument to be used in administering corporal punishment shall be approved by the principal.
4. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

Disciplinary
Records

The disciplinary record reflecting the use of corporal punishment shall include any related disciplinary actions, the corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

Physical Restraint

Note: A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

**Video and Audio
Monitoring**

Video and audio recording equipment shall may be used for safety purposes to monitor student behavior on District property.

~~The~~When video and audio recording equipment is in use, the District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

STUDENT DISCIPLINE

FO
(LOCAL)

Access to
Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be ~~filed-~~ **submitted** in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be ~~filed~~ **submitted** in accordance with the CKE series.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

~~Guiding Principles~~ Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Filing Deadlines

If a member of the public has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the individual must file a complaint within 15 business days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

Deadline Extensions

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

~~Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.~~

~~The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any~~

~~level.~~ The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, the individual shall file a Level One complaint with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

A Board member shall be permitted to file a complaint under this policy, but, if the complaint is considered by the Board or Board committee, the Board member shall be prohibited from voting on the Board’s or Board committee’s decision.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

Option to Continue Informal Process

Even after initiating the formal complaint process, the complainant is encouraged to seek informal resolution of their concerns. A complainant whose concerns are resolved may withdraw a formal complaint at any time.

Notice of Complaint

A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, ~~including email and fax,~~ or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic

communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three **business** days after the deadline.

Scheduling
~~Conferences~~Hearin
gs

The District shall make reasonable attempts to schedule ~~confer-
ences~~hearings at a mutually agreeable time. If the ~~individual~~com-
plainant fails to appear at a scheduled ~~conference~~hearing, the Dis-
trict may hold the ~~conference~~hearing and issue a decision in the
~~individual's~~complainant's absence.

Response
At Levels One and
Two,
"response"Decision

A "decision" shall mean a written communication to the ~~individual-
complainant~~ from the appropriate administrator. ~~Responses may
be hand-delivered, sent by electronic communication to the individ-
ual's email address of record, or sent by U.S. Mail to the individ-
ual's mailing address of record. Mailed responses that provides an~~
explanation of the basis of the decision, an indication of each docu-
ment that supports the decision, and any relief or redress to be
provided. A decision shall be issued on the merits of the concern
raised in the complaint notwithstanding any procedural errors or
the type of relief or redress requested.

The decision shall also include information regarding the filing of
an appeal in accordance with this policy. After a hearing at Level
Three, the decision shall include information on submitting an ap-
peal to the commissioner.

A decision may be hand-delivered, sent by electronic communica-
tion to the complainant's email address of record, or sent by U.S.
Mail to the complainant's mailing address of record. Mailed deci-
sions shall be timely if they are postmarked by U.S. Mail on or be-
fore the deadline.

Days

~~"Days" shall mean District business days, unless otherwise noted.
In calculating timelines under this policy, the day a document is
filed is "day zero." The following business day is "day one."~~

Representative

"Representative" shall mean any person who or organization that is
designated by ~~an individual~~a complainant to represent the ~~individu-
al~~complainant in the complaint process.

The ~~individual~~complainant may designate a representative through
written notice to the District at any level of this process. ~~If the indi-
vidual~~The representative may participate in person or by telephone
conference call. If the complainant designates a representative
with fewer than three **business** days' notice to the District before a
scheduled ~~conference or~~hearing, the District may reschedule the
~~conference or~~hearing to a later date, if desired, in order to include
the District's counsel. The District may be represented by counsel
at any level of the process.

Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not fileTo promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from anyan event or series of events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timelinessrelated events shall be consolidated.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached toincluded with the complaint form. If the individualcomplainant does not have copies of these documents, theycopies may be presented at the Level One conferencehearing. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conferencehearing, the complainant may supplement the record with additional documents or include additional claims.</p>
Record	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.</p>
Remand	<p>A complaint or appeal form that is incomplete in any material aspect mayshall be dismissed but may be refiled with all the required information if the refiling is within the designated time for filingre-filed, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</p> <p>If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>

Assignment of Hearing Officer

When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.

