



Agenda for Board of Trustees Meeting Tornillo Independent School District

Meeting Date: Wednesday, July 27, 2022

Meeting Type: Regular

Meeting Time: 6:00 PM

Meeting Location: W.E. Neill Service Center, 19210 Cobb, Tornillo, TX 79853

Disclaimer

This meeting will be conducted in accordance with the Texas Open Meetings Act; hence, the **public is welcomed and invited to attend**. When necessary, the Board may enter into **closed session** under the authority of Chapter 551 of the Texas Government Code.

Public comments related to the agenda items listed for this meeting shall be handled as follows: If you would like to sign up for public comment, please submit the following information to aguilarr@tisd.us: (1) your name, (2) contact information, and (3) specify the item(s) you would like to comment upon prior to the board's deliberation. For more information about public comment, see Policy BED.

All voting will be done in open session.

Items on the Agenda: The subjects (order may be changed) to be discussed, considered, or upon which any formal action may be taken are listed below.

1. **(OTHER) First Order of Business**
Ms. Marlene Bullard, Board President
 - A. Establish a quorum and call the meeting to order
 - B. Pledge of Allegiance to the United States
2. **(OTHER) Superintendent's Report**
Mrs. Rosa Vega-Barrio, Superintendent
3. **(OTHER) Open Forum**
Ms. Marlene Bullard, Board President
4. **Lone Star Governance**
 - A. (Accountability 1) Review, Discussion, and Possible Action Regarding Board's Time Use Tracker 3
Ms. Marlene Bullard, Board President
5. **(VISION Y) Information / Reports / Presentations**
 - A. Financial Reports-Information Only 4
Mr. Luis M. Guerra, Director of Finance
 - B. Quarterly Investment Report 46
Mr. Luis M. Guerra, Director of Finance
6. **(VISION Y) Board Items**
 - A. Purchases > \$25,000 threshold - Authorization
 1. Consider Approval of Construction to Convert TJH Gym to Cafeteria 57
Mr. Rene Estrada, Maintenance/Transportation Director
 - B. Discussion and Possible Action Regarding Health and PE Adoption Materials 59
Mr. Rodrigo Portillo, District Academic Coordinator
 - C. Discussion Regarding District's Property Values and the Funding Lag 60
Mr. Luis M. Guerra, Director of Finance

7. **(STRUCTURE) Consent Agenda**
 (All items on the Consent Agenda shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration)
- A. Consider Approval of Minutes from Previous Meetings:
 - 1. Regular Board Meeting Minutes - 6/22/2022 61
 - B. Consider Approval of Budget Amendments 65
 Mr. Luis M. Guerra, Director of Finance
 - C. Consider Approval of MOU with El Paso Symphony Orchestra's EPSOA Community Music Project 66
 Mrs. Rosa Vega-Barrio, Superintendent
 - D. Consider Approval of Disposal - Equipment and Other 70
 Mr. Carlos Garcia, Technology Director
 - E. Consider Approval of Contract Between Tornillo ISD and Communities in Schools 73
 Ms. Lizeth Carroll, HR / Compliance Director
 - F. Consider Approval of 2022-2023 Student Handbook 80
 Mrs. Rosa Vega-Barrio, Superintendent
 - G. Consider Approval of Texas Workforce Commission Vocational Rehabilitation Services (TWC VRS) 78
 Worksite Agreement for Wage Services-Work Quest
 Ms. Georgina Miramontes, District Diagnostician/SPED/504 Coordinator
 - H. Consider Approval of TASB Policy Manual Update 119 (1st Reading) affecting the following (LOCAL) Policies:
 - 1. CPC(LOCAL): OFFICE MANAGEMENT - RECORDS MANAGEMENT
 - 2. DMA(LOCAL): PROFESSIONAL DEVELOPMENT - REQUIRED STAFF DEVELOPMENT
 - 3. EHAA(LOCAL): BASIC INSTRUCTIONAL PROGRAM - REQUIRED INSTRUCTION (ALL LEVELS)
 - 4. EHB(LOCAL): CURRICULUM DESIGN - SPECIAL PROGRAMS
 - 5. EHBAA(LOCAL): SPECIAL EDUCATION - IDENTIFICATION, EVALUATION, AND ELIGIBILITY
 - 6. EHBB(LOCAL): SPECIAL PROGRAMS - GIFTED AND TALENTED STUDENTS
 - 7. EIF(LOCAL): ACADEMIC ACHIEVEMENT - GRADUATION
 - 8. FFBA(LOCAL): CRISIS INTERVENTION - TRAUMA-INFORCED CARE
 - 9. FFH(LOCAL): STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
 Mrs. Rosa Vega-Barrio, Superintendent
 - I. Consider Approval of Shared Services Agreement with Region 19 Migrant Education 181
 Ms. Lizeth Carroll, HR / Compliance Director
 - J. Consider Approval of 2022-2023 Substitute Handbook 190
 Ms. Lizeth Carroll, HR / Compliance Director
8. **(OTHER) Executive Session. The Board will enter into a closed meeting to discuss personnel matters, to consult with attorney, under Sections 551.071 and 551.074, Texas Government Code. The Board will reconvene into open session to take any necessary action.**
- A. Discussion Regarding Superintendent's Evaluation
 - B. Discussion on Superintendent's Employment Contract and Possible Amendments
9. **(STRUCTURE) Continuation of Board Items in Open Session**
- A. Discussion and Possible Action Regarding Superintendent's Evaluation
 - B. Discussion and Possible Action Regarding Superintendent's Employment Contract and Possible Amendments
10. **Next Meeting Tentative Date:** August 17, 2022

Adjournment of the Meeting



Rosa Vega-Barrio
 Superintendent of Schools

TIME USE TRACKER

Date: _____

Framework	Student Outcome Minutes	The Board tracks its time invested during public authorized meetings	Other Topic Minutes
Vision & Goals		← Minutes setting student outcome goals ← Minutes receiving, discussing, and voting on Student Outcome Goal Monitoring Reports according to the Monitoring Calendar	
		← Minutes setting constraints or theories of action ← Minutes receiving, discussing, and voting on Constraint Monitoring Reports according to the Monitoring Calendar	
		Minutes setting timelines, deadlines, goals, or plans on other items or outcomes → Minutes receiving reports, discussing, debating, and/or voting on other items or outcomes →	
Progress & Accountability		← Minutes performing Board self-evaluations using the LSG Integrity Instrument ← Minutes evaluating the Superintendent on student outcome goals, GPMs, constraints, and CPMs	
		Minutes performing Board self-evaluations using instruments other than the LSG Integrity Instrument → Minutes evaluating the Superintendent on items other than student outcome goals, GPMs, constraints, and CPMs →	3
Systems & Processes		Minutes discussing, debating, and voting on items removed from or on the consent agenda → Time used for public comments on items not on the Board meeting agenda →	
Advocacy & Engagement		← Minutes hosting two-way communication meetings on student outcome goals, constraints, or theories of action ← Minutes recognizing the accomplishments of students and staff regarding progress on student outcome goals	
		Minutes hosting all other Board led, co-led, or called community or committee meetings → Minutes for all other recognitions →	
Synergy & Teamwork		Minutes fulfilling statutorily required public hearings, forums, and comments Minutes fulfilling statutorily required or Lone Star Governance workshops Minutes in closed session as permitted by law	
Other		Any time spent on an activity that does not meet the conditions listed above →	
TOTALS			

Use For Student Outcome Minutes Percentage Calculation:

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× 100 =

% Student Outcome Minutes



FINANCIAL REPORTS

FOR THE MONTH ENDING JUNE, 2022

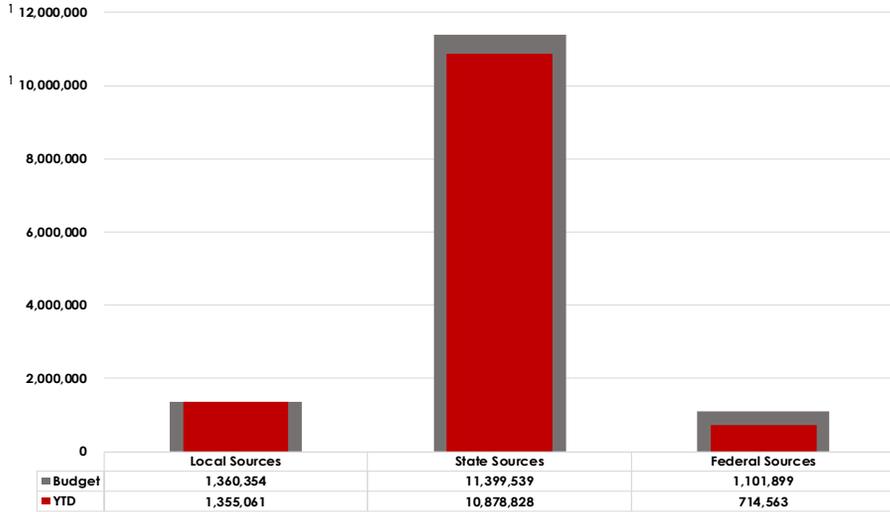
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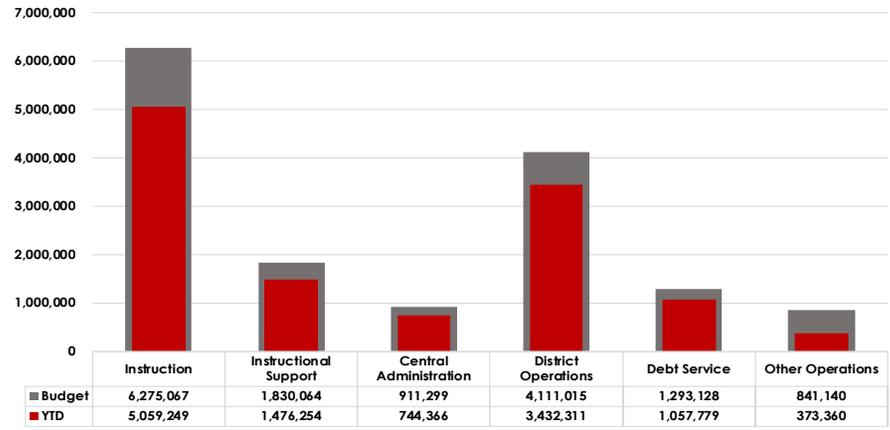
TORNILLO INDEPENDENT SCHOOL DISTRICT
BOARD FINANCIAL REPORT SUMMARY
 As of June 30, 2022

Board Adopted Revenue and Expenditures

Revenue

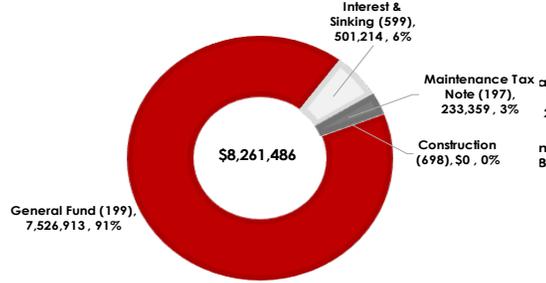


Expenditures

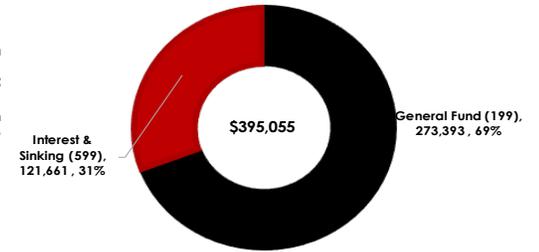


Banking and Investment Pools

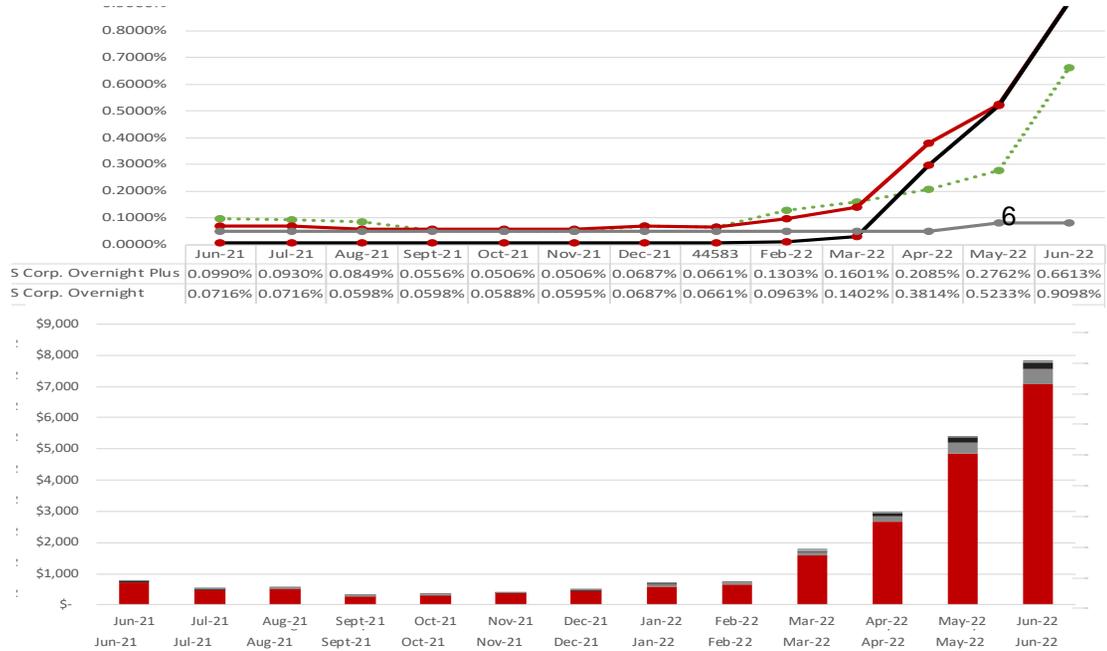
LONE STAR INVESTMENTS



WESTSTAR BANK

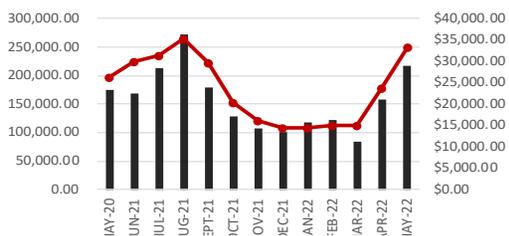


Investment Rate and Interest Revenue Trends

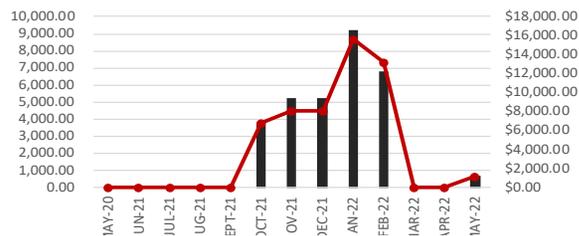


Utilities

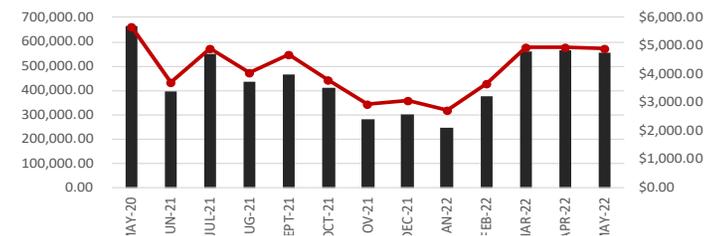
ELECTRICITY



PROPANE



WATER

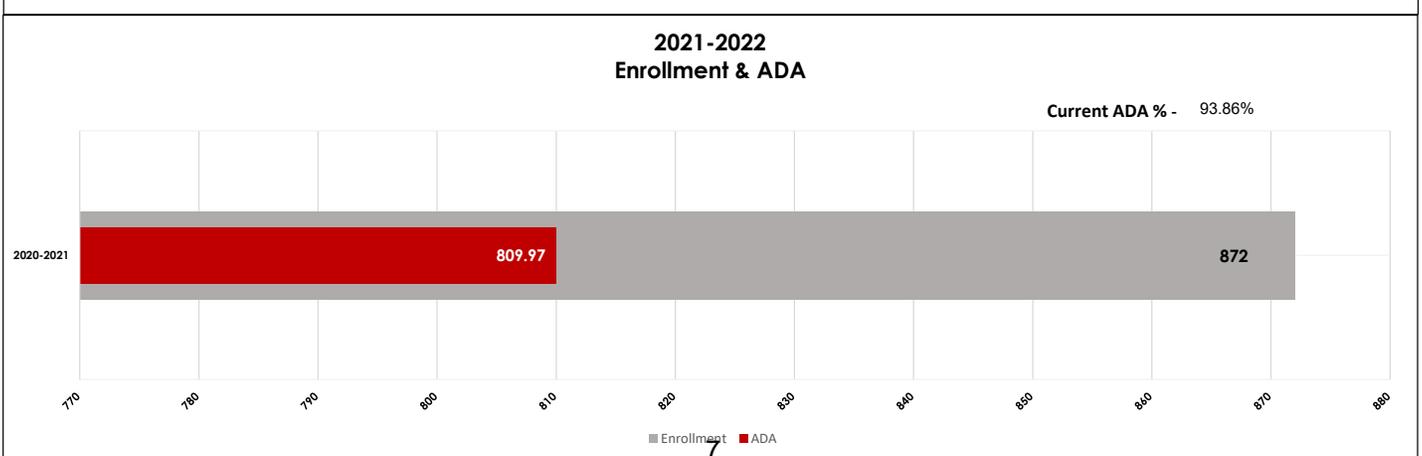
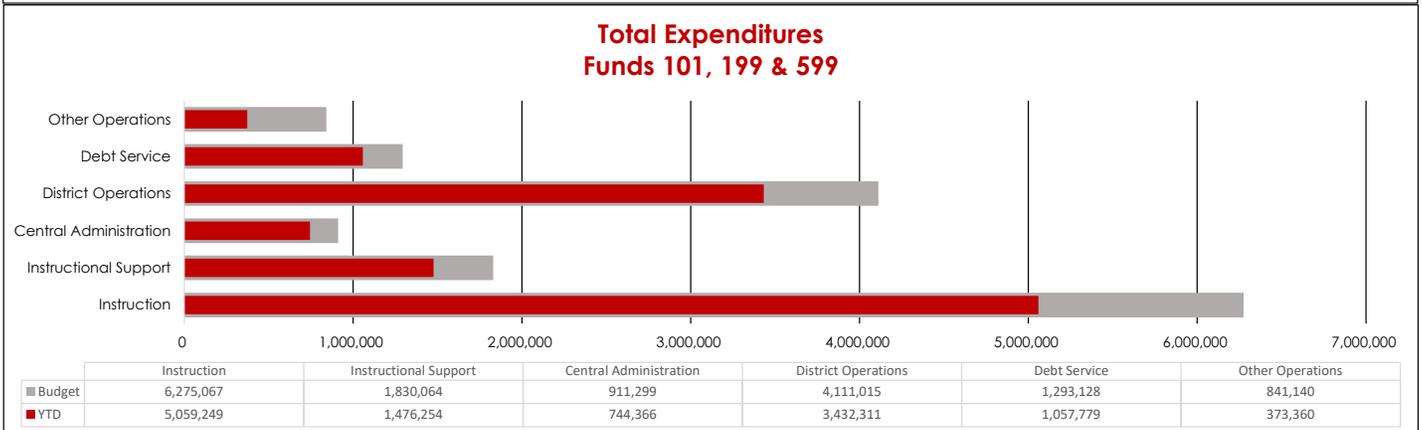
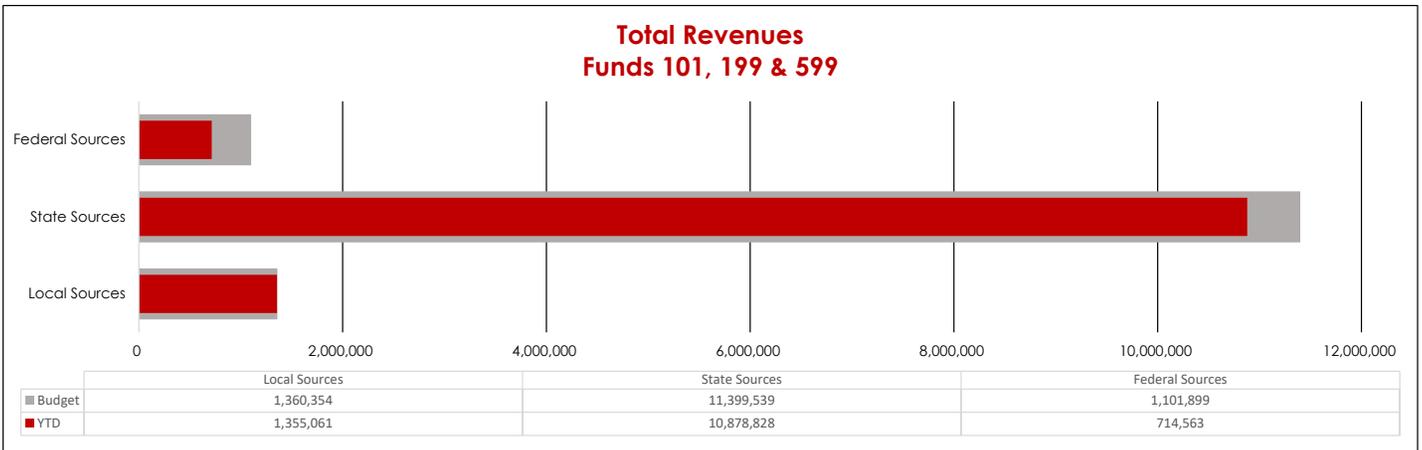


TORNILLO INDEPENDENT SCHOOL DISTRICT

Revenues & Expenditures

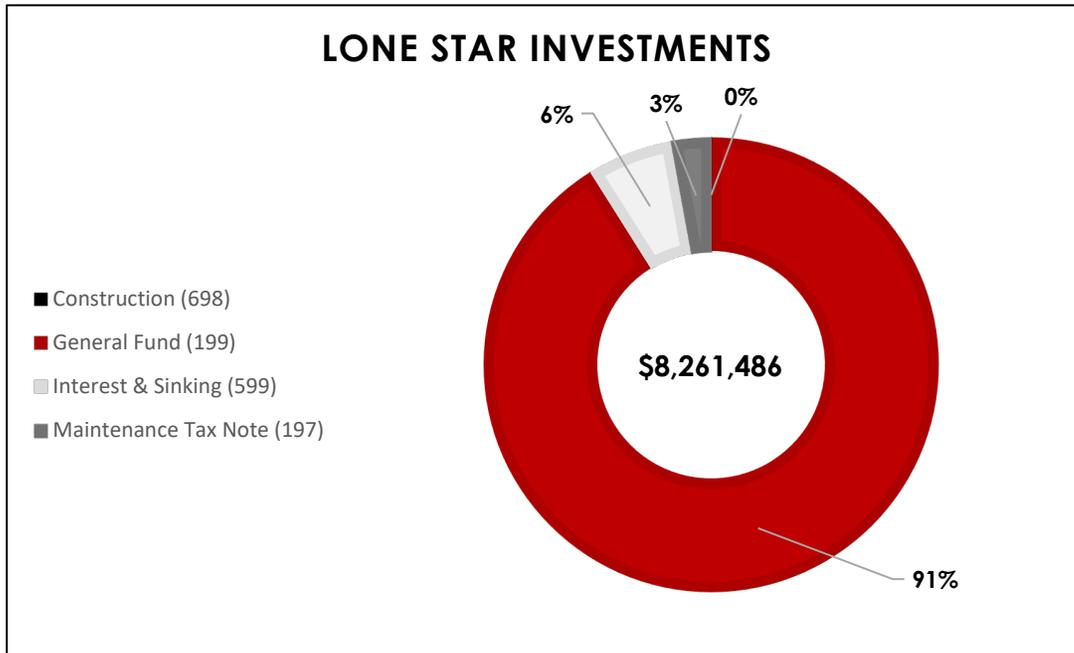
As of June 30, 2022

REVENUES	Fund 101 - CNS			Fund 199 - General Fund			Fund 599 - Debt Service			Total		
	Budget	YTD	Remaining	Budget	YTD	Remaining	Budget	YTD	Remaining	Budget	YTD	Remaining
Local Sources	50,000	49,042	958	891,000	884,821	6,179	419,354	421,198	(1,844)	1,360,354	1,355,061	5,293
State Sources	4,000	2,087	1,913	10,567,109	9,884,440	682,669	828,430	992,302	(163,872)	11,399,539	10,878,828	520,711
Federal Sources	926,899	586,994	339,906	175,000	127,569	47,431	0	0	0	1,101,899	714,563	387,337
Total Revenue:	980,899	638,123	342,777	11,633,109	10,896,829	736,280	1,247,784	1,413,500	(165,716)	13,861,792	12,948,452	913,340
EXPENSES												
Instruction	0	0	0	6,275,067	5,059,249	1,215,817	0	0	0	6,275,067	5,059,249	1,215,817
Instructional Support	0	0	0	1,830,064	1,476,254	353,811	0	0	0	1,830,064	1,476,254	353,811
Central Administration	0	0	0	911,299	744,366	166,933	0	0	0	911,299	744,366	166,933
District Operations	980,899	864,590	116,309	3,130,116	2,567,721	562,395	0	0	0	4,111,015	3,432,311	678,704
Debt Service	0	0	0	0	0	0	1,293,128	1,057,779	235,349	1,293,128	1,057,779	235,349
Other Operations	0	0	0	841,140	373,360	467,780	0	0	0	841,140	373,360	467,780
Total Expenses:	980,899	864,590	116,309	12,987,686	10,220,950	2,766,736	1,293,128	1,057,779	235,349	15,261,713	12,143,320	3,118,394

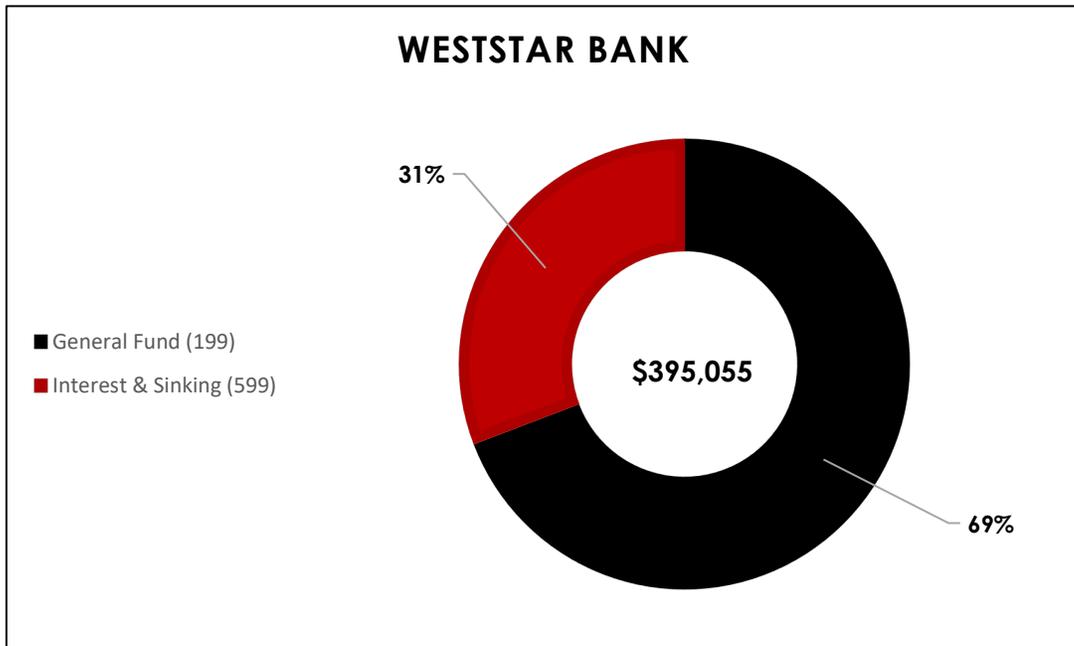


TORNILLO INDEPENDENT SCHOOL DISTRICT

As of June 30, 2022



Account	Beg. Bal.	End. Bal.	Change
Construction (698)	\$0	\$0	\$0
General Fund (199)	7,550,985	7,526,913	(24,072)
Interest & Sinking (599)	500,728	501,214	486
Maintenance Tax Note (197)	233,132	233,359	227
Lone Star Investment Pool	\$8,284,845	\$8,261,486	(\$23,359)



Account	Beg. Bal.	End. Bal.	Change
General Fund (199)	243,624	273,393	29,770
Interest & Sinking (599)	114,930	121,661	6,732
WestStar Bank	\$358,553	\$395,055	\$36,501

TORNILLO INDEPENDENT SCHOOL DISTRICT

GENERAL FUND - CASH FLOW

As of June 30, 2022

Beginning Balance \$ 243,624

Day	Taxes	Deposits	Interest	Transfers	IRS	TRS	Payroll	Checks Cleared	Fees	Balance
01		937						(31,809)		\$ 212,751
02	1,364	26						(26,402)		\$ 187,738
03		100						(36,520)		\$ 151,318
04										\$ 151,318
05										\$ 151,318
06		337		200,000		(108,342)		(25,464)		\$ 217,849
07		165						(29,264)		\$ 188,750
08	6,106							(16,131)		\$ 178,724
09		973				(3)		(5,966)		\$ 173,728
10								(28,782)		\$ 144,946
11										\$ 144,946
12										\$ 144,946
13		5,455		480,000		(46,508)	(285,593)	(1,984)		\$ 296,316
14	1,641							(17,865)		\$ 280,093
15					(35,734)		(962)	(10,085)	(574)	\$ 232,738
16		644						(3,658)		\$ 229,723
17								(74,973)		\$ 154,750
18										\$ 154,750
19										\$ 154,750
20										\$ 154,750
21		313		480,000			(318,110)	(38,589)		\$ 278,364
22	2,740	862						(48,953)		\$ 233,013
23								(10,535)		\$ 222,478
24		1,196						(21,253)		\$ 202,421
25										\$ 202,421
26										\$ 202,421
27		23,542						(43,717)		\$ 182,246
28	3,118							(30,678)		\$ 154,686
29								(29,028)		\$ 125,659
30			13	150,000	(376)		(962)	(940)		\$ 273,393
Ending Balance										\$ 273,393

Tornillo Independent School District

Monthly Summary of Investments

As of June 30, 2022

Fnd-Obj	ACCOUNT NAME	BEGINNING	DEPOSITS	CHECKS	INTEREST	ENDING	INTEREST RATE
		BALANCE				BALANCE	
		6/1/2022				6/30/2022	
199-1110	General Operating	\$ 243,623.57	1,359,518.33	1,329,761.21	12.68	\$ 273,393.37	0.08%
197-1107	Maintenance Tax Note	\$ 233,132.14	0.00	0.00	226.50	\$ 233,358.64	0.9098%
199-1107	Lone Star Inv. Pool#1	\$ 7,550,985.09	1,278,862.17	1,310,000.00	7,065.70	\$ 7,526,912.96	0.9098%
698-1107	Lone Star Inv. Pool/Capital Projects	\$ -	0.00	0.00	0.00	\$ -	0.9098%
599-1110	Interest and Sinking	\$ 114,929.91	7,223.77	500.00	7.81	\$ 121,661.49	0.08%
599-1107	Lone Star Inv. Pool/Int.&Sinking	\$ 500,727.68	0.00	0.00	486.47	\$ 501,214.15	0.9098%
599-1107	Lone Star Inv. Pool/I&S Government	\$ 1.68	0.00	0.00	0.00	\$ 1.68	0.6613%
		\$ -				\$ -	
698-1107	Lone Star Inv. Pool/CP Government	\$ -	0.00	0.00	0.00	\$ -	0.6613%
698-1110	Construction Funds	\$ (0.00)	0.00	0.00	0.00	\$ (0.00)	0.08%

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Statement of Compliance:

The foregoing Investment Report complies with the Investment Policy and District Strategies of the Tornillo ISD.

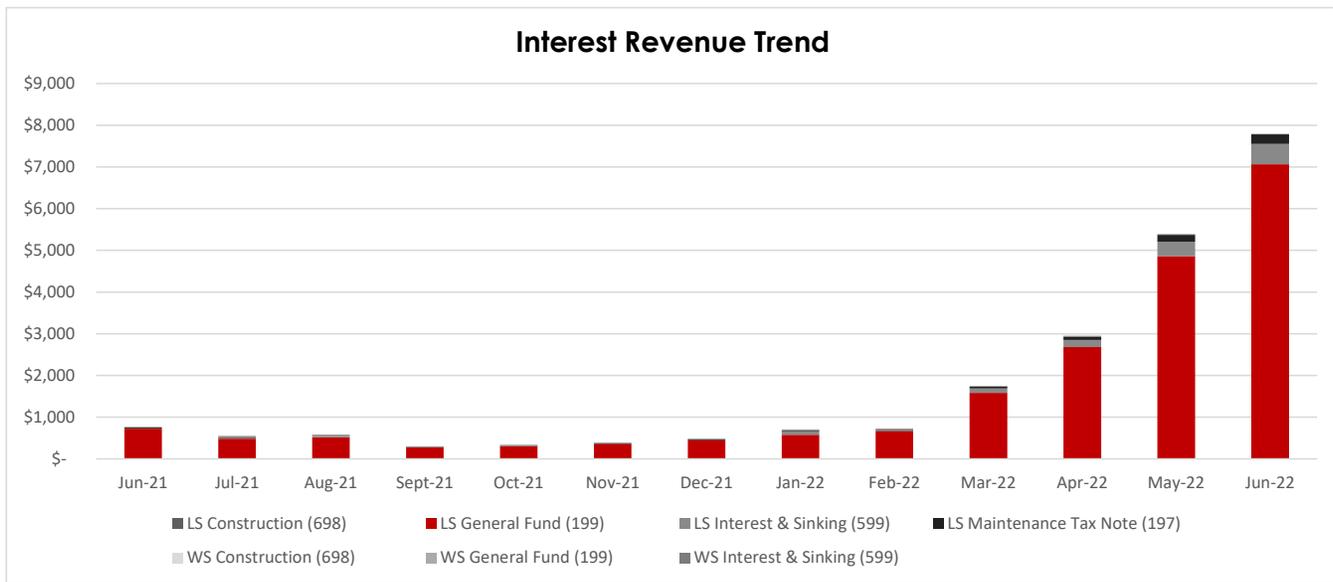
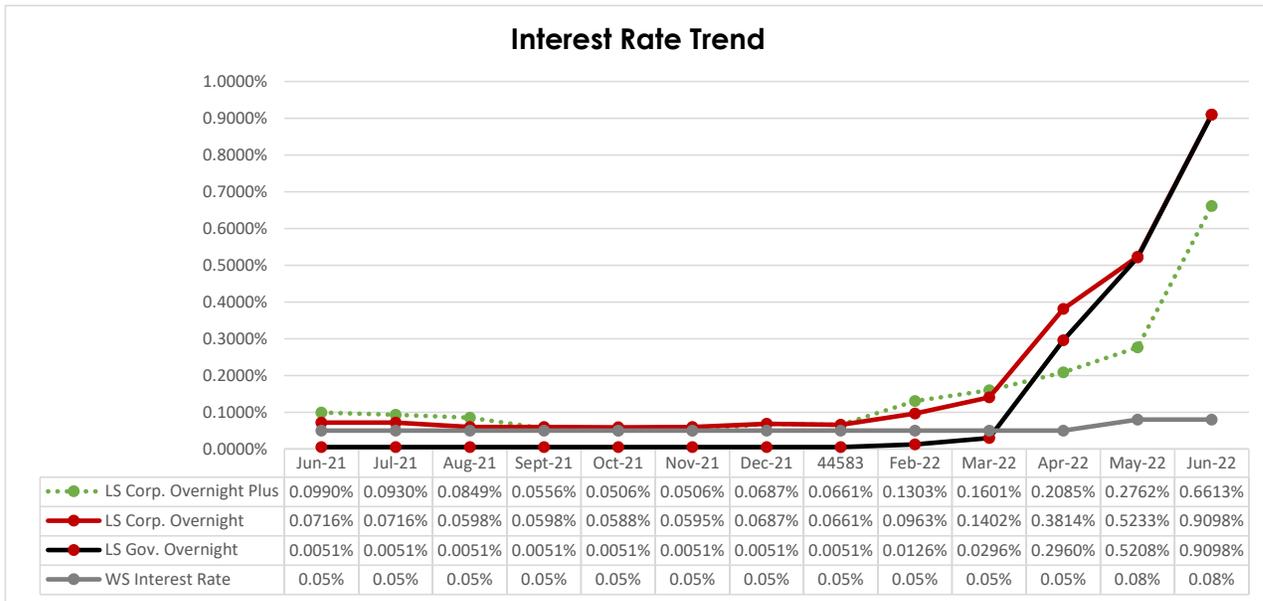


Luis Guerra, Director of Finance



TORNILLO INDEPENDENT SCHOOL DISTRICT

INTEREST RATE TRENDS



Participant #: 71908

Lone Star™ June 2022
Investment Pool **Monthly Statement**

Statement Period: 06/01/2022 to 06/30/2022

Luis M Guerra
Tornillo ISD
PO Box 170
Tornillo, Texas 79853-0170



Summary of Portfolio Holdings

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
General Fund	Corporate Overnight Fund	7,526,912.96	1.00	7,526,912.96	91.11%
Totals:				7,526,912.96	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Interest & Sinking Account	Corporate Overnight Fund	501,214.15	1.00	501,214.15	6.07%
	Government Overnight Fund	1.68	1.00	1.68	0.00%
Totals:				501,215.83	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Maintenance Tax Note 2008 - Fund 197	Corporate Overnight Fund	233,358.64	1.00	233,358.64	2.82%
Totals:				233,358.64	

Totals

Fund	Yield	Share Quantity	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	1.18 %	8,261,485.75	1.00	8,261,485.75	100.00 %
Government Overnight Fund	0.00 %	1.68	1.00	1.68	0.00 %
Corporate Overnight Plus Fund	0.00 %	0.00	1.00	0.00	0.00 %
Total Value:				8,261,487.43	100.00 %

Portfolio Transactions

General Fund - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
06/01/2022	Starting Balance	7,550,985.09			7,550,985.09
06/03/2022	Deposit	7,575,954.56	24,969.47	1.00	24,969.47
06/03/2022	Deposit	7,579,409.80	3,455.24	1.00	3,455.24
06/06/2022	Withdrawal	7,379,409.80	-200,000.00	1.00	-200,000.00
06/08/2022	Deposit	7,478,808.71	99,398.91	1.00	99,398.91
06/13/2022	Withdrawal	6,998,808.71	-480,000.00	1.00	-480,000.00
06/21/2022	Withdrawal	6,518,808.71	-480,000.00	1.00	-480,000.00

General Fund - Corporate Overnight Fund (Continued)

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
06/24/2022	Deposit	7,585,060.71	1,066,252.00	1.00	1,066,252.00
06/29/2022	Deposit	7,669,847.26	84,786.55	1.00	84,786.55
06/30/2022	Withdrawal	7,519,847.26	-150,000.00	1.00	-150,000.00
06/30/2022	Interest	7,526,912.96	7,065.70	1.00	7,065.70
06/30/2022	Ending Balance	7,526,912.96			7,526,912.96

Interest & Sinking Account - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
06/01/2022	Starting Balance	500,727.68			500,727.68
06/30/2022	Interest	501,214.15	486.47	1.00	486.47
06/30/2022	Ending Balance	501,214.15			501,214.15

Interest & Sinking Account - Government Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
06/01/2022	Starting Balance	1.68			1.68
06/30/2022	Ending Balance	1.68			1.68

Maintenance Tax Note 2008 - Fund 197 - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
06/01/2022	Starting Balance	233,132.14			233,132.14
06/30/2022	Interest	233,358.64	226.50	1.00	226.50
06/30/2022	Ending Balance	233,358.64			233,358.64

Important Information about this statement

Please review this statement carefully, it is the official record of your account with Lone Star Investment Pool and First Public, LLC. If you disagree with any transaction, or if there are any errors or omissions in this statement please notify us promptly in writing, but no later than 10 business days after receipt of this statement. Trades pending settlement will not appear on this statement. All such trades will appear in the next monthly statement. The yield for the period is an annualized rate that reflects the relationship between the average amount of income earned and the average daily balance for the account. Please notify First Public promptly and in writing of any changes of address or phone number. Times of transactions will be furnished upon written request. The Lone Star Investment Pool Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, charges and expenses associated with municipal fund securities before investing. All transactions are no load. No remuneration has, or will be, paid to any entity in connection with this transaction. An investor may obtain an Information Statement by contacting First Public at the address and phone number identified above. An investment in Lone Star investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC") or any other government agency and although Lone Star Investment Pool seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in municipal fund securities.