Level One

Complaint forms must be filed:

- ~~3. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~
- ~~4. With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.~~

~~If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.~~

~~The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.~~

~~Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may collect information provided at the Level One conference and any other relevant documents or information the administrator~~ **Investigation**

The District may conduct an investigation at any level in the complaint process. If the District and the complainant mutually agree, all deadlines shall be suspended during an investigation.

At Level One, the appropriate hearing officer shall hold a hearing with the complainant within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

If the ~~individual~~ complainant did not receive the relief requested at Level One or if the time for a ~~response~~ decision has expired, ~~he or she~~ the complainant may request a ~~conference with the Superintendent or designee~~ hearing at Level Two to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~ 20 calendar days of the date of the ~~written~~ Level One ~~response~~ decision or, if no ~~response was received,~~ ~~within ten~~ decision has been communicated to the complainant, within 20 calendar days of the Level One ~~response~~ decision deadline.

After receiving notice of the appeal, the Level One ~~administrator~~ hearing officer shall prepare and forward a record of the Level One complaint to the Level Two ~~administrator~~. ~~The individual may request~~ hearing officer and provide a copy of the Level One record to the complainant.

The Level One record shall include:

1. The original complaint form and any attachments.
2. ~~All~~ Any other documents submitted by the ~~individual~~ complainant at Level One.
3. ~~The~~ If the complaint is against a District employee, the written response of the District employee, if any.
- 3.4. The decision issued at Level One and any attachments.
- 4.5. All other documents relied upon by the Level One ~~administrator~~ hearing officer in reaching the Level One decision.

The ~~Superintendent or designee shall schedule a conference within ten~~ hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The ~~conference shall be lim-~~

~~ited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.~~ hearing officer may set reasonable time limits for the hearing.

The ~~Superintendent or designee~~ hearing officer shall provide the ~~individual a written response within ten~~ complainant a decision within 20 calendar days following the ~~conference.~~ The written response shall set forth the basis of the ~~decision.~~ hearing. In reaching a decision, the ~~Superintendent or designee~~ hearing officer may consider the Level One record, any additional information provided at prior to the Level Two ~~conference~~ hearing, and any other relevant documents or information the ~~Superintendent or designee~~ hearing officer believes will help resolve the complaint.

Recordings of the Level One and Level Two ~~conferences~~ hearings, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the ~~individual~~ complainant did not receive the relief requested at Level Two or if the time for a ~~response~~ decision has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~ 20 calendar days of the date of the ~~written~~ Level Two ~~response~~ decision or, if no ~~response was received,~~ within ~~ten~~ decision has been communicated to the complainant, within 20 calendar days of the Level Two ~~response~~ decision deadline.

~~The Superintendent or designee shall inform the individual of the date, time, and place of the Board.~~ Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent shall inform the complainant whether the Board or a Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

~~The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual~~ At least five business days before the Board or Board committee meeting, the Superintendent

shall provide the complainant a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent shall provide the Board the record of the Level Two appeal. The complainant may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. ~~The written response~~ Any other documents submitted by the complainant at Level Two.
- ~~3-4.~~ 4. The decision issued at Level Two and any attachments.
- ~~4-5.~~ 5. All other documents relied upon by the administration in reaching the Level Two decision.

~~The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.~~

~~The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]~~

The complainant may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual complainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. ~~The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.~~ members.

In addition to any other record of the Board meeting required by law, the Board or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual complainant or his or her the complainant's representative, any presentation from the administration, and questions from the Board members with re-

sponses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board or Board committee shall then consider the complaint. It ~~may give notice of its~~ shall make a decision ~~orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two~~ no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The complainant shall be provided a decision in accordance with this policy and state law.

Access to District Property

Authorized District officials, including school resource officers and District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

District officials may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

Ejection or Exclusion under Education Code 37.105

In accordance with Education Code 37.105, a District official shall provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process.

A person appealing under the District's grievance process shall be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See FNG and GF]

Off-Campus Activities

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

Prohibitions

Tobacco and E-Cigarettes

The District prohibits smoking and the use of tobacco products, e-cigarettes, or other electronic vaporizing devices on District property, in District vehicles, or at school-related activities.

Weapons

The District prohibits the unlawful use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

Exceptions

No violation of this policy occurs when:

1. ~~A Texas~~ An individual who holds a handgun license holder in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, as long as the handgun or other firearm is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]