Tornillo Independent School District

El Paso Electric Transformer Upgrades

	High School 430 Oil Mill Lighting & Fire Pump 17121	Junior High 300 Oil Mill Upgrade 17124	Intermediate 420-A Oil Mill Upgrade 17123	Elementary 19200 Gabby Upgrade 17122	Total
Paid	\$ 27,545.82	\$ 20,082.17	\$ 22,333.48	\$ 17,853.07	\$ 87,814.54
Total Reimbursed	5,338.32	20,571.76	8,058.66	18,302.90	52,271.64
Balance	\$ 22,207.50	\$ (489.59)	\$ 14,274.82	\$ (449.83)	\$ 35,542.90
Balance per EP Electric	\$ 22,399.97	\$ -	\$ 14,432.52	\$ -	\$ 36,832.49
Additional Reimbursement	\$ 192.47	\$ 489.59	\$ 157.70	\$ 449.83	\$ 1,289.59

15

Date	Reimbursements				Total
10/3/2018	\$ 1,444.95	\$ 1,465.95	\$ 4,951.78	\$ 7,552.49	\$ 15,415.17
10/15/2019	\$ 1,565.01		\$ 1,794.80	\$ 2,523.03	\$ 5,882.84
10/8/2020				\$ 1,537.64	\$ 1,537.64
11/30/2020	\$ 1,303.10				\$ 1,303.10
9/27/2021		\$ 19,105.81			\$ 19,105.81
9/15/2021	\$ 1,025.26				\$ 1,025.26
9/1/2021			\$ 1,312.08		\$ 1,312.08
9/21/2021				\$ 6,689.74	\$ 6,689.74

TORNILLO INDEPENDENT SCHOOL DISTRICT

\$25K AND ABOVE PAYMENTS

As per Board policy CH Local, any single payment of twenty-five-thousand dollars and above must be board approved the transactions take place. The following are the (5) payments over the twenty-five thousand dollar threshold paid to several vendors:

Check #	Amount	Vendor	Comments
156744	\$33,447.21	El Paso Electric	Consisted of Various Invoices
156813	\$30,681.14	First Financial Group of America	Board Approved
156814	\$25,555.13	Ced Triangle Electric	Consisted of Various Invoices
158858	\$42,673.00	Carpet Pile of Tx	Board Approved
10002046	\$217,855.83	Commerce	Consisted of Various Invoices
200000719	\$37,735.20	Ken Scholten	Board Approved

Note: Payments made to First Financial Group of America are for the employee benefit plan premiums deducted from employees of the District.

Account#: 100003379
Date Range: 06-01-2022 to 06-30-2022

Check Register

Date: 07-01-2022
Time: 01:36 PM
Page 1 of 12

VendorID : WestStar Bank - 100003379

409	06/03/2022	501203	Sandra Cruz	Issued	\$23.75	Employee Reimbursement Direct Deposit
410	06/03/2022	501157	Luis Guerra	Issued	\$60.30	Employee Reimbursement Direct Deposit
411	06/16/2022	500860	Vanessa Ayala	Issued	\$120.00	Employee Reimbursement Direct Deposit
412	06/16/2022	501026	Nadia De La Rosa	Issued	\$172.89	Employee Reimbursement Direct Deposit
413	06/16/2022	500459	Jesus Garcia	Issued	\$27.49	Employee Reimbursement Direct Deposit
414	06/23/2022	500093	Marissa Delgado	Issued	\$66.00	Employee Reimbursement Direct Deposit
415	06/23/2022	500732	Alma Erives	Issued	\$66.00	Employee Reimbursement Direct Deposit
416	06/23/2022	500900	Sandra Garcia	Issued	\$131.00	Employee Reimbursement Direct Deposit
417	06/23/2022	500030	Sandra Mendez	Issued	\$66.00	Employee Reimbursement Direct Deposit
418	06/23/2022	501249	Miriam Minjarez	Issued	\$66.00	Employee Reimbursement Direct Deposit
419	06/23/2022	500547	Maria Salcido	Issued	\$66.00	Employee Reimbursement Direct Deposit
420	06/23/2022	501057	Paloma Santillana	Issued	\$66.00	Employee Reimbursement Direct Deposit
422	06/30/2022	500020	Loretta Aguilar	Issued	\$404.00	Employee Reimbursement Direct Deposit
423	06/30/2022	501197	Arcy Aguina	Issued	\$251.00	Employee Reimbursement Direct Deposit
424	06/30/2022	501146	Cleoni Baeza	Issued	\$118.87	Employee Reimbursement Direct Deposit
425	06/30/2022	501058	Martina Collins	Issued	\$204.00	Employee Reimbursement Direct Deposit
426	06/30/2022	501026	Nadia De La Rosa	Issued	\$114.96	Employee Reimbursement Direct Deposit
427	06/30/2022	501088	Claudia Del Valle	Issued	\$204.00	Employee Reimbursement Direct Deposit
428	06/30/2022	500732	Alma Erives	Issued	\$19.01	Employee Reimbursement Direct Deposit
429	06/30/2022	501220	Maria Espinoza	Issued	\$204.00	Employee Reimbursement Direct Deposit
430	06/30/2022	501012	Rene Estrada	Issued	\$196.80	Employee Reimbursement Direct Deposit
431	06/30/2022	501005	Adriana Gonzales	17 Issued	\$204.00	Employee Reimbursement Direct Deposit
432	06/30/2022	500828	Joanna Hernandez	Issued	\$204.00	Employee Reimbursement Direct Deposit

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433	06/30/2022	500537	Maria Hernandez	Issued	\$332.00	Employee Reimbursement Direct Deposit
434	06/30/2022	501167	Iisha James	Issued	\$204.00	Employee Reimbursement Direct Deposit
435	06/30/2022	501206	Alejandro Olvera	Issued	\$304.00	Employee Reimbursement Direct Deposit
436	06/30/2022	500519	Elizabeth Otero	Issued	\$304.00	Employee Reimbursement Direct Deposit
437	06/30/2022	501033	Valeria Ramos	Issued	\$118.87	Employee Reimbursement Direct Deposit
438	06/30/2022	500983	Laura Roa	Issued	\$204.00	Employee Reimbursement Direct Deposit
439	06/30/2022	500985	Irma Rodriguez	Issued	\$204.00	Employee Reimbursement Direct Deposit
440	06/30/2022	501136	Amanda Telles	Issued	\$118.87	Employee Reimbursement Direct Deposit
156660	06/01/2022	10138	El Paso Disposal, LP	Issued	\$2,125.40	Paper Check
156661	06/01/2022	10157	El Paso Zoo	Issued	\$147.50	Paper Check
156662	06/01/2022	10190	Fabens Oil Co.	Issued	\$225.16	Paper Check
156663	06/01/2022	10361	Home Depot Credit Services	Issued	\$65.00	Paper Check
156664	06/01/2022	10601	Office Depot	Issued	\$1,941.23	Paper Check
156665	06/01/2022	10630	Region 19 Education Service Center	Issued	\$199.00	Paper Check
156666	06/01/2022	10786	College Entrance Examination Board PSAT	Issued	\$954.00	Paper Check
156667	06/01/2022	20022	Citibank	Issued	\$200.88	Paper Check
156668	06/01/2022	20022	Citibank	Issued	\$2,831.76	Paper Check
156669	06/01/2022	20022	Citibank	Issued	\$1,054.56	Paper Check
156670	06/01/2022	20022	Citibank	Issued	\$1,195.08	Paper Check
156671	06/01/2022	20022	Citibank	Issued	\$1,191.43	Paper Check
156672	06/01/2022	20022	Citibank	Issued	\$55.24	Paper Check
156673	06/01/2022	20022	Citibank	Issued	\$269.22	Paper Check
156674	06/01/2022	20059	Subway	Issued	\$143.31	Paper Check
156675	06/01/2022	20215	Spectrum Paper Co, Inc.	Issued	\$1,467.28	Paper Check
156676	06/01/2022	20389	Mountain Desert Water LLC	Issued	\$403.20	Paper Check

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156677	06/01/2022	20397	Scholastic Testing Service, Inc.	Issued	\$337.25	Paper Check
156678	06/01/2022	20543	Prime Irrigation & Landscape, In	Issued	\$23,325.45	Paper Check
156679	06/01/2022	20657	Carpet Pile of TX	Issued	\$16,329.38	Paper Check
156680	06/01/2022	20662	Citibank	Issued	\$189.00	Paper Check
156681	06/01/2022	20662	Citibank	Issued	\$38.70	Paper Check
156682	06/01/2022	20764	Brady Industries of Tx, LLC	Issued	\$6,327.91	Paper Check
156683	06/01/2022	20876	GH Dairy El Paso	Issued	\$209.10	Paper Check
156684	06/01/2022	20881	Varsity Brands Holding Co., Inc.	Issued	\$1,706.90	Paper Check
156685	06/01/2022	20889	Distractions, Inc.	Issued	\$475.00	Paper Check
156686	06/01/2022	501099	Jorge Torres	Issued	\$308.00	Paper Check
156687	06/01/2022	20258	Oscar Moran	Issued	\$225.00	Paper Check
156688	06/03/2022	10097	Communities In Schools El Paso Inc.	Issued	\$2,500.00	Paper Check
156689	06/03/2022	10224	Flowers Baking Co.	Issued	\$319.10	Paper Check
156690	06/03/2022	10361	Home Depot Credit Services	Issued	\$169.92	Paper Check
156691	06/03/2022	10543	Labatt Food Service	Issued	\$13,356.16	Paper Check
156692	06/03/2022	10601	Office Depot	Issued	\$593.19	Paper Check
156693	06/03/2022	10616	Peter Piper Pizza	Issued	\$699.04	Paper Check
156694	06/03/2022	10657	Segovia'S Distributing, Inc.	Issued	\$2,753.89	Paper Check
156695	06/03/2022	20022	Citibank	Issued	\$459.00	Paper Check
156696	06/03/2022	20022	Citibank	Issued	\$328.96	Paper Check
156697	06/03/2022	20059	Subway	Issued	\$98.20	Paper Check
156698	06/03/2022	20120	HB Electronics	Issued	\$165.59	Paper Check
156699	06/03/2022	20395	Intrado Interactive Services Corporation	Issued	\$5,563.11	Paper Check
156700	06/03/2022	20584	Electro Medical Analysis, Inc.	Issued	\$195.00	Paper Check
156701	06/03/2022	20611	Frontline Technologies	Issued	\$16.05	Paper Check
156702	06/03/2022	20726	Pearison Incorporated	Issued	\$5,696.20	Paper Check

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156703	06/03/2022	20776	Alyssa Frausto	Issued	\$1,600.00	Paper Check
156704	06/03/2022	20830	EP Montwood 96 LLC Cici's Pizza	Issued	\$99.07	Paper Check
156705	06/03/2022	20876	GH Dairy El Paso	Issued	\$2,810.10	Paper Check
156706	06/09/2022	10045	Baker Glass	Issued	\$236.93	Paper Check
156707	06/09/2022	10097	Communities In Schools El Paso Inc.	Issued	\$5,000.00	Paper Check
156708	06/09/2022	10190	Fabens Oil Co.	Issued	\$77.33	Paper Check
156709	06/09/2022	10190	Fabens Oil Co.	Issued	\$78.38	Paper Check
156710	06/09/2022	10358	Hobby Lobby Stores	Issued	\$705.38	Paper Check
156711	06/09/2022	10361	Home Depot Credit Services	Issued	\$60.00	Paper Check
156712	06/09/2022	10592	National Restaurant Supply	Issued	\$151.46	Paper Check
156713	06/09/2022	10601	Office Depot	Issued	\$191.15	Paper Check
156714	06/09/2022	10864	Walmart Community/Capital One	Issued	\$2,057.57	Paper Check
156715	06/09/2022	20022	Citibank	Issued	\$161.00	Paper Check
156716	06/09/2022	20022	Citibank	Issued	\$324.96	Paper Check
156717	06/09/2022	20022	Citibank	Issued	\$161.00	Paper Check
156718	06/09/2022	20022	Citibank	Issued	\$175.00	Paper Check
156719	06/09/2022	20022	Citibank	Issued	\$380.00	Paper Check
156720	06/09/2022	20022	Citibank	Issued	\$161.00	Paper Check
156721	06/09/2022	20022	Citibank	Issued	\$380.00	Paper Check
156722	06/09/2022	20022	Citibank	Issued	\$436.20	Paper Check
156723	06/09/2022	20022	Citibank	Issued	\$81.00	Paper Check
156724	06/09/2022	20130	Tejas Manufacturing Company	Issued	\$1,090.00	Paper Check
156725	06/09/2022	20169	El Paso County Water Improvement	Issued	\$4,916.54	Paper Check
156726	06/09/2022	20186	Camcor, Inc	Issued	\$2,369.33	Paper Check
156727	06/09/2022	20208	Western Playland	Issued	\$1,630.00	Paper Check
156728	06/09/2022	20215	Spectrum Paper Co, Inc.	Issued	\$3,587.65	Paper Check

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156729	06/09/2022	20369	Hot Shots by: Lomeli's Photo	Issued	\$646.47	Paper Check
156730	06/09/2022	20456	Ann Morales	Issued	\$500.00	Paper Check
156731	06/09/2022	20543	Prime Irrigation & Landscape, In	Issued	\$7,000.84	Paper Check
156732	06/09/2022	20642	Faben's Quick Lube	Issued	\$102.00	Paper Check
156733	06/09/2022	20662	Citibank	Issued	\$225.44	Paper Check
156734	06/09/2022	20662	Citibank	Issued	\$396.61	Paper Check
156735	06/09/2022	20671	Team 1st Technologies LLC	Issued	\$3,146.00	Paper Check
156736	06/09/2022	20677	hand2mind, Inc.	Issued	\$5,549.73	Paper Check
156737	06/09/2022	20690	Total Equipment & Rental of El Paso	Issued	\$936.00	Paper Check
156738	06/09/2022	20764	Brady Industries of Tx, LLC	Issued	\$5,210.69	Paper Check
156739	06/09/2022	20776	Alyssa Frausto	Issued	\$1,100.00	Paper Check
156740	06/09/2022	20788	Sandra Mercuri Educational Consultants	Issued	\$2,500.00	Paper Check
156741	06/09/2022	20894	J.W. Pepper & Son, Inc.	Issued	\$3,463.29	Paper Check
156742	06/16/2022	10050	Barnes & Noble	Issued	\$612.00	Paper Check
156743	06/16/2022	10097	Communities In Schools El Paso Inc.	Issued	\$7,500.00	Paper Check
156744	06/16/2022	10139	El Paso Electric Co.	Issued	\$33,447.21	Paper Check
156745	06/16/2022	10171	El Paso Community College	Issued	\$9,900.00	Paper Check
156746	06/16/2022	10190	Fabens Oil Co.	Issued	\$3,784.35	Paper Check
156747	06/16/2022	10224	Flowers Baking Co.	Issued	\$148.78	Paper Check
156748	06/16/2022	10543	Labatt Food Service	Issued	\$3,810.66	Paper Check
156749	06/16/2022	10592	National Restaurant Supply	Issued	\$1,896.81	Paper Check
156750	06/16/2022	10601	Office Depot	Issued	\$2,849.49	Paper Check
156751	06/16/2022	10630	Region 19 Education Service Center	Issued	\$800.00	Paper Check
156752	06/16/2022	10657	Segovia'S Distributing, Inc.	Issued	\$1,194.83	Paper Check
156753	06/16/2022	20022	Citibank	Issued	\$351.46	Paper Check
156754	06/16/2022	20022	Citibank	Issued	\$487.73	Paper Check

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156755	06/16/2022	20215	Spectrum Paper Co, Inc.	Issued	\$1,057.12	Paper Check
156756	06/16/2022	20543	Prime Irrigation & Landscape, In	Issued	\$7,000.84	Paper Check
156757	06/16/2022	20575	Eduphoria! Inc	Issued	\$600.00	Paper Check
156758	06/16/2022	20662	Citibank	Issued	\$195.75	Paper Check
156759	06/16/2022	20709	xSPEDite School Services	Issued	\$843.00	Paper Check
156760	06/16/2022	20876	GH Dairy El Paso	Issued	\$477.00	Paper Check
156761	06/16/2022	20913	Yehuda Goltche	Issued	\$1,079.80	Paper Check
156762	06/16/2022	20922	Ana Maria Quintero Munoz	Issued	\$1,064.50	Paper Check
156763	06/16/2022	501087	Isela Alvidrez	Issued	\$1,730.00	Paper Check
156764	06/16/2022	500878	Lou Ann Laffler	Issued	\$2,281.91	Paper Check
156768	06/23/2022	10013	Texas Department of Public Safety	Issued	\$2.00	Paper Check
156769	06/23/2022	10033	Apple, Inc.	Issued	\$49.00	Paper Check
156770	06/23/2022	10224	Flowers Baking Co.	Issued	\$67.94	Paper Check
156771	06/23/2022	10361	Home Depot Credit Services	Issued	\$367.38	Paper Check
156772	06/23/2022	10475	Jose Trinidad Vazquez	Issued	\$20.00	Paper Check
156773	06/23/2022	10543	Labatt Food Service	Issued	\$4,937.09	Paper Check
156774	06/23/2022	10601	Office Depot	Issued	\$595.84	Paper Check
156775	06/23/2022	10657	Segovia'S Distributing, Inc.	Issued	\$472.09	Paper Check
156776	06/23/2022	10864	Walmart Community/Capital One	Issued	\$176.11	Paper Check
156777	06/23/2022	20022	Citibank	Issued	\$11.95	Paper Check
156778	06/23/2022	20022	Citibank	Issued	\$75.21	Paper Check
156779	06/23/2022	20022	Citibank	Issued	\$75.21	Paper Check
156780	06/23/2022	20022	Citibank	Issued	\$75.21	Paper Check
156781	06/23/2022	20022	Citibank	Issued	\$540.95	Paper Check
156782	06/23/2022	20022	Citibank	Issued	\$956.51	Paper Check
156783	06/23/2022	20022	Citibank	Issued	\$710.00	Paper Check

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156784	06/23/2022	20022	Citibank	Issued	\$338.71	Paper Check
156785	06/23/2022	20022	Citibank	Issued	\$1,138.21	Paper Check
156786	06/23/2022	20022	Citibank	Issued	\$425.48	Paper Check
156787	06/23/2022	20022	Citibank	Issued	\$63.74	Paper Check
156788	06/23/2022	20022	Citibank	Issued	\$50.00	Paper Check
156789	06/23/2022	20022	Citibank	Issued	\$425.48	Paper Check
156790	06/23/2022	20022	Citibank	Issued	\$75.21	Paper Check
156791	06/23/2022	20022	Citibank	Issued	\$42.53	Paper Check
156792	06/23/2022	20024	Responsive Learning	Issued	\$300.00	Paper Check
156793	06/23/2022	20160	Marlene Bullard	Issued	\$381.00	Paper Check
156794	06/23/2022	20186	Camcor, Inc	Issued	\$565.25	Paper Check
156795	06/23/2022	20215	Spectrum Paper Co, Inc.	Issued	\$2,208.30	Paper Check
156796	06/23/2022	20297	The Sherwin Williams Company	Issued	\$124.00	Paper Check
156797	06/23/2022	20494	RedGear LLC	Issued	\$2,028.67	Paper Check
156798	06/23/2022	20543	Prime Irrigation & Landscape, In	Issued	\$8,008.75	Paper Check
156799	06/23/2022	20575	Eduphoria! Inc	Issued	\$1,600.00	Paper Check
156800	06/23/2022	20611	Frontline Technologies	Issued	\$1,250.00	Paper Check
156801	06/23/2022	20662	Citibank	Issued	\$172.66	Paper Check
156802	06/23/2022	20662	Citibank	Issued	\$80.94	Paper Check
156803	06/23/2022	20876	GH Dairy El Paso	Issued	\$378.00	Paper Check
156804	06/23/2022	20928	Calian Corp	Issued	\$3,859.02	Paper Check
156805	06/23/2022	20936	Rethink Autism, Inc.	Issued	\$3,175.00	Paper Check
156806	06/23/2022	10724	Texas AFT- Associate Membership Program	Issued	\$210.00	Paper Check
156807	06/23/2022	10848	United Way Of El Paso County	Issued	\$15.00	Paper Check
156808	06/23/2022	20007	Stuart C. Cox	Issued	\$1,379.00	Paper Check
156809	06/23/2022	20008	Texas State Teacher Association	Issued	\$138.24	Paper Check

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156810	06/23/2022	20009	Association of Texas Professional Educator	Issued	\$102.35	Paper Check
156811	06/23/2022	20009	Association of Texas Professional Educator	Issued	\$102.35	Paper Check
156812	06/23/2022	20010	LegalShield	Issued	\$135.52	Paper Check
156813	06/23/2022	20011	First Financial Group of America	Issued	\$30,681.14	Paper Check
156814	06/23/2022	10080	Ced-Triangle Electric -El Paso	Issued	\$25,555.13	Paper Check
156815	06/23/2022	10128	El Paso Central Appraisal District	Issued	\$4,094.42	Paper Check
156816	06/23/2022	10617	Pitneybowes	Issued	\$201.00	Paper Check
156817	06/23/2022	10864	Walmart Community/Capital One	Issued	\$1.12	Paper Check
156818	06/23/2022	20022	Citibank	Issued	\$584.37	Paper Check
156819	06/23/2022	20022	Citibank	Issued	\$241.70	Paper Check
156820	06/23/2022	20022	Citibank	Issued	\$425.48	Paper Check
156821	06/23/2022	20022	Citibank	Issued	\$459.00	Paper Check
156822	06/23/2022	20060	Nasco Education LLC	Issued	\$246.42	Paper Check
156823	06/23/2022	20196	Enrique Esparza	Issued	\$85.00	Paper Check
156824	06/23/2022	20494	RedGear LLC	Issued	\$13,800.00	Paper Check
156825	06/23/2022	20662	Citibank	Issued	\$272.37	Paper Check
156826	06/23/2022	20662	Citibank	Issued	\$134.90	Paper Check
156827	06/23/2022	20735	Caldwell Automotive Partners, LLC	Issued	\$21,190.00	Paper Check
156828	06/23/2022	501260	Claudia Beanes	Issued	\$182.00	Paper Check
156831	06/23/2022	10786	College Entrance Examination Board PSAT	Issued	\$792.00	Paper Check
156832	06/30/2022	10013	Texas Department of Public Safety	Issued	\$22.00	Paper Check
156833	06/30/2022	10030	Anthony ISD	Issued	\$1,535.14	Paper Check
156834	06/30/2022	10044	B&H Wholesale	Issued	\$217.25	Paper Check
156835	06/30/2022	10045	Baker Glass	Issued	\$233.60	Paper Check
156836	06/30/2022	10080	Ced-Triangle Electric -El Paso	Issued	\$2,985.00	Paper Check
156837	06/30/2022	10361	Home Depot Credit Services	Issued	\$68.22	Paper Check

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156838	06/30/2022	10378	Indian Cliffs Ranch, Inc.	Issued	\$1,930.55	Paper Check
156839	06/30/2022	10617	Pitneybowes	Issued	\$76.99	Paper Check
156840	06/30/2022	10808	Tornillo I.S.D. Cafeteria	Issued	\$482.50	Paper Check
156841	06/30/2022	10870	Windstream	Issued	\$1,902.06	Paper Check
156842	06/30/2022	20022	Citibank	Issued	\$289.80	Paper Check
156843	06/30/2022	20022	Citibank	Issued	\$49.39	Paper Check
156844	06/30/2022	20022	Citibank	Issued	\$1,818.40	Paper Check
156845	06/30/2022	20022	Citibank	Issued	\$1,058.29	Paper Check
156846	06/30/2022	20022	Citibank	Issued	\$349.90	Paper Check
156847	06/30/2022	20022	Citibank	Issued	\$696.20	Paper Check
156848	06/30/2022	20022	Citibank	Issued	\$15.98	Paper Check
156849	06/30/2022	20022	Citibank	Issued	\$6,364.40	Paper Check
156850	06/30/2022	20022	Citibank	Issued	\$696.20	Paper Check
156851	06/30/2022	20022	Citibank	Issued	\$20.98	Paper Check
156852	06/30/2022	20196	Enrique Esparza	Issued	\$1,767.50	Paper Check
156853	06/30/2022	20215	Spectrum Paper Co, Inc.	Issued	\$623.52	Paper Check
156854	06/30/2022	20314	R.T.C., Inc.	Issued	\$760.00	Paper Check
156855	06/30/2022	20459	David Gonzalez	Issued	\$300.00	Paper Check
156856	06/30/2022	20543	Prime Irrigation & Landscape, In	Issued	\$14,142.75	Paper Check
156857	06/30/2022	20642	Faben's Quick Lube	Issued	\$44.00	Paper Check
156858	06/30/2022	20657	Carpet Pile of TX	Issued	\$42,673.00	Paper Check
156859	06/30/2022	20662	Citibank	Issued	\$92.17	Paper Check
156860	06/30/2022	20671	Team 1st Technologies LLC	Issued	\$3,146.00	Paper Check
156861	06/30/2022	20736	Denver City ISD	Issued	\$556.07	Paper Check
156862	06/30/2022	20766	STEAM Investments LLC	Issued	\$2,776.86	Paper Check
156863	06/30/2022	20912	countryman & co	Issued	\$19,720.00	Paper Check

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156864	06/30/2022	20939	Texas Association for Bilingual Education	Issued	\$1,200.00	Paper Check
10002046	06/01/2022	20765	Commerce Bank	Issued	\$217,855.83	ACH
200000674	06/01/2022	10068	Bsn Sports Collegiate	Issued	\$3,612.00	Vendor Credit Card
200000675	06/01/2022	10308	Guitar Center	Issued	\$1,080.00	Vendor Credit Card
200000676	06/01/2022	10384	InSCO Distributing Inc.	Issued	\$907.80	Vendor Credit Card
200000677	06/01/2022	10679	Spectrum Imaging	Issued	\$4,151.30	Vendor Credit Card
200000678	06/01/2022	20199	the prophet corporation	Issued	\$2,301.16	Vendor Credit Card
200000679	06/01/2022	20470	O'Reilly Auto Enterprises LLC	Issued	\$1,204.28	Vendor Credit Card
200000680	06/01/2022	20635	Stewart & Stevenson LLC	Issued	\$2,477.80	Vendor Credit Card
200000681	06/03/2022	10062	Blick Art Materials	Issued	\$895.40	Vendor Credit Card
200000682	06/03/2022	10068	Bsn Sports Collegiate	Issued	\$2,127.00	Vendor Credit Card
200000683	06/03/2022	10070	C & M Plaque & Trophy Inc.	Issued	\$847.35	Vendor Credit Card
200000684	06/03/2022	10221	Flinn Scientific, Inc.	Issued	\$401.27	Vendor Credit Card
200000685	06/03/2022	10687	Staples Advantage	Issued	\$925.30	Vendor Credit Card
200000686	06/03/2022	20135	William V. MacGill & Co	Issued	\$733.52	Vendor Credit Card
200000687	06/03/2022	20199	the prophet corporation	Issued	\$1,366.34	Vendor Credit Card
200000688	06/03/2022	20391	Ken Scholten dba KD Scholten Com	Issued	\$24,701.04	Vendor Credit Card
200000689	06/09/2022	10027	Amerigas Propane, L.P.	Issued	\$733.66	Vendor Credit Card
200000690	06/09/2022	10603	Oriental Trading Co., Inc.	Issued	\$95.13	Vendor Credit Card
200000691	06/09/2022	10672	Southern Computer Warehouse	Issued	\$9,317.23	Vendor Credit Card
200000692	06/09/2022	10687	Staples Advantage	Issued	\$157.41	Vendor Credit Card
200000693	06/09/2022	10859	Verizon Wireless	Issued	\$378.41	Vendor Credit Card
200000694	06/09/2022	20255	Mentru Enterprises	Issued	\$457.50	Vendor Credit Card
200000695	06/09/2022	20490	Blanco Ordonez Mata & Wallace P.	Issued	\$227.50	Vendor Credit Card
200000696	06/09/2022	20775	American Refrigeration Supplies, Inc	Issued	\$506.25	Vendor Credit Card
200000698	06/16/2022	10068	Bsn Sports Collegiate	Issued	\$2,543.00	Vendor Credit Card

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200000699	06/16/2022	10308	Guitar Center	Issued	\$162.00	Vendor Credit Card
200000700	06/16/2022	10384	InSCO Distributing Inc.	Issued	\$217.74	Vendor Credit Card
200000701	06/16/2022	10611	Pearson Assessments	Issued	\$310.36	Vendor Credit Card
200000702	06/16/2022	10669	Sonitrol Of El Paso	Issued	\$136.25	Vendor Credit Card
200000703	06/16/2022	20036	Johnstone Supply	Issued	\$1,815.95	Vendor Credit Card
200000704	06/16/2022	20052	DEMCO, Inc	Issued	\$4,319.12	Vendor Credit Card
200000705	06/16/2022	20257	Seidlitz Education	Issued	\$1,101.00	Vendor Credit Card
200000707	06/23/2022	10027	Amerigas Propane, L.P.	Issued	\$1,160.65	Vendor Credit Card
200000708	06/23/2022	10221	Flinn Scientific, Inc.	Issued	\$33.64	Vendor Credit Card
200000709	06/23/2022	10308	Guitar Center	Issued	\$3,685.25	Vendor Credit Card
200000710	06/23/2022	10546	Lakeshore Learning Materials	Issued	\$2,363.54	Vendor Credit Card
200000711	06/23/2022	10615	Perma Bound	Issued	\$9,092.03	Vendor Credit Card
200000712	06/23/2022	10669	Sonitrol Of El Paso	Issued	\$1,914.00	Vendor Credit Card
200000713	06/23/2022	10672	Southern Computer Warehouse	Issued	\$2,425.00	Vendor Credit Card
200000714	06/23/2022	10859	Verizon Wireless	Issued	\$381.42	Vendor Credit Card
200000715	06/23/2022	20036	Johnstone Supply	Issued	\$15.97	Vendor Credit Card
200000716	06/23/2022	20052	DEMCO, Inc	Issued	\$11,479.32	Vendor Credit Card
200000717	06/23/2022	20340	Estrellita	Issued	\$297.00	Vendor Credit Card
200000718	06/23/2022	20391	Ken Scholten dba KD Scholten Com	Issued	\$37,735.20	Vendor Credit Card
200000719	06/23/2022	20775	American Refrigeration Supplies, Inc	Issued	\$796.47	Vendor Credit Card
200000720	06/30/2022	10070	C & M Plaque & Trophy Inc.	Issued	\$19.00	Vendor Credit Card
200000721	06/30/2022	10706	TASB, Inc.	Issued	\$460.00	Vendor Credit Card
200000722	06/30/2022	20032	Plan B Networks, Inc.	Issued	\$400.00	Vendor Credit Card
200000723	06/30/2022	20036	Johnstone Supply	Issued	\$177.75	Vendor Credit Card
200000724	06/30/2022	20255	Mentru Enterprises	Issued	\$85.00	Vendor Credit Card
200000725	06/30/2022	20551	Southern Tire Mart, LLC	Issued	\$1,320.00	Vendor Credit Card

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Total Checks: 282

Total Amount: 851,885.33

<u>Payee Name</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Check Number</u>	<u>Invoice Description</u>	<u>Account Number</u>	<u>Pgm Year</u>	<u>Invoice Amount</u>
4imprint, Inc.	9568014	12/16/2021	200000556	Tumblers for staff	199-13-6499-00-999-11-0-00		600.00
4imprint, Inc.	9603665	01/06/2022	200000556	Shipping	480-13-6499-02-999-99-0-00	2022	24.09
4imprint, Inc.	9603665	01/06/2022	200000556	Sloane Travel Bag	480-13-6499-02-999-99-0-00	2022	738.00
Bsn Sports Collegiate	916046747	02/15/2022	200000548	Baseball Hat	181-36-6399-00-001-91-0-75		600.00
Bsn Sports Collegiate	916046747	02/15/2022	200000548	Baseball Hat	181-36-6399-00-001-91-0-75		600.00
C & M Plaque & Trophy Inc.	61012	02/15/2022	200000549	RED BASE RESIN-SCIENCE	199-11-6499-00-044-11-0-00		27.00
C & M Plaque & Trophy Inc.	61012	02/15/2022	200000549	213R RED 33A 35B-2ND PLACE SCIENCE FAIR	199-11-6499-00-044-11-0-00		15.85
C & M Plaque & Trophy Inc.	61012	02/15/2022	200000549	215R RED 33A 35B-1ST PLACE SCIENCE FAIR	199-11-6499-00-044-11-0-00		16.75
C & M Plaque & Trophy Inc.	61012	02/15/2022	200000549	ROSETTES- 3RD PLACE	199-11-6499-00-044-11-0-00		11.25
C & M Plaque & Trophy Inc.	61012	02/15/2022	200000549	ROSETTES - 2ND PLACE	199-11-6499-00-044-11-0-00		11.25
Heartland Payment Systems, Inc	HSSREC019	09/30/2022	200000554	SUB: Mosaic Cloud Front of the House09/01/21 - 08/31/22	101-35-6299-00-901-99-0-00		1,845.00
Heartland Payment Systems, Inc	HSSREC019	09/30/2022	200000554	SUB: Mosaic Cloud Front of the House09/01/21 - 08/31/22	101-35-6299-00-903-99-0-00		922.50
Heartland Payment Systems, Inc	HSSREC019	09/30/2022	200000554	SUB: Mosaic Cloud Front of the House09/01/21 - 08/31/22	101-35-6299-00-902-99-0-00		922.50
Heartland Payment Systems, Inc	HSSREC019	10/31/2022	200000554	SUB: Mosaic Cloud Back of the House Multi-Site	101-35-6299-00-901-99-0-00		266.00
Heartland Payment Systems, Inc	HSSREC019	10/31/2022	200000554	SUB: Mosaic Cloud Back of the House Multi-Site	101-35-6299-00-903-99-0-00		133.00
Heartland Payment Systems, Inc	HSSREC019	10/31/2022	200000554	SUB: Mosaic Cloud Back of the House Multi-Site	101-35-6299-00-902-99-0-00		133.00
L & W Supply	122916-001	01/31/2022	200000558	Late Fees	199-41-6499-00-750-99-0-00		18.80
O'Reilly Auto Enterprises LLC	5588-30231	02/15/2022	200000557	WIPER BLADE	199-52-6399-00-952-99-0-00		29.98
O'Reilly Auto Enterprises LLC	5588-30231	02/15/2022	200000557	WIPER BLADE	199-52-6399-00-952-99-0-00		17.98
O'Reilly Auto Enterprises LLC	5588-30231	02/15/2022	200000557	1Qt TRANSFLD	199-52-6399-00-952-99-0-00		30.99
O'Reilly Auto Enterprises LLC	5588-30231	02/15/2022	200000557	1G TRANSFLD	199-52-6399-00-952-99-0-00		10.99
O'Reilly Auto Enterprises LLC	5588-30231	02/15/2022	200000557	A/T Filter	199-52-6399-00-952-99-0-00		12.17
Project Lead The Way, Inc.	277873	02/18/2022	200000559	Unauthorized Purchase Form	289-11-6399-00-044-30-0-00	2022	950.00
Project Lead The Way, Inc.	279870	02/18/2022	200000559	Unauthorized Purchase Form	199-11-6399-00-041-22-0-00		950.00
Project Lead The Way, Inc.	321797	12/11/2022	200000559	VEX V5 Gateway Custom Kit	199-11-6399-00-041-22-0-00		4,959.00
Scholastic Book Fairs	M7222169	02/01/2022	200000550	Scholastic News 1	199-11-6329-00-101-25-0-00		107.10
Scholastic Book Fairs	M7222169	02/01/2022	200000550	10% S & H	199-11-6399-00-101-36-0-00		208.79
Scholastic Book Fairs	M7222169	02/01/2022	200000550	Let's Find Out	199-11-6399-00-101-36-0-00		119.00
Scholastic Book Fairs	M7222169	02/01/2022	200000550	Scholastic News 1	199-11-6399-00-101-36-0-00		107.10
Scholastic Book Fairs	M7222169	02/01/2022	200000550	Storyworks GR 2	199-11-6399-00-101-36-0-00		169.80
Scholastic Book Fairs	M7222169	02/01/2022	200000550	Scholastic News 2	199-11-6399-00-101-36-0-00		119.00
Scholastic Book Fairs	M7222169	02/01/2022	200000550	My Big World	199-11-6399-00-101-36-0-00		126.50
Scholastic Book Fairs	M7222169	02/01/2022	200000550	Storyworks GR 2	199-11-6329-00-101-25-0-00		169.80
Scholastic Book Fairs	M7222169	02/01/2022	200000550	Scholastic News 2	199-11-6329-00-101-25-0-00		119.00
Scholastic Book Fairs	M7222169	02/01/2022	200000550	LFO Spanish	199-11-6329-00-101-25-0-00		136.85
Scholastic Book Fairs	M7222169	02/01/2022	200000550	Let's Find Out	199-11-6329-00-101-25-0-00		136.85
Scholastic Book Fairs	M7222169	02/01/2022	200000550	Storyworks GR 2	199-11-6329-00-101-25-0-00		169.80
Scholastic Book Fairs	M7222169	02/01/2022	200000550	Scholastic News 2	199-11-6329-00-101-25-0-00		119.00
Scholastic Book Fairs	M7222169	02/01/2022	200000550	LFO Spanish	199-11-6329-00-101-25-0-00		136.85
Scholastic Book Fairs	M7222169	02/01/2022	200000550	Let's Find Out	199-11-6329-00-101-25-0-00		136.85
Scholastic Book Fairs	M7222169	02/01/2022	200000550	Scholastic News 1	199-11-6329-00-101-25-0-00		107.10
Scholastic Book Fairs	M7222169	02/01/2022	200000550	Scholastic News 1	199-11-6329-00-101-25-0-00		107.10
School Specialty	208129466	02/15/2022	200000553	Mibile Organizer 10 Drawers	199-11-6399-00-101-30-0-00		1,039.98
School Specialty	208129466	02/15/2022	200000553	Mibile Organizer 10 Drawers	211-11-6399-00-101-30-0-00	2022	216.18
Staples Advantage	349952711	102/05/2022	200000551	Duracell AAA Alkaline Batteries	199-23-6399-00-001-11-0-00		18.29
Staples Advantage	349952711	102/05/2022	200000551	Extra Large Mouse Pad, Black	199-23-6399-00-001-11-0-00		15.38
Staples Advantage	349952711	102/05/2022	200000551	Stapler, Black	199-23-6399-00-001-11-0-00		7.49
Staples Advantage	349952711	102/05/2022	200000551	Paper Mate Mechanical Pencil, 36/pk	199-23-6399-00-001-11-0-00		17.08
Staples Advantage	349952711	102/05/2022	200000551	Avery Ready Index Table of Contents A-Z Dividers	199-23-6399-00-001-11-0-00		42.30

Staples Advantage	34995271102/05/202: 200000551	File Folder, Gray	199-23-6399-00-001-11-0-00	42.15
Staples Advantage	34995271102/05/202: 200000551	Avanti Microwave	199-23-6399-00-001-11-0-00	178.08
Staples Advantage	34995271102/05/202: 200000551	Post-it notes	199-23-6399-00-001-11-0-00	109.28
Staples Advantage	34995271102/05/202: 200000551	AA Alkaline Batteries, 36/pk	199-23-6399-00-001-11-0-00	30.49
Staples Advantage	34996142302/06/202: 200000551	Staples Sheet Protectors	199-23-6399-00-001-11-0-00	239.20
Staples Advantage	34997177101/09/202: 200000551	100-Sheet Commercial Shredder	199-23-6399-00-001-11-0-00	177.66
Staples Advantage	34893975510/06/202: 200000560	Canon CLI-42 Color Assortment Standard Yield Ink Cartridges, 8/pack	865-00-2191-01-001-01-0-00	224.98
TASB	623853 02/11/202: 200000552	Registration - Enrique Vega	199-41-6419-07-702-99-0-00	435.00
TASB	623853 02/11/202: 200000552	Registration - Maria Saldana	199-41-6419-05-702-99-0-00	435.00
TASB	623853 02/11/202: 200000552	Registration - Hector Lopez	199-41-6419-04-702-99-0-00	435.00
William V. MacGill & Co	IN0783855 01/25/202: 200000555	Naturelle Maxipads-250 per case	199-33-6399-00-933-99-0-00	111.16
William V. MacGill & Co	IN0783855 01/25/202: 200000555	Naturelle Tampons-500 case	199-33-6399-00-933-99-0-00	188.10
American Refrigeration Supplies, Inc	30047918 02/08/202: 200000565	Purchase supplies as needed for district	199-51-6319-00-951-99-0-00	246.00
Oriental Trading Co., Inc.	71201367909/30/202: 200000561	S/H	199-31-6399-00-044-11-0-00	17.99
Oriental Trading Co., Inc.	71201367909/30/202: 200000561	Sportball Cup Assortment	199-31-6399-00-044-11-0-00	59.96
Oriental Trading Co., Inc.	71201367909/30/202: 200000561	Realistic Soccer Sport Stress Balls	199-31-6399-00-044-11-0-00	9.99
Oriental Trading Co., Inc.	71201367909/30/202: 200000561	Stress Balls Realistic Basketball Spor	199-31-6399-00-044-11-0-00	2.52
Oriental Trading Co., Inc.	71201367909/30/202: 200000561	Emoji Bendable	199-31-6399-00-044-11-0-00	28.76
Oriental Trading Co., Inc.	71201367909/30/202: 200000561	Da Rottenz Scented Roll Sticker	199-31-6399-00-044-11-0-00	2.94
Oriental Trading Co., Inc.	71201367909/30/202: 200000561	Fruit of the Spirit Scented Sticker Ro	199-31-6399-00-044-11-0-00	3.69
Oriental Trading Co., Inc.	71201367909/30/202: 200000561	Red Ribbon Mini Button	199-31-6399-00-044-11-0-00	27.16
Oriental Trading Co., Inc.	71201367909/30/202: 200000561	Red Ribbon Week Bingo	199-31-6399-00-044-11-0-00	2.47
Oriental Trading Co., Inc.	71201367909/30/202: 200000561	Red Ribbon Week Door Border	199-31-6399-00-044-11-0-00	4.47
School Specialty	20812948902/18/202: 200000563	Insect Lore Butterfly Pavilion with Voucher	281-11-6399-00-101-30-0-00	2021 467.87
TASB	617965 09/03/202: 200000562	TASB HR subscription, unauthorized purchase	199-41-6499-00-727-99-0-00	1,150.00
TASB	617965 09/03/202: 200000562	form.	199-41-6499-00-727-99-0-00	
TCEA	13709612 01/05/202: 200000564	TCEA Full Conference Registration Fee	199-53-6411-00-953-99-0-00	359.00
TCEA	13713293 01/05/202: 200000564	TCEA Full Conference Registration Fee	199-53-6411-00-953-99-0-00	359.00
TCEA	13723100 01/06/202: 200000564	TCEA Full Conference Registration Fee	199-53-6411-00-953-99-0-00	359.00
TCEA	13876005 01/14/202: 200000564	Manual Purchase Order for TCEA Conference	289-13-6411-22-999-11-0-00	2022 359.00
TCEA	13876567 01/14/202: 200000564	TCEA Conference Rodrigo Portillo 2022	289-13-6411-22-999-11-0-00	2022 359.00
American Refrigeration Supplies, Inc	30057231 02/18/202: 200000576	Purchase supplies as needed for district	199-51-6319-00-951-99-0-00	92.18
Continental Termite & Pest Control,	54729 02/25/202: 200000566	district wide extermination	199-51-6249-00-951-99-0-00	475.00
El Paso Reprographics	116596 02/28/202: 200000575	DOOR OUTDOOR ENCLOSED NATURAL CORK BULLETIN BOARD WITH SILVER F	199-41-6399-00-701-99-0-00	375.00
La Estrella	47258 02/21/202: 200000567	DryBlend® 50 Cotton/50 Poly T Shirt	199-41-6499-00-727-99-0-00	120.00
La Estrella	47258 02/21/202: 200000567	Plus Sized Up Charge	199-41-6499-00-727-99-0-00	10.00
La Estrella	47258 02/21/202: 200000567	Artwork Fee	199-41-6499-00-727-99-0-00	35.00
La Estrella	47350 02/28/202: 200000567	Youth Button Jersey- Grey	224-11-6399-01-918-23-0-00	2022 700.00
La Estrella	47350 02/28/202: 200000567	Embroidery	224-11-6399-01-918-23-0-00	2022 37.00
La Estrella	47350 02/28/202: 200000567	Diamond Era Full button Jersey	224-11-6399-01-918-23-0-00	2022 665.00
La Estrella	47350 02/28/202: 200000567	Diamond Era full button Jersey	224-11-6399-01-918-23-0-00	2022 35.00
O'Reilly Auto Enterprises LLC	5588-3015 02/07/202: 200000574	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00	287.27
O'Reilly Auto Enterprises LLC	5588-3024 02/15/202: 200000574	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00	49.34
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Clear Balloon Sticks With Cup	199-11-6499-00-001-11-2-22	17.99
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Red Congrats Grad Table Runner	199-11-6499-00-001-11-2-22	25.74
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Black Congrats Grad Mylar Balloons	199-11-6499-00-001-11-2-22	37.96
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Silver Metallic Balloons	199-11-6499-00-001-11-2-22	31.98
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	11" Ruby Red Balloons	199-11-6499-00-001-11-2-22	31.98
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	11" Onyx Black Balloons	199-11-6499-00-001-11-2-22	36.78
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Metallic Gold 9oz Cups (24pc)	199-11-6499-00-001-11-2-22	3.79
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Minosa Yellow 9oz Paper Cup (24pc)	199-11-6499-00-001-11-2-22	3.79

Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Pumpkin Spice 9oz Cups (24pc)	199-11-6499-00-001-11-2-22	3.79
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Cobalt 9oz Cups (24pc)	199-11-6499-00-001-11-2-22	3.79
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Green 9oz Paper Cup (24pc)	199-11-6499-00-001-11-2-22	3.79
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Real Red 9oz Paper Cups (24pc)	199-11-6499-00-001-11-2-22	3.79
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Bulk Red Plastic Cup-100 pcsconsist of:IN-13746608 (5) 16oz Red Plastic Cups	199-11-6499-00-001-11-2-22	25.01
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	11" White Balloons	199-11-6499-00-001-11-2-22	29.10
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Plastic Activity Hoops	199-11-6499-00-001-11-2-22	27.99
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Graduating Baking Cups With Picks	199-11-6499-00-001-11-2-22	16.58
Oriental Trading Co., Inc.	71502857702/15/202: 200000568	Black Metallic Float Fringe (10ft)	199-11-6499-00-001-11-2-22	54.32
Oriental Trading Co., Inc.	71508050902/18/202: 200000568	LAMINATED CULTURES OF THE WORLD BOOKMA	199-31-6399-00-041-11-0-00	20.78
Oriental Trading Co., Inc.	71508050902/18/202: 200000568	RED RIBBON BOOKMARK W/ RIBBON TIE 4DZ	199-31-6399-00-041-11-0-00	32.25
Oriental Trading Co., Inc.	71508050902/18/202: 200000568	DRUG AWARENESS STICK PEN ASSORTMENT	199-31-6399-00-041-11-0-00	23.74
Oriental Trading Co., Inc.	71508050902/18/202: 200000568	MEGA STACKING POINT PENCIL ASSOR (250P	199-31-6399-00-041-11-0-00	42.74
Oriental Trading Co., Inc.	71508050902/18/202: 200000568	PENCIL GRIP	199-31-6399-00-041-11-0-00	20.89
Oriental Trading Co., Inc.	71508050902/18/202: 200000568	ASSORTMENT	199-31-6399-00-041-11-0-00	
Oriental Trading Co., Inc.	71508050902/18/202: 200000568	FUNNY FACE NEON PENCIL TOP ERASERS	199-31-6399-00-041-11-0-00	9.02
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	DR SEUSS CAT IN THE HAT JOINTED CUTOUT	199-12-6399-00-044-11-0-00	12.99
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	OH THE PLACES HOT AIR LANTERNS	199-12-6399-00-044-11-0-00	29.98
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	DR SEUSS DRINK CUP W STRAW	199-12-6399-00-044-11-0-00	19.99
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	DR. SEUSS INCENTIVE BOOKMARKS	199-12-6399-00-044-11-0-00	23.98
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	DR SEUSS BOOK COVER GARLAND	199-12-6399-00-044-11-0-00	5.29
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	DR. SEUSS TOO PENCILS	199-12-6399-00-044-11-0-00	24.99
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	DR SEUSS DRAWSTRING BACKPACK	199-12-6399-00-044-11-0-00	24.99
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	OH THE PLACES MIN! CANVAS TOTES	199-12-6399-00-044-11-0-00	7.23
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	DR SEUSS CAT IN THE HAT TROPHY	199-12-6399-00-044-11-0-00	14.38
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	OH THE PLACES CENTERPIECES	199-12-6399-00-044-11-0-00	5.29
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	DR. SEUSS WELCOME BANNER	199-12-6399-00-044-11-0-00	11.99
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	DR. SEUSS STAND-UP ASSORTED CHARACTERS	199-12-6399-00-044-11-0-00	44.99
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	OH THE PLACES YOU'LL GO GARLAND	199-12-6399-00-044-11-0-00	4.28
Oriental Trading Co., Inc.	71510382302/21/202: 200000568	DR SEUSS HANGING FANS	199-12-6399-00-044-11-0-00	11.99
Oriental Trading Co., Inc.	71511227302/21/202: 200000568	Dr. Seuss Stand-Up assorted characters	199-12-6399-00-101-11-0-00	44.99
Oriental Trading Co., Inc.	71511227302/21/202: 200000568	Dr. Seuss Hanging Fans	199-12-6399-00-101-11-0-00	23.98
Oriental Trading Co., Inc.	71511227302/21/202: 200000568	Oh the places Centerpieces	199-12-6399-00-101-11-0-00	5.29
Oriental Trading Co., Inc.	71511227302/21/202: 200000568	Oh the Places Hot Air Lanterns	199-12-6399-00-101-11-0-00	29.98
Oriental Trading Co., Inc.	71511227302/21/202: 200000568	Dr. Seuss Grip Gel Pen	199-12-6399-00-101-11-0-00	35.98
Oriental Trading Co., Inc.	71511227302/21/202: 200000568	Dr. Seuss Mini Memo Pads	199-12-6399-00-101-11-0-00	1.92
Oriental Trading Co., Inc.	71511227302/21/202: 200000568	Dr. Seuss Little Notebooks	199-12-6399-00-101-11-0-00	49.98
Oriental Trading Co., Inc.	71511227302/21/202: 200000568	Dr. Seuss Assorted Pencils	199-12-6399-00-101-11-0-00	74.97
Oriental Trading Co., Inc.	71511227302/21/202: 200000568	Bookmark-Dr. Seuss-Read Every Day	199-12-6399-00-101-11-0-00	38.32
Spectrum Imaging	1240332 03/01/202: 200000569	District wide copier leases	101-35-6269-00-901-99-0-00	76.54
Spectrum Imaging	1240332 03/01/202: 200000569	District wide copier leases	101-35-6269-00-902-99-0-00	41.18
Spectrum Imaging	1240332 03/01/202: 200000569	District wide copier leases	101-35-6269-00-903-99-0-00	41.16
Spectrum Imaging	1240332 03/01/202: 200000569	District wide copier leases	199-53-6269-00-953-99-0-00	122.40
Spectrum Imaging	1240332 03/01/202: 200000569	District wide copier leases	199-51-6269-00-951-99-0-00	41.18
Spectrum Imaging	1240332 03/01/202: 200000569	District wide copier leases	199-11-6269-00-001-11-8-10	589.91
Spectrum Imaging	1240332 03/01/202: 200000569	District wide copier leases	199-23-6269-00-001-11-8-10	589.91
Spectrum Imaging	1240332 03/01/202: 200000569	District wide copier leases	199-11-6269-00-041-11-8-10	340.79
Spectrum Imaging	1240332 03/01/202: 200000569	District wide copier leases	199-23-6269-00-041-11-8-10	340.79
Spectrum Imaging	1240332 03/01/202: 200000569	District wide copier leases	199-11-6269-00-044-11-8-10	323.96
Spectrum Imaging	1240332 03/01/202: 200000569	District wide copier leases	199-23-6269-00-044-11-8-10	323.96
Spectrum Imaging	1240332 03/01/202: 200000569	District wide copier leases	199-11-6269-00-101-11-8-10	323.10

Spectrum Imaging	1240332	03/01/2022	200000569	District wide copier leases	199-23-6269-00-101-11-8-10	323.11
Spectrum Imaging	1240332	03/01/2022	200000569	District wide copier leases	199-41-6269-00-750-99-0-00	138.44
Spectrum Imaging	1240332	03/01/2022	200000569	District wide copier leases	199-41-6269-00-701-99-0-00	144.54
Spectrum Imaging	1240332	03/01/2022	200000569	District wide copier leases	199-41-6269-00-702-99-0-00	144.54
Spectrum Imaging	1240332	03/01/2022	200000569	District wide copier leases	199-41-6269-00-727-99-0-00	144.54
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-41-6269-00-701-99-0-00	3.61
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	101-35-6269-00-901-99-0-00	1.91
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	101-35-6269-00-902-99-0-00	1.03
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	101-35-6269-00-903-99-0-00	1.03
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-51-6269-00-951-99-0-00	1.03
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-11-6269-00-001-11-8-10	14.75
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-23-6269-00-001-11-8-10	14.75
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-11-6269-00-041-11-8-10	8.52
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-23-6269-00-041-11-8-10	8.52
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-11-6269-00-044-11-8-10	8.10
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-23-6269-00-044-11-8-10	8.10
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-11-6269-00-101-11-8-10	8.08
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-23-6269-00-101-11-8-10	8.08
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-41-6269-00-750-99-0-00	3.46
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-41-6269-00-702-99-0-00	3.61
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-41-6269-00-727-99-0-00	3.61
Spectrum Imaging	1240333	03/01/2022	200000569	District wide copier leases	199-53-6269-00-953-99-0-00	3.06
Staples Advantage	350014849	02/15/2022	200000570	Tru Red File Folder, Gray	199-11-6399-00-001-11-0-00	56.20
TASB	623977	02/17/2022	200000571	Registration - Ida Estrada	199-41-6419-06-702-99-0-00	435.00
TASB	623977	02/17/2022	200000571	Registration - Marlene Bullard	199-41-6419-02-702-99-0-00	435.00
TASBO	Membersh	03/01/2022	200000572	Memberships dues for Sandra Cruz and Ruth Gonzalez 2022	199-41-6495-00-750-99-0-00	270.00
TCEA	14188317	02/02/2022	200000573	TCEA Conference Registration	279-13-6411-01-916-11-0-00	2022 379.00
Amerigas Propane, L.P.	805323301	03/01/2022	200000577	Monthly statement for account 202066092	199-51-6258-00-951-99-0-00	13,196.87
Blanco Ordonez Mata & Wallace P.C.	39134-391	01/31/2022	200000585	Services from 01/01/2022 to 01/31/2022	199-41-6211-00-702-99-0-00	524.99
Blanco Ordonez Mata & Wallace P.C.	39134-391	01/31/2022	200000585	Services from 01/01/2022 to 01/31/2022	199-41-6211-00-750-99-0-00	295.00
Blanco Ordonez Mata & Wallace P.C.	39134-391	01/31/2022	200000585	Services from 01/01/2022 to 01/31/2022	199-41-6211-00-727-99-0-00	455.00
Blanco Ordonez Mata & Wallace P.C.	39312-393	03/04/2022	200000585	Services from 02/01/2022-02/28/2022	199-41-6211-00-727-99-0-00	262.49
Blanco Ordonez Mata & Wallace P.C.	39312-393	03/04/2022	200000585	Services from 02/01/2022-02/28/2022	199-41-6211-00-702-99-0-00	245.00
Blanco Ordonez Mata & Wallace P.C.	39312-393	03/04/2022	200000585	Services from 02/01/2022-02/28/2022	199-41-6211-00-750-99-0-00	314.99
Bsn Sports Collegiate	916240752	03/02/2022	200000578	Clone MAXHYPE_07312021	461-23-6499-00-101-11-0-00	32.50
Bsn Sports Collegiate	916240752	03/02/2022	200000578	MAXHYPE_10082021	461-23-6499-00-101-11-0-00	39.50
Bsn Sports Collegiate	916240752	03/02/2022	200000578	MAXHYPE_10082021	461-23-6499-00-101-11-0-00	197.50
Bsn Sports Collegiate	916240752	03/02/2022	200000578	MAXHYPE_10082021	461-23-6499-00-101-11-0-00	39.50
Bsn Sports Collegiate	916240752	03/02/2022	200000578	MAXHYPE_10082021	461-23-6499-00-101-11-0-00	197.50
Bsn Sports Collegiate	916240752	03/02/2022	200000578	MAXHYPE_10082021	461-23-6499-00-101-11-0-00	39.50
Bsn Sports Collegiate	916240752	03/02/2022	200000578	Clone MAXHYPE_07312021	461-23-6499-00-101-11-0-00	32.50
Bsn Sports Collegiate	916240752	03/02/2022	200000578	Clone MAXHYPE_07312021	461-23-6499-00-101-11-0-00	130.00
Bsn Sports Collegiate	916240752	03/02/2022	200000578	Clone MAXHYPE_07312021	461-23-6499-00-101-11-0-00	32.50
Bsn Sports Collegiate	916240752	03/02/2022	200000578	Clone MAXHYPE_07312021	461-23-6499-00-101-11-0-00	130.00
Bsn Sports Collegiate	916240752	03/02/2022	200000578	Clone MAXHYPE_07312021	461-23-6499-00-101-11-0-00	32.50
Bsn Sports Collegiate	916240752	03/02/2022	200000578	Clone MAXHYPE_07312021	461-23-6499-00-101-11-0-00	32.50
Bsn Sports Collegiate	916240752	03/02/2022	200000578	Clone MAXHYPE_07312021	461-23-6499-00-101-11-0-00	97.50
Bsn Sports Collegiate	916257776	03/03/2022	200000578	Edward Center Strap	181-36-6399-00-001-91-0-78	13.99
Bsn Sports Collegiate	916257776	03/03/2022	200000578	Freight	181-36-6399-00-001-91-0-78	51.24
Bsn Sports Collegiate	916257776	03/03/2022	200000578	Red-Mens Phenom SS Tee SML-2MED-4LRG-2XLG- 1	181-36-6399-00-001-91-0-78	125.91
Bsn Sports Collegiate	916257776	03/03/2022	200000578	Black-Mens Phenom SS TeeSML-5MED-5XLG-3	181-36-6399-00-001-91-0-78	181.87

Bsn Sports Collegiate	916257776	03/03/2022	200000578	657-Scarlet-Women Flex 2 in 1 ShortXSM-1SML-1MED-4XLG-3	181-36-6399-00-001-91-0-78		315.00
Continental Termite & Pest Control,	53013	12/09/2022	200000579	district wide extermination	199-51-6249-00-951-99-0-00		475.00
Continental Termite & Pest Control,	53961	01/21/2022	200000579	district wide extermination	199-51-6249-00-951-99-0-00		475.00
DEMCO, Inc	7091052	03/04/2022	200000581	Plastic Bottle 2 Ounce	199-12-6399-00-041-11-0-00		2.73
DEMCO, Inc	7091052	03/04/2022	200000581	Norbond Liquid Plastic	199-12-6399-00-041-11-0-00		12.78
DEMCO, Inc	7091052	03/04/2022	200000581	un-du Original Formula	199-12-6399-00-041-11-0-00		23.69
DEMCO, Inc	7091052	03/04/2022	200000581	Demco Sturdy Colored Shelf	199-12-6399-00-041-11-0-00		31.36
DEMCO, Inc	7091052	03/04/2022	200000581	Removable Date Due Slips 4 ColFull Back	199-12-6399-00-041-11-0-00		28.22
DEMCO, Inc	7091052	03/04/2022	200000581	Weighted Base For P-56	199-12-6399-00-041-11-0-00		66.83
DEMCO, Inc	7091052	03/04/2022	200000581	Scotch P-56 Multiple Roll TapeDispenser	199-12-6399-00-041-11-0-00		82.62
DEMCO, Inc	7091052	03/04/2022	200000581	DEMCO Premium Book Tape	199-12-6399-00-041-11-0-00		69.68
DEMCO, Inc	7091052	03/04/2022	200000581	Label Protector Clr 1 Mil Polyw/UV 1-1/4"Hx3"W 500/Roll	199-12-6399-00-041-11-0-00		24.19
DEMCO, Inc	7091052	03/04/2022	200000581	Book Repair Wings Clear	199-12-6399-00-041-11-0-00		69.33
DEMCO, Inc	7091052	03/04/2022	200000581	Reddi Corner Clear	199-12-6399-00-041-11-0-00		66.57
DEMCO, Inc	7091052	03/04/2022	200000581	Highland Invisible Tape	199-12-6399-00-041-11-0-00		11.26
National Center for Youth Issues	20220228R	02/28/2022	200000584	Virtual PD - Elena Rodriguez	289-31-6499-00-999-30-0-00	2022	75.00
National Center for Youth Issues	20220228R	02/28/2022	200000584	Virtual PD - Alicia Alvarado	289-31-6499-00-999-30-0-00	2022	75.00
National Center for Youth Issues	20220228R	02/28/2022	200000584	Virtual PD - Irene Luna	289-31-6499-00-999-30-0-00	2022	75.00
National Center for Youth Issues	20220228R	02/28/2022	200000584	Virtual PD - Arlene Portillo Castro	289-31-6499-00-999-30-0-00	2022	75.00
O'Reilly Auto Enterprises LLC	5588-2880	10/06/2022	200000583	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		543.15
O'Reilly Auto Enterprises LLC	5588-2881	10/07/2022	200000583	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		131.02
O'Reilly Auto Enterprises LLC	5588-2950	12/07/2022	200000583	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		255.17
O'Reilly Auto Enterprises LLC	5588-2957	12/14/2022	200000583	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		66.22
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	Gingerbread House Christmas Craft Kit	281-11-6399-00-101-30-0-01	2021	37.98
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	Mini Candy Corn Glitter Treat Bag Craft Kit	281-11-6399-00-101-30-0-01	2021	11.74
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	Markerspace Craft Supplies Boredom Buster Kit	281-11-6399-00-101-30-0-01	2021	69.99
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	Paw Print Posters 30 pc.	281-11-6399-00-101-30-0-01	2021	10.99
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	Fleece Candy Tied Pillow Craft Kit	281-11-6399-00-101-30-0-01	2021	103.96
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	Color your own cups with lids & straws	281-11-6399-00-101-30-0-01	2021	33.98
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	Garden Pot Craft Kit	281-11-6399-00-101-30-0-01	2021	18.78
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	Aquarium Box Craft Kit	281-11-6399-00-101-30-0-01	2021	35.98
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	Itsy Bitsy Spider Kit	281-11-6399-00-101-30-0-01	2021	10.99
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	Shipping	281-11-6399-00-101-30-0-01	2021	43.09
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	Kid's Aprons with Pockets 12 pc.	281-11-6399-00-101-30-0-01	2021	33.98
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	Sunflower Craft Kit	281-11-6399-00-101-30-0-01	2021	16.58
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	DIY Steam Car Kit	281-11-6399-00-101-30-0-01	2021	39.98
Oriental Trading Co., Inc.	713087051	11/10/2022	200000580	Black Googly Eyes	281-11-6399-00-101-30-0-01	2021	5.99
Professional Document Systems, Inc.	133442	01/19/2022	200000586	Total Destruction Cost	199-41-6299-00-727-99-0-00		95.00
Professional Document Systems, Inc.	133442	01/19/2022	200000586	Packing, Pick Up and Return	199-41-6299-00-727-99-0-00		175.00
Professional Document Systems, Inc.	133442	01/19/2022	200000586	Media Mastering - External Drive	199-41-6299-00-727-99-0-00		129.00
Professional Document Systems, Inc.	133442	01/19/2022	200000586	Image/Index Import File Creation	199-41-6299-00-727-99-0-00		322.24
Professional Document Systems, Inc.	133442	01/19/2022	200000586	Image Importation into Host System	199-41-6299-00-727-99-0-00		322.50
Professional Document Systems, Inc.	133442	01/19/2022	200000586	Image Handling and Preparation	199-41-6299-00-727-99-0-00		322.50
Professional Document Systems, Inc.	133442	01/19/2022	200000586	Human Resources Inactive Records Phase 2 of 3	199-41-6299-00-727-99-0-00		2,442.00
Service Supply	7559	03/01/2022	200000582	EV I2000 1200 GMP water Filter	199-34-6319-00-934-99-0-00		259.00
4imprint, Inc.	9491029	11/22/2022	200000596	Weekend Duffel - Polyester - Urban Stripes	199-41-6499-00-727-99-0-00		2,562.80
4imprint, Inc.	9491029	11/22/2022	200000596	Shipping	199-41-6499-00-727-99-0-00		255.42
4imprint, Inc.	9491029	11/22/2022	200000596	Set-Up Charge	199-41-6499-00-727-99-0-00		50.00
American Refrigeration Supplies, Inc	30066933	03/03/2022	200000599	Purchase supplies as needed for district	199-51-6319-00-951-99-0-00		16.64
Continental Termite & Pest Control,	53012-1	12/09/2022	200000587	Genus Fli Fly Light Machines	101-35-6349-00-901-99-0-00		300.00
Continental Termite & Pest Control,	53012-2	12/09/2022	200000587	Fli Fly Light Machines	101-35-6349-00-903-99-0-00		300.00

Continental Termite & Pest Control,	53012-3	12/09/202:	200000587	Fli Fly Light Machine	101-35-6349-00-902-99-0-00		300.00
El Paso Reprographics	116605	03/07/202:	200000598	10 ft X 10 ft canopy- includes graphics and hardware 15% discount applied	224-11-6299-00-999-23-0-00	2022	1,250.00
Guitar Center	ARINV6056	11/08/202:	200000588	Stagg BBb Tuba, 3 top action valves, w/ABS case on wheels	281-11-6399-00-041-11-4-00	2021	1,699.00
Guitar Center	ARINV6056	11/08/202:	200000588	Etude ETS-200 Student Series Tenor Saxophone Lacquer	281-11-6399-00-041-11-4-00	2021	515.00
Guitar Center	ARINV6057	11/08/202:	200000588	Allora AABC-304 Bass Clarinet Regular Low Eb	281-11-6399-00-041-11-4-00	2021	1,619.00
Guitar Center	ARINV6062	11/13/202:	200000588	Etude ETR-200 Series Student Bb Trumpet Lacquer	281-11-6399-00-041-11-4-00	2021	800.00
Insco Distributing Inc.	100117596	03/29/202:	200000589	freight	199-51-6319-00-951-99-0-00		25.00
Insco Distributing Inc.	100117596	03/29/202:	200000589	FP-24 ruud conversion kit	199-51-6319-00-951-99-0-00		173.12
La Estrella	47311	03/07/202:	200000590	Youth DryBlend T Shirt	461-23-6499-00-101-11-0-00		126.00
La Estrella	47311	03/07/202:	200000590	Shipping	461-23-6499-00-101-11-0-00		25.00
La Estrella	47311	03/07/202:	200000590	DryBlend T Shirt	461-23-6499-00-101-11-0-00		9.00
La Estrella	46971	03/11/202:	200000600	T-Shirts	865-00-2191-01-001-01-0-00		1,694.00
La Estrella	46971	03/11/202:	200000600	Plus Sizes Up-charge	865-00-2191-01-001-01-0-00		42.00
La Estrella	46971	03/11/202:	200000600	T-Shirts	865-00-2191-01-001-01-0-00		35.00
Lakeshore Learning Materials	669159030	03/02/202:	200000591	Seasons-Weather Theme BK LIB	199-11-6399-00-101-11-0-00		106.89
Lakeshore Learning Materials	669159030	03/02/202:	200000591	Weather Activity Tub - GRI-3	199-11-6399-00-101-11-0-00		199.47
Lakeshore Learning Materials	669159030	03/02/202:	200000591	Electricity Lab	199-11-6399-00-101-11-0-00		87.49
Lakeshore Learning Materials	669159030	03/02/202:	200000591	Seasons and weather Theme Box	199-11-6399-00-101-11-0-00		199.47
Lakeshore Learning Materials	669159030	03/02/202:	200000591	Stem Stories PB Library	281-11-6499-00-101-11-4-00	2021	93.58
Lakeshore Learning Materials	669159030	03/02/202:	200000591	Force and motion Lab	281-11-6499-00-101-11-4-00	2021	151.98
Lakeshore Learning Materials	669159030	03/02/202:	200000591	Electrical Components Pack	281-11-6499-00-101-11-4-00	2021	113.98
Lakeshore Learning Materials	669159030	03/02/202:	200000591	Stem RPDBL DSGN CHLG Kinder	281-11-6499-00-101-11-4-00	2021	37.98
Lakeshore Learning Materials	669159030	03/02/202:	200000591	Magnet Lab	281-11-6499-00-101-11-4-00	2021	132.98
Lakeshore Learning Materials	669159030	03/02/202:	200000591	Simple Machines Lab	281-11-6499-00-101-11-4-00	2021	73.47
Lakeshore Learning Materials	669159030	03/02/202:	200000591	Electricity Lab	281-11-6499-00-101-11-4-00	2021	45.49
Lakeshore Learning Materials	669159030	03/02/202:	200000591	Wire Pack	289-11-6499-00-101-30-0-00	2022	47.49
Lakeshore Learning Materials	669159030	03/02/202:	200000591	Simple Machines Lab	289-11-6499-00-101-30-0-00	2022	78.51
Lakeshore Learning Materials	675194030	03/07/202:	200000591	SUPER-FUN MARBLE RUN-MASTR SET	199-12-6399-00-044-11-0-00		56.98
Lakeshore Learning Materials	675194030	03/07/202:	200000591	MAGNA-TILES - STARTER SET	199-12-6399-00-044-11-0-00		100.68
Lakeshore Learning Materials	675194030	03/07/202:	200000591	MAGNA-TILES METROPOLIS	199-12-6399-00-044-11-0-00		246.98
Lakeshore Learning Materials	675194030	03/07/202:	200000591	FLEX-SPACE COMFY FLR SEAT-RG	199-12-6399-00-044-11-0-00		132.98
Lakeshore Learning Materials	675194030	03/07/202:	200000591	FLEX-SPACE COMFY FLR SEAT-BU	199-12-6399-00-044-11-0-00		132.98
Lakeshore Learning Materials	675194030	03/07/202:	200000591	FLEX-SPACE COMFY FLR SEAT-GR	199-12-6399-00-044-11-0-00		132.98
Lakeshore Learning Materials	675194030	03/07/202:	200000591	BRANCHES 6FT ROUND CARPET	199-12-6399-00-044-11-0-00		255.55
Lakeshore Learning Materials	675194030	03/07/202:	200000591	LAKESHORE LEARNING GAMES	199-12-6399-00-044-11-0-00		71.24
Lakeshore Learning Materials	675194030	03/07/202:	200000591	EXTRA 1IN BRIGHT CRAFT TAPE PK	199-12-6399-00-044-11-0-00		53.18
Lakeshore Learning Materials	675194030	03/07/202:	200000591	MAIN STREET SHOPPING GM 4-5	199-12-6399-00-044-11-0-00		28.49
Lakeshore Learning Materials	675194030	03/07/202:	200000591	FLIP TO WIN MEMORY GAME	199-12-6399-00-044-11-0-00		16.14
Lakeshore Learning Materials	675194030	03/07/202:	200000591	KINDNESS AND RESPECT GAME	199-12-6399-00-044-11-0-00		20.89
Lakeshore Learning Materials	675194030	03/07/202:	200000591	CHESS TEACHER	199-12-6399-00-044-11-0-00		16.14
Lakeshore Learning Materials	675194030	03/07/202:	200000591	BINGO PARTY	199-12-6399-00-044-11-0-00		28.49
Lakeshore Learning Materials	675194030	03/07/202:	200000591	VOCABULARY-GRAMR BINGO LIBRARY	199-12-6399-00-044-11-0-00		42.74
Lakeshore Learning Materials	675194030	03/07/202:	200000591	CREATV CNST MGNTC BLDR STRT ST	199-12-6399-00-044-11-0-00		75.98
Lakeshore Learning Materials	675194030	03/07/202:	200000591	THE ULTIMATE FORT BUILDER	199-12-6399-00-044-11-0-00		94.98
Lakeshore Learning Materials	675194030	03/07/202:	200000591	BUILD-IT-YOURSELF WOODWORK	199-12-6399-00-044-11-0-00		75.98
O'Reilly Auto Enterprises LLC	5588-3051	03/10/202:	200000597	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		6.83
O'Reilly Auto Enterprises LLC	5588-3075	03/28/202:	200000597	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		396.51
O'Reilly Auto Enterprises LLC	5588-3094	03/22/202:	200000597	Bus/District Vehicle	199-34-6319-00-934-99-0-00		28.21
Records Consultants, Inc.	45143-1	03/25/202:	200000592	Flat fee PO was foreclosed	199-41-6299-00-750-99-1-06		2,370.00
Sonitrol Of El Paso	289844	03/15/202:	200000593	Monthly Intrusion Monitoring Fees for FY 2021-2022	199-52-6299-00-952-99-0-52		1,264.00

TASBO	359516	03/25/2021	200000594	L. Guerra training Emotionally Intelligent Comm FY21	199-41-6499-00-750-99-0-00		75.00
TCEA	000257597	09/28/2021	200000595	Race Against Time Mat	199-11-6399-00-041-11-0-00		280.00
Estrellita	28038	01/28/2021	200000608	Shipping	199-11-6399-00-101-25-0-DL		159.41
Estrellita	28038	01/28/2021	200000608	Lunita Program	199-11-6399-00-101-25-0-DL		2,097.00
Guitar Center	ARINV6248	03/26/2021	200000601	AAHN-229 Geyer Series Double Horn	281-11-6399-00-001-30-4-00	2021	1,530.00
Guitar Center	ARINV6248	03/26/2021	200000601	Allora AMP-450 Marching F Mellophone Lacquer	281-11-6399-00-001-30-4-00	2021	2,160.00
Guitar Center	ARINV6248	03/26/2021	200000601	AABC-304 Bass Clarinet Regular Low Eb	281-11-6399-00-001-30-4-00	2021	1,664.00
Guitar Center	ARINV625C	03/27/2021	200000601	AATU-105P Series 4-Piston Valve 3/4 BBb Tuba Regular	281-11-6399-00-001-30-4-00	2021	7,560.00
Herff Jones	1107512	03/04/2021	200000602	Diplomas	199-11-6499-00-001-11-2-22		15.60
Insco Distributing Inc.	100117217	03/24/2021	200000603	Photoelectric smoke detector	199-51-6319-00-951-99-0-00		287.08
Johnstone Supply	1093078	03/28/2021	200000607	20x20x2 filter	199-51-6319-00-951-99-0-00		458.40
Johnstone Supply	1093078	03/28/2021	200000607	16x25x2 filter	199-51-6319-00-951-99-0-00		904.80
Johnstone Supply	1093078	03/28/2021	200000607	20x24x2 filters	199-51-6319-00-951-99-0-00		729.96
Johnstone Supply	1093078	03/28/2021	200000607	20x25x2 filters	199-51-6319-00-951-99-0-00		543.60
Ken Scholten dba KD Scholten Company	2022129	04/04/2021	200000609	restroom partitions repair and replacements for restrooms 100 and 200 halls	199-51-6299-00-001-99-0-18		7,920.00
Lakeshore Learning Materials	658964030	03/02/2021	200000604	Fishing for sight words- set	224-11-6399-01-918-23-0-00	2022	66.49
Lakeshore Learning Materials	658964030	03/02/2021	200000604	Xtra fishing poles- set of 2	224-11-6399-01-918-23-0-00	2022	24.68
Lakeshore Learning Materials	658964030	03/02/2021	200000604	Heavy duty adjustable round table	224-11-6399-01-918-23-0-00	2022	265.05
Lakeshore Learning Materials	658964030	03/02/2021	200000604	Heavy duty chair 7 1/2	224-11-6399-01-918-23-0-00	2022	113.98
Lakeshore Learning Materials	658964030	03/02/2021	200000604	Nylon Bristle	224-11-6399-01-918-23-0-00	2022	10.44
Lakeshore Learning Materials	658964030	03/02/2021	200000604	Superbright Liquid paint	224-11-6399-01-918-23-0-00	2022	32.78
Lakeshore Learning Materials	658964030	03/02/2021	200000604	Economy Paintbrush set of 24	224-11-6399-01-918-23-0-00	2022	32.28
Lakeshore Learning Materials	658964030	03/04/2021	200000604	Heavy duty chair 11 1/2	224-11-6399-01-918-23-0-00	2022	138.68
O'Reilly Auto Enterprises LLC	5588-3077	03/30/2021	200000610	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		302.40
O'Reilly Auto Enterprises LLC	5588-3077	03/30/2021	200000610	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		121.54
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	101-35-6269-00-901-99-0-00		76.54
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	101-35-6269-00-902-99-0-00		41.18
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	101-35-6269-00-903-99-0-00		41.16
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-53-6269-00-953-99-0-00		122.40
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-51-6269-00-951-99-0-00		41.18
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-11-6269-00-001-11-8-10		589.91
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-23-6269-00-001-11-8-10		589.91
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-11-6269-00-041-11-8-10		340.79
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-23-6269-00-041-11-8-10		340.79
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-11-6269-00-044-11-8-10		323.96
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-23-6269-00-044-11-8-10		323.96
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-11-6269-00-101-11-8-10		323.10
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-23-6269-00-101-11-8-10		323.11
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-41-6269-00-750-99-0-00		138.44
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-41-6269-00-701-99-0-00		144.54
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-41-6269-00-702-99-0-00		144.54
Spectrum Imaging	1248154	04/01/2021	200000605	District wide copier leases	199-41-6269-00-727-99-0-00		144.54
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	101-35-6269-00-901-99-0-00		1.91
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	101-35-6269-00-902-99-0-00		1.03
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	101-35-6269-00-903-99-0-00		1.03
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-53-6269-00-953-99-0-00		3.06
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-51-6269-00-951-99-0-00		1.03
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-11-6269-00-001-11-8-10		14.75
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-23-6269-00-001-11-8-10		14.75
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-11-6269-00-041-11-8-10		8.52
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-23-6269-00-041-11-8-10		8.52

Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-11-6269-00-044-11-8-10		8.10
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-23-6269-00-044-11-8-10		8.10
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-11-6269-00-101-11-8-10		8.08
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-23-6269-00-101-11-8-10		8.08
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-41-6269-00-750-99-0-00		3.46
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-41-6269-00-701-99-0-00		3.61
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-41-6269-00-702-99-0-00		3.61
Spectrum Imaging	1248155	04/01/2021	200000605	District wide copier leases	199-41-6269-00-727-99-0-00		3.61
Staples Advantage	350314997	03/23/2021	200000606	Wireless optical mouse	224-11-6399-00-999-23-0-00	2022	39.99
Staples Advantage	350322315	03/24/2021	200000606	Swingline Desktop Stapler	199-11-6399-00-044-11-0-00		32.85
Staples Advantage	350322315	03/24/2021	200000606	Duracell Coppertop Alkaline AAA Battery	199-11-6399-00-044-11-0-00		176.54
Staples Advantage	350322315	03/24/2021	200000606	Lee Tippi Medium Grips	199-11-6399-00-044-11-0-00		7.96
Staples Advantage	350322315	03/24/2021	200000606	X-ACTO XLR Electric Pencil Sharpener	199-11-6399-00-044-11-0-00		301.95
Staples Advantage	350322315	03/24/2021	200000606	Staples EasyClose Security Tinted #10 Business Envelopes	199-11-6399-00-044-11-0-00		27.19
Staples Advantage	350322315	03/24/2021	200000606	**10 CASES COPY PAPER**	199-11-6399-00-044-11-0-00		399.90
Staples Advantage	350332945	03/25/2021	200000606	Post-it® Super Sticky Easel Pad	199-11-6399-00-044-11-0-00		328.24
Staples Advantage	350332946	03/25/2021	200000606	Guest Chair	199-23-6399-00-101-11-0-00		1,111.37
Staples Advantage	350347101	03/26/2021	200000606	**10 CASES COPY PAPER**	199-11-6399-00-044-11-0-00		280.50
Staples Advantage	350347101	03/26/2021	200000606	**10 CASES COPY PAPER**	199-11-6399-00-041-11-0-00		119.40
Staples Advantage	350347101	03/26/2021	200000606	Staples Flat Push Staple Remover	199-11-6399-00-044-11-0-00		10.17
Stewart & Stevenson LLC	60057452	03/22/2021	200000611	dispose	199-34-6249-00-934-99-0-00		43.50
Stewart & Stevenson LLC	60057452	03/22/2021	200000611	labor for recharge	199-34-6249-00-934-99-0-00		145.00
Stewart & Stevenson LLC	60057452	03/22/2021	200000611	recharge freon	199-34-6249-00-934-99-0-00		100.00
Stewart & Stevenson LLC	60057452	03/22/2021	200000611	labor	199-34-6249-00-934-99-0-00		725.00
Stewart & Stevenson LLC	60057452	03/22/2021	200000611	brake valve replacement	199-34-6249-00-934-99-0-00		411.04
Stewart & Stevenson LLC	60057452	03/22/2021	200000611	supplies	199-34-6249-00-934-99-0-00		39.15
Taymark	1904796	09/10/2021	200000612	Crowns for Homecoming 2021	865-00-2191-20-001-20-0-00		96.99
Taymark	1904796	09/10/2021	200000612	Crowns for Homecoming 2021	865-00-2191-20-001-20-0-00		28.98
4imprint, Inc.	9812486	04/04/2021	200000619	Augusta Performance Tshirt	199-11-6499-00-918-23-0-00		172.10
4imprint, Inc.	9812486	04/04/2021	200000619	Tape charge	199-11-6499-00-918-23-0-00		35.00
4imprint, Inc.	9812486	04/04/2021	200000619	C2 Sport colorblock polo	199-11-6499-00-918-23-0-00		404.80
4imprint, Inc.	9812486	04/04/2021	200000619	Freight- rush shipping	199-11-6499-00-918-23-0-00		97.06
4imprint, Inc.	9812486	04/04/2021	200000619	Set up charge	199-11-6499-00-918-23-0-00		40.00
4imprint, Inc.	9812486	04/04/2021	200000619	Smooth mesh reversible spliced shorts	199-11-6499-00-918-23-0-00		174.10
4imprint, Inc.	9812486	04/04/2021	200000619	Set up charge	199-11-6499-00-918-23-0-00		40.00
4imprint, Inc.	9812486	04/04/2021	200000619	Smooth mesh reversible spliced shorts	224-11-6399-01-918-23-0-00	2022	174.10
4imprint, Inc.	9812486	04/04/2021	200000619	Augusta Performance Tshirt	224-11-6399-01-918-23-0-00	2022	172.10
Amerigas Propane, L.P.	313471571	03/30/2021	200000613	electrical installation	199-34-6249-00-934-99-0-00		3,950.00
C & M Plaque & Trophy Inc.	61421	04/07/2021	200000614	MS 1st place trophies	181-36-6499-00-041-91-0-00		62.00
C & M Plaque & Trophy Inc.	61421	04/07/2021	200000614	MS Track Medals	181-36-6499-00-041-91-0-00		675.00
DEMCO, Inc	7108409	04/05/2021	200000618	Tape Dispenser	282-12-6399-00-101-30-0-00	2021	82.62
DEMCO, Inc	7108409	04/05/2021	200000618	Weighted Base	282-12-6399-00-101-30-0-00	2021	66.83
DEMCO, Inc	7108409	04/05/2021	200000618	Book Repair Wings Clear	282-12-6399-00-101-30-0-00	2021	69.33
DEMCO, Inc	7108409	04/05/2021	200000618	Reddi Corner Clear	282-12-6399-00-101-30-0-00	2021	66.57
DEMCO, Inc	7108409	04/05/2021	200000618	un-du Original Formula	282-12-6399-00-101-30-0-00	2021	23.69
DEMCO, Inc	7108409	04/05/2021	200000618	Markers 20/PKG	282-12-6399-00-101-30-0-00	2021	31.36
DEMCO, Inc	7108409	04/05/2021	200000618	Date Due Slips	282-12-6399-00-101-30-0-00	2021	56.43
DEMCO, Inc	7108409	04/05/2021	200000618	Book Tape	282-12-6399-00-101-30-0-00	2021	71.30
Johnstone Supply	1094071	04/08/2021	200000617	s1-03101264002 board control	199-51-6319-00-951-99-0-00		256.15
O'Reilly Auto Enterprises LLC	5588-2957	12/14/2021	200000620	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		40.04
O'Reilly Auto Enterprises LLC	5588-3084	04/04/2021	200000620	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		280.00

O'Reilly Auto Enterprises LLC	5588-3084	04/04/2021	200000620	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		200.30
School Specialty	038103949	03/22/2021	200000616	DOUGH CRAYOLA MODEL MAGIC WHITE 1 OZ PACKOF 75	281-11-6399-00-044-11-3-00	2021	206.64
School Specialty	038103949	03/22/2021	200000616	PAPER POSTCARDS COVER-IT PACK OF 50	281-11-6399-00-044-11-3-00	2021	73.75
School Specialty	038103949	03/22/2021	200000616	EMBROIDERY HOOP 6 INCH	281-11-6399-00-044-11-3-00	2021	155.70
School Specialty	038103949	03/22/2021	200000616	GLUE GUN FULL SIZE 40 WATT DUAL TEMPERATURE	281-11-6399-00-044-11-3-00	2021	120.75
School Specialty	038103949	03/22/2021	200000616	GLUE STICK 0.27IN MINI PACK OF 2600	281-11-6399-00-044-11-3-00	2021	85.99
School Specialty	038103949	03/22/2021	200000616	LED LIGHT BOX W/ TILT 24 X 36 INCHES	281-11-6399-00-044-11-3-00	2021	671.64
School Specialty	038103949	03/22/2021	200000616	PAINT WATERCOLOR PRANG WATERCOLOR OVALPAN BLUE REFILL TWO STRIP	281-11-6399-00-044-11-3-00	2021	13.64
School Specialty	038103949	03/22/2021	200000616	PAINT WATERCOLOR SEMI MOIST PRANGMASTERPACK SET OF 36	281-11-6399-00-044-11-3-00	2021	98.79
School Specialty	038103949	03/22/2021	200000616	NEEDLE EMBROIDERY + CREWEL ASSORTMENT SETOF 16	281-11-6399-00-044-11-3-00	2021	13.44
School Specialty	038103949	03/22/2021	200000616	PONY BEAD BOX SET OF 2300	281-11-6399-00-044-11-3-00	2021	16.18
School Specialty	038103949	03/22/2021	200000616	NEEDLES PLASTIC LACING PACK OF 32	281-11-6399-00-044-11-3-00	2021	9.08
School Specialty	038103949	03/22/2021	200000616	PLASTRCRAFT 20#	281-11-6399-00-044-11-3-00	2021	124.78
School Specialty	308103950	03/23/2021	200000616	Weathervane	289-11-6499-00-101-30-0-00	2022	34.59
School Specialty	308103950	03/23/2021	200000616	Permanent Magnet Activity	289-11-6499-00-101-30-0-00	2022	110.56
School Specialty	308103950	03/23/2021	200000616	My Very First Magnet Kit	289-11-6499-00-101-30-0-00	2022	24.30
School Specialty	308103950	03/23/2021	200000616	Kit Permanent Magnet Activity	289-11-6499-00-101-30-0-00	2022	75.91
School Specialty	308103950	03/23/2021	200000616	Thermometer Demo	289-11-6499-00-101-30-0-00	2022	104.48
School Specialty	308103950	03/23/2021	200000616	Gauge Jumbo Rain	289-11-6499-00-101-30-0-00	2022	80.55
School Specialty	308103950	03/23/2021	200000616	Magnet Kit	289-11-6499-00-101-30-0-00	2022	68.05
School Specialty	308103950	03/23/2021	200000616	Frog Life Cycle	289-11-6499-00-101-30-0-00	2022	39.76
School Specialty	308103950	03/23/2021	200000616	Plants Flip Chart	289-11-6499-00-101-30-0-00	2022	37.37
School Specialty	308103950	03/23/2021	200000616	Butterfly Poster	289-11-6499-00-101-30-0-00	2022	10.46
School Specialty	308103950	03/23/2021	200000616	Butterfly Life Cycle set of 9	289-11-6499-00-101-30-0-00	2022	19.88
School Specialty	308103950	03/23/2021	200000616	Butterfly Life Cycle Stages	289-11-6499-00-101-30-0-00	2022	35.96
School Specialty	308103950	03/23/2021	200000616	Life Cycle of Monarch Butterfly	289-11-6499-00-101-30-0-00	2022	39.96
School Specialty	308103950	03/23/2021	200000616	Flip Chart Geography	289-11-6499-00-101-30-0-00	2022	40.75
School Specialty	308103950	03/23/2021	200000616	Flip Chart Important People and Events	289-11-6499-00-101-30-0-00	2022	40.75
School Specialty	308103950	03/23/2021	200000616	Being a Good Citizen	289-11-6499-00-101-30-0-00	2022	40.75
School Specialty	308103950	03/23/2021	200000616	My Community	289-11-6499-00-101-30-0-00	2022	38.99
School Specialty	308103950	03/23/2021	200000616	Anemometer Small	289-11-6499-00-101-30-0-00	2022	30.93
Staples Advantage	350411597	04/01/2021	200000615	Paper Vellum Bristol Cards	199-61-6499-00-101-99-0-00		137.15
DEMCO, Inc	7113116	04/14/2021	200000623	Shipping/Processing	282-12-6399-00-044-30-0-00	2021	280.19
DEMCO, Inc	7113116	04/14/2021	200000623	Kik Step Stool	282-12-6399-00-044-30-0-00	2021	72.99
DEMCO, Inc	7113116	04/14/2021	200000623	READ Block Economy Book Bag	282-12-6399-00-044-30-0-00	2021	107.97
DEMCO, Inc	7113116	04/14/2021	200000623	Ergonomic Mobile Stool	282-12-6399-00-044-30-0-00	2021	191.98
DEMCO, Inc	7113116	04/14/2021	200000623	Plastic Label Peeler Red	282-12-6399-00-044-30-0-00	2021	3.18
DEMCO, Inc	7113116	04/14/2021	200000623	Bee A Reader Economy Bag	282-12-6399-00-044-30-0-00	2021	35.99
DEMCO, Inc	7113116	04/14/2021	200000623	Offi Lowrider Rocking Chair-Orange	282-12-6399-00-044-30-0-00	2021	999.98
DEMCO, Inc	7113116	04/14/2021	200000623	Offi Lowrider Rocking Chair-Green	282-12-6399-00-044-30-0-00	2021	499.99
DEMCO, Inc	7113116	04/14/2021	200000623	Pop Open A Good Book Economy Bag 17"H x 14"W x 3"D 100/Pkg	282-12-6399-00-044-30-0-00	2021	107.97
DEMCO, Inc	7113116	04/14/2021	200000623	Heart The Cat in Hat EconomyBag 17"H x 14"W x 3"D 100/Pkg	282-12-6399-00-044-30-0-00	2021	128.97
O'Reilly Auto Enterprises LLC	5588-3096	04/13/2021	200000625	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		35.98
O'Reilly Auto Enterprises LLC	5588-3096	04/14/2021	200000625	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		335.20
Oriental Trading Co., Inc.	716203113	04/11/2021	200000621	3D Easter Scene	281-11-6399-00-101-30-0-01	2021	16.96
Oriental Trading Co., Inc.	716203113	04/11/2021	200000621	Ship Craft Kit	281-11-6399-00-101-30-0-01	2021	19.98
Oriental Trading Co., Inc.	716203113	04/11/2021	200000621	Binoculars	281-11-6399-00-101-30-0-01	2021	23.98
Oriental Trading Co., Inc.	716203113	04/11/2021	200000621	Tissue Tropical Fish	281-11-6399-00-101-30-0-01	2021	19.98
Oriental Trading Co., Inc.	716203113	04/11/2021	200000621	Key Chain Craft Kit	281-11-6399-00-101-30-0-01	2021	23.98
Oriental Trading Co., Inc.	716203113	04/11/2021	200000621	Mother's Day Bookmark	281-11-6399-00-101-30-0-01	2021	11.99
Oriental Trading Co., Inc.	716203113	04/11/2021	200000621	Greenhouse	281-11-6399-00-101-30-0-01	2021	23.98

Oriental Trading Co., Inc.	71620311304/11/202: 200000621 Wood Birdhouse	281-11-6399-00-101-30-0-01	2021	39.98
Oriental Trading Co., Inc.	71620311304/11/202: 200000621 Steam Plane	281-11-6399-00-101-30-0-01	2021	35.98
Oriental Trading Co., Inc.	71620311304/11/202: 200000621 White Canvas	281-11-6399-00-101-30-0-01	2021	42.56
Oriental Trading Co., Inc.	71620311304/11/202: 200000621 Suncatcher Paint Kit	281-11-6399-00-101-30-0-01	2021	20.85
Oriental Trading Co., Inc.	71620311304/11/202: 200000621 3D Easter Scene	281-11-6399-00-101-30-0-01	2021	16.96
School Specialty	302500189 11/23/202: 200000622 SPIRE 4E SINGLE LVL TEACHERS SET LVL 3	199-11-6399-00-044-37-0-DY		305.00
School Specialty	302500189 11/23/202: 200000622 2039394	199-11-6399-00-044-37-0-DY		305.00
School Specialty	302500189 11/23/202: 200000622 SPIRE 4E SINGLE LVL TEACHERS SET LVL 1	199-11-6399-00-044-37-0-DY		305.00
School Specialty	302500189 11/23/202: 200000622 S.P.I.R.E. Magnetic Phoneme Segmentation/Phoneme Grapheme Chart	199-11-6399-00-044-37-0-DY		60.40
School Specialty	302500189 11/23/202: 200000622 S.P.I.R.E. Illustrated Decodable Reader Complete Class Sets A and B, 6 StarterS	199-11-6399-00-044-37-0-DY		1,929.35
School Specialty	302500189 11/23/202: 200000622 Shipping and Handling	199-11-6399-00-044-37-0-DY		202.25
School Specialty	302500189 11/23/202: 200000622 SPIRE 4E STUDENT BUNDLE LEVEL 4	199-11-6399-00-044-37-0-DY		23.00
School Specialty	302500189 11/23/202: 200000622 SPIRE 4E STUDENT BUNDLE LEVEL 2	199-11-6399-00-044-37-0-DY		46.00
School Specialty	302500189 11/23/202: 200000622 SPIRE 4E STUDENT BUNDLE LEVEL 1	199-11-6399-00-044-37-0-DY		69.00
School Specialty	302500189 11/23/202: 200000622 SPIRE 4E SINGLE LVL TEACHERS SET LVL 4	199-11-6399-00-044-37-0-DY		305.00
School Specialty	308103963 04/18/202: 200000622 Cards Photos Clouds set of 16	281-11-6499-00-101-11-4-00	2021	51.60
School Specialty	308103963 04/18/202: 200000622 Station 3 in 1 Weather	281-11-6499-00-101-11-4-00	2021	43.41
School Specialty	308103963 04/18/202: 200000622 Discovery Weather	281-11-6499-00-101-11-4-00	2021	99.70
School Specialty	308103963 04/18/202: 200000622 Iron Filings, Coarse 150 G	281-11-6499-00-101-11-4-00	2021	19.15
School Specialty	308103963 04/18/202: 200000622 Marbles Mag PKG/36	281-11-6499-00-101-11-4-00	2021	10.65
School Specialty	308103963 04/18/202: 200000622 Magnets Horseshoe Set of 12	281-11-6499-00-101-11-4-00	2021	42.57
School Specialty	308103963 04/18/202: 200000622 Heater Submersible for 20gal. Aquarium	281-11-6499-00-101-11-4-00	2021	20.40
School Specialty	308103963 04/18/202: 200000622 Thermometer Classroom	281-11-6499-00-101-11-4-00	2021	9.94
School Specialty	308103963 04/18/202: 200000622 Thermometer Dual Scale	281-11-6499-00-101-11-4-00	2021	87.30
School Specialty	308103963 04/18/202: 200000622 Chick Life Cycle	281-11-6499-00-101-11-4-00	2021	54.32
School Specialty	308103963 04/18/202: 200000622 Cage New World	281-11-6499-00-101-11-4-00	2021	94.80
School Specialty	308103963 04/18/202: 200000622 Cage New World 1 Gallon	281-11-6499-00-101-11-4-00	2021	161.00
School Specialty	308103963 04/18/202: 200000622 Foam Book Plus Urban Habitat	281-11-6499-00-101-11-4-00	2021	21.40
School Specialty	308103963 04/18/202: 200000622 Chart and Sticker Set Personal	281-11-6499-00-101-11-4-00	2021	29.57
School Specialty	308103963 04/18/202: 200000622 Book Out in Space set of 4	281-11-6499-00-101-11-4-00	2021	78.48
School Specialty	308103963 04/18/202: 200000622 Model Moon Phases	281-11-6499-00-101-11-4-00	2021	68.10
School Specialty	308103963 04/18/202: 200000622 Book Goodnight Moon HC	281-11-6499-00-101-11-4-00	2021	42.00
School Specialty	308103963 04/18/202: 200000622 Map Official Map of Moon	281-11-6499-00-101-11-4-00	2021	6.75
School Specialty	308103963 04/18/202: 200000622 US Documents Learning	281-11-6499-00-101-11-4-00	2021	15.27
School Specialty	308103963 04/18/202: 200000622 Map Nystrom Texas US World Combo	281-11-6499-00-101-11-4-00	2021	372.64
School Specialty	308103963 04/18/202: 200000622 Social Studies Books	281-11-6499-00-101-11-4-00	2021	160.35
School Specialty	308103963 04/18/202: 200000622 Bulletin Board set US Presidents	281-11-6499-00-101-11-4-00	2021	14.75
School Specialty	308103963 04/18/202: 200000622 Globe	281-11-6499-00-101-11-4-00	2021	369.88
School Specialty	308103963 04/18/202: 200000622 Floor standing world globe	281-11-6499-00-101-11-4-00	2021	103.93
School Specialty	308103963 04/18/202: 200000622 Globe Inflatable Labeling	281-11-6499-00-101-11-4-00	2021	37.82
School Specialty	308103963 04/18/202: 200000622 Anemometer Small	281-11-6499-00-101-11-4-00	2021	30.93
School Specialty	308103963 04/18/202: 200000622 Wind Lift Turbine PK of 10	281-11-6499-00-101-11-4-00	2021	43.98
School Specialty	308103963 04/18/202: 200000622 Student Electricity	281-11-6499-00-101-11-4-00	2021	42.96
School Specialty	308103963 04/18/202: 200000622 Switch Knife	281-11-6499-00-101-11-4-00	2021	29.80
School Specialty	308103963 04/18/202: 200000622 Frog Life Cycle	281-11-6499-00-101-11-4-00	2021	70.84
School Specialty	308103963 04/18/202: 200000622 Cross Section Flower	281-11-6499-00-101-11-4-00	2021	30.66
School Specialty	308103963 04/18/202: 200000622 Pots Peat PKG/60	281-11-6499-00-101-11-4-00	2021	14.79
School Specialty	308103963 04/18/202: 200000622 Seed Assortment PK	281-11-6499-00-101-11-4-00	2021	50.42
School Specialty	308103963 04/18/202: 200000622 Planting Set	281-11-6499-00-101-11-4-00	2021	34.05
School Specialty	308103963 04/18/202: 200000622 Footprints Farmyard	281-11-6499-00-101-11-4-00	2021	22.74
School Specialty	308103963 04/18/202: 200000622 Giant Plant Life Cycle	281-11-6499-00-101-11-4-00	2021	18.13

School Specialty	308103963	04/18/2021	200000622	Magnifiers PKG/10	281-11-6499-00-101-11-4-00	2021	114.84
School Specialty	308103963	04/18/2021	200000622	Tweezers Metal pack of 10	281-11-6499-00-101-11-4-00	2021	31.44
School Specialty	308103963	04/18/2021	200000622	INV Food Webs W/Owl Pellets Lab	281-11-6499-00-101-11-4-00	2021	152.07
School Specialty	308103963	04/18/2021	200000622	Owl Pellet	281-11-6499-00-101-11-4-00	2021	73.44
School Specialty	308103963	04/18/2021	200000622	Life Cycle Stages Ant	281-11-6499-00-101-11-4-00	2021	23.36
School Specialty	308103963	04/18/2021	200000622	Life Cycle Stages Honey Bee	281-11-6499-00-101-11-4-00	2021	35.96
School Specialty	308103963	04/18/2021	200000622	Life Cycle Stages Praying Mantis	281-11-6499-00-101-11-4-00	2021	35.96
School Specialty	308103963	04/18/2021	200000622	Life Cycle Stages Frog	281-11-6499-00-101-11-4-00	2021	35.96
School Specialty	308103963	04/18/2021	200000622	Insect Survey	281-11-6499-00-101-11-4-00	2021	58.10
School Specialty	308103963	04/18/2021	200000622	Electricity Discovery	281-11-6499-00-101-11-4-00	2021	10.59
Service Supply	7902	03/08/2021	200000624	material for district wide	199-51-6319-00-951-99-0-00		380.58
American Refrigeration Supplies, Inc	20101487	04/21/2021	200000630	Purchase supplies as needed for district	199-51-6319-00-951-99-0-00		49.79
American Refrigeration Supplies, Inc	30107538	04/18/2021	200000630	Purchase supplies as needed for district	199-51-6319-00-951-99-0-00		13.31
Mentru Enterprises	4213	02/12/2021	200000628	Access lock/key repairs & services district-wide as needed for 2021-2022.	199-52-6249-00-952-99-0-00		312.50
Mentru Enterprises	4214	02/28/2021	200000628	Access lock/key repairs & services district-wide as needed for 2021-2022.	199-52-6249-00-952-99-0-00		1,369.60
Records Consultants, Inc.	46147	04/22/2021	200000626	Bar Code Labels (11648-13647)	199-41-6499-00-750-99-0-00		380.00
Southern Tire Mart, LLC	498005178	04/19/2021	200000629	balance tire, light truck	199-34-6299-00-934-99-0-00		32.00
Southern Tire Mart, LLC	498005178	04/19/2021	200000629	mnt/dsmnt tire change lt trk	199-34-6299-00-934-99-0-00		60.00
Southern Tire Mart, LLC	498005178	04/19/2021	200000629	235/65R17 weathergrip	199-34-6299-00-934-99-0-00		392.00
Southern Tire Mart, LLC	498005178	04/19/2021	200000629	fee tire disposal light truck	199-34-6299-00-934-99-0-00		12.00
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	101-35-6269-00-901-99-0-00		76.54
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	101-35-6269-00-902-99-0-00		41.18
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	101-35-6269-00-903-99-0-00		41.16
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-53-6269-00-953-99-0-00		122.40
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-51-6269-00-951-99-0-00		41.18
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-11-6269-00-001-11-8-10		589.91
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-23-6269-00-001-11-8-10		589.91
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-11-6269-00-041-11-8-10		340.79
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-23-6269-00-041-11-8-10		340.79
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-11-6269-00-044-11-8-10		323.96
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-23-6269-00-044-11-8-10		323.96
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-11-6269-00-101-11-8-10		323.10
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-23-6269-00-101-11-8-10		323.11
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-41-6269-00-750-99-0-00		138.44
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-41-6269-00-701-99-0-00		144.54
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-41-6269-00-702-99-0-00		144.54
Spectrum Imaging	1253748	04/25/2021	200000627	District wide copier leases	199-41-6269-00-727-99-0-00		144.54
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	101-35-6269-00-901-99-0-00		1.91
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	101-35-6269-00-902-99-0-00		1.03
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	101-35-6269-00-903-99-0-00		1.03
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-23-6269-00-001-11-8-10		14.75
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-11-6269-00-041-11-8-10		8.52
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-23-6269-00-041-11-8-10		8.52
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-11-6269-00-044-11-8-10		8.10
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-23-6269-00-044-11-8-10		8.10
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-11-6269-00-101-11-8-10		8.08
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-23-6269-00-101-11-8-10		8.08
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-41-6269-00-750-99-0-00		3.46
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-41-6269-00-701-99-0-00		3.61
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-41-6269-00-702-99-0-00		3.61
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-41-6269-00-727-99-0-00		3.61

Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-53-6269-00-953-99-0-00		3.06
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-51-6269-00-951-99-0-00		1.03
Spectrum Imaging	1253749	04/25/2021	200000627	District wide copier leases	199-11-6269-00-001-11-8-10		14.75
Amerigas Propane, L.P.	313497823	04/06/2021	200000631	Propane for Transportation	199-34-6311-00-934-99-0-03		864.78
Blanco Ordonez Mata & Wallace P.C.	39500-3950	04/05/2022	200000634	legal fees 4/7/2022	199-41-6211-00-750-99-0-00		594.99
Blanco Ordonez Mata & Wallace P.C.	39500-3950	04/05/2022	200000634	legal fees 4/7/2022	199-41-6211-00-727-99-0-00		139.99
Blanco Ordonez Mata & Wallace P.C.	39500-3950	04/05/2022	200000634	legal fees 4/7/2022	199-41-6211-00-701-99-0-00		34.99
Blanco Ordonez Mata & Wallace P.C.	39500-3950	04/05/2022	200000634	legal fees 4/7/2022	199-41-6211-00-702-99-0-00		612.49
Blanco Ordonez Mata & Wallace P.C.	39679-3967	05/05/2022	200000635	Legal fees 5/5/2022	199-41-6211-00-702-99-0-00		805.00
Gandy Ink	741051	02/18/2021	200000632	Black Cotton S/S Tee	181-36-6399-00-001-91-0-73		509.60
Gandy Ink	741051	02/18/2021	200000632	Black Cotton S/S Tee 3XL	181-36-6399-00-001-91-0-73		18.20
Gandy Ink	741051	02/18/2021	200000632	Black Cotton S/S Tee 4XL	181-36-6399-00-001-91-0-73		22.20
O'Reilly Auto Enterprises LLC	5588-3114	04/27/2021	200000633	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		95.94
O'Reilly Auto Enterprises LLC	5588-3119	05/02/2021	200000633	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		66.52
The Prophet Corporation	IN146459	02/21/2021	200000636	Volleyball Set of 6	281-11-6399-00-101-11-2-00	2021	189.90
The Prophet Corporation	IN146459	02/21/2021	200000636	TeddyBall Fleece Balls set of 6	281-11-6399-00-101-11-2-00	2021	71.91
The Prophet Corporation	IN146459	02/21/2021	200000636	Fleece Balls Set of 6	281-11-6399-00-101-11-2-00	2021	116.91
The Prophet Corporation	IN146459	02/21/2021	200000636	Foam Dodgeballs set of 6	281-11-6399-00-101-11-2-00	2021	278.00
The Prophet Corporation	IN146459	02/21/2021	200000636	Rubber Footballs	281-11-6399-00-101-11-2-00	2021	76.45
The Prophet Corporation	IN146459	02/21/2021	200000636	Rubber Basketball set of 6	281-11-6399-00-101-11-2-00	2021	273.42
The Prophet Corporation	IN146459	02/21/2021	200000636	Vinyl Cones Set of 6	281-11-6399-00-101-11-2-00	2021	116.91
The Prophet Corporation	IN146459	02/21/2021	200000636	Vinyl Cones Set of 6	281-11-6399-00-101-11-2-00	2021	71.91
The Prophet Corporation	IN146459	02/21/2021	200000636	Spinning Plates Set of 6	281-11-6399-00-101-11-2-00	2021	30.51
The Prophet Corporation	IN146459	02/21/2021	200000636	SturTee Beach Balls Set of 6	281-11-6399-00-101-11-2-00	2021	64.95
The Prophet Corporation	IN146459	02/21/2021	200000636	SturTee Ball Set of 6	281-11-6399-00-101-11-2-00	2021	229.00
The Prophet Corporation	IN146459	02/21/2021	200000636	SoftTail Set of 6	281-11-6399-00-101-11-2-00	2021	80.91
The Prophet Corporation	IN146459	02/21/2021	200000636	Ball Inflation Needles W/Container Set of 300	281-11-6399-00-101-11-2-00	2021	98.10
The Prophet Corporation	IN146459	02/21/2021	200000636	Deluxe Electric Inflator	281-11-6399-00-101-11-2-00	2021	197.10
The Prophet Corporation	IN146459	02/21/2021	200000636	Stay-N-Play Half Cones Set of 36	281-11-6399-00-101-11-2-00	2021	69.95
The Prophet Corporation	IN146459	02/21/2021	200000636	Revolution Hoops Set of 12	281-11-6399-00-101-11-2-00	2021	99.95
The Prophet Corporation	IN146459	02/21/2021	200000636	WhirlWind Set of 6	281-11-6399-00-101-11-2-00	2021	24.25
The Prophet Corporation	IN146459	02/21/2021	200000636	Scooter Set - Indoor Set of 6	281-11-6399-00-101-11-2-00	2021	518.00
The Prophet Corporation	IN146459	02/21/2021	200000636	Catch-A-Cup set of 6	281-11-6399-00-101-11-2-00	2021	48.51
The Prophet Corporation	IN146459	02/21/2021	200000636	Team BucketStack Game	281-11-6399-00-101-11-2-00	2021	116.10
The Prophet Corporation	IN146459	02/21/2021	200000636	Rubber Critters - Fish Set of 6	281-11-6399-00-101-11-2-00	2021	76.45
The Prophet Corporation	IN146459	02/21/2021	200000636	Rubber Critters - Pigs Set of 6	281-11-6399-00-101-11-2-00	2021	76.45
The Prophet Corporation	IN146459	02/21/2021	200000636	Rubber Critters - Chickens Set of 6	281-11-6399-00-101-11-2-00	2021	71.95
The Prophet Corporation	IN146459	02/21/2021	200000636	Rubber Critters - Frogs Set of 6	281-11-6399-00-101-11-2-00	2021	89.95
The Prophet Corporation	IN146459	02/21/2021	200000636	Tennis Racquet	281-11-6399-00-101-11-2-00	2021	176.08
The Prophet Corporation	IN146459	02/21/2021	200000636	Rubber Footballs Set of 6	281-11-6399-00-101-11-2-00	2021	143.91
The Prophet Corporation	IN146459	02/21/2021	200000636	Juggling Beanball Set of 3	281-11-6399-00-101-11-2-00	2021	12.55
The Prophet Corporation	IN146459	02/21/2021	200000636	Compact Electric Inflator	281-11-6399-00-101-11-2-00	2021	107.10
The Prophet Corporation	IN146459	02/21/2021	200000636	Vinyl Cones Set of 6	281-11-6399-00-101-11-2-00	2021	269.10
The Prophet Corporation	IN146459	02/21/2021	200000636	Vinyl Cones Set of 6	281-11-6399-00-101-11-2-00	2021	152.91
4imprint, Inc.	9882482	04/19/2021	200000642	Freight	199-13-6499-00-999-11-0-00		164.74
4imprint, Inc.	9882482	04/19/2021	200000642	Set-Up Charge	199-13-6499-00-999-11-0-00		40.00
4imprint, Inc.	9882482	04/19/2021	200000642	BBQ Set	199-13-6499-00-999-11-0-00		2,224.00
American Refrigeration Supplies, Inc	30037439-	01/26/2021	200000644	freight	199-51-6319-00-951-99-0-00		20.00
American Refrigeration Supplies, Inc	30037439-	01/26/2021	200000644	valve gas nat	199-51-6319-00-951-99-0-00		98.00
Flinn Scientific, Inc.	2702595	04/29/2021	200000637	Items for the NASA tech rise challenge project	480-11-6399-05-001-99-0-00	2022	46.95
Flinn Scientific, Inc.	2706078	05/09/2021	200000637	Arduino Super Starter Kit Mr. Contreras	480-11-6399-03-001-11-0-00	2022	599.93

Herff Jones	1109569	03/16/2021	200000638	Diploma, Mini TISD	199-11-6499-00-001-11-2-22		643.11
Herff Jones	1109817	03/18/2021	200000638	Cover TISD -PO stuck foreclosed to issue check	199-11-6499-00-001-11-2-22		791.54
Lakeshore Learning Materials	767389040	04/01/2021	200000639	Gingerbread Man Kit	281-11-6399-00-101-30-0-01	2021	56.99
Lakeshore Learning Materials	767389040	04/01/2021	200000639	Survive Quake Engineering Kit	281-11-6399-00-101-30-0-01	2021	37.99
Lakeshore Learning Materials	767389040	04/01/2021	200000639	Magic Water Marbles-Clear	281-11-6399-00-101-30-0-01	2021	14.24
Lakeshore Learning Materials	767389040	04/01/2021	200000639	Young Scientist Chemistry Lab	281-11-6399-00-101-30-0-01	2021	56.99
Lakeshore Learning Materials	767389040	04/01/2021	200000639	Gummy Candy Lab	281-11-6399-00-101-30-0-01	2021	18.99
Lakeshore Learning Materials	767389040	04/01/2021	200000639	Design-Play Steam Boats Kit	281-11-6399-00-101-30-0-01	2021	18.99
Lakeshore Learning Materials	767389040	04/01/2021	200000639	Waterway Pipe Bilders-52 Pcs.	281-11-6399-00-101-30-0-01	2021	37.99
Lakeshore Learning Materials	767389040	04/01/2021	200000639	Remote-Control Gear-Bot	281-11-6399-00-101-30-0-01	2021	56.99
Lakeshore Learning Materials	767389040	04/01/2021	200000639	Goldilocks 3 Bears Stem Kit	281-11-6399-00-101-30-0-01	2021	47.49
O'Reilly Auto Enterprises LLC	5588-3121	05/03/2021	200000643	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		20.14
O'Reilly Auto Enterprises LLC	5588-3124	05/06/2021	200000643	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		104.90
Raymond Geddes Company Inc	811791	05/02/2021	200000641	I LOVE DONUTS SERIES 2 KEY CHAIN 100/BAG	199-31-6399-00-044-11-0-00		20.00
Raymond Geddes Company Inc	811791	05/02/2021	200000641	MILES O' SMILES TIP TOPZ PENCIL 24/DSP	199-31-6399-00-044-11-0-00		56.88
Raymond Geddes Company Inc	811791	05/02/2021	200000641	WACKY WHIFFS GUMMY BEAR PENCIL 72/DISPLAY	199-31-6399-00-044-11-0-00		64.80
Raymond Geddes Company Inc	811791	05/02/2021	200000641	ANIMAL MESH BALL 24/DISPLAY	199-31-6399-00-044-11-0-00		27.60
Raymond Geddes Company Inc	811791	05/02/2021	200000641	HIDDEN BABY ALIEN POD TOY 12/DSP	199-31-6399-00-044-11-0-00		28.80
Raymond Geddes Company Inc	811791	05/02/2021	200000641	SPARKLE MESH BOBA KEY CHAIN 24/BOX	199-31-6399-00-044-11-0-00		47.52
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	101-35-6269-00-902-99-0-00		41.18
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	101-35-6269-00-903-99-0-00		41.16
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	101-35-6269-00-901-99-0-00		76.54
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-23-6269-00-001-11-8-10		589.91
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-11-6269-00-041-11-8-10		340.79
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-23-6269-00-041-11-8-10		340.79
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-11-6269-00-044-11-8-10		323.96
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-23-6269-00-044-11-8-10		323.96
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-11-6269-00-101-11-8-10		323.10
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-23-6269-00-101-11-8-10		323.11
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-41-6269-00-750-99-0-00		138.44
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-41-6269-00-701-99-0-00		144.54
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-41-6269-00-702-99-0-00		144.54
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-41-6269-00-727-99-0-00		144.54
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-53-6269-00-953-99-0-00		122.40
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-51-6269-00-951-99-0-00		41.18
Spectrum Imaging	1256323	05/01/2021	200000640	District wide copier leases	199-11-6269-00-001-11-8-10		589.91
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	101-35-6269-00-901-99-0-00		1.91
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	101-35-6269-00-902-99-0-00		1.03
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	101-35-6269-00-903-99-0-00		1.03
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-53-6269-00-953-99-0-00		3.06
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-51-6269-00-951-99-0-00		1.03
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-11-6269-00-001-11-8-10		14.75
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-23-6269-00-001-11-8-10		14.75
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-11-6269-00-041-11-8-10		8.52
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-23-6269-00-041-11-8-10		8.52
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-11-6269-00-044-11-8-10		8.10
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-23-6269-00-044-11-8-10		8.10
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-11-6269-00-101-11-8-10		8.08
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-23-6269-00-101-11-8-10		8.08
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-41-6269-00-750-99-0-00		3.46
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-41-6269-00-701-99-0-00		3.61

Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-41-6269-00-702-99-0-00		3.61
Spectrum Imaging	1256324	05/01/2021	200000640	District wide copier leases	199-41-6269-00-727-99-0-00		3.61
Arspec, Inc.	30438	01/12/2021	200000645	Plaque for Employee Recognition	199-41-6499-00-750-99-0-00		85.00
Continental Termite & Pest Control,	56704	04/29/2021	200000646	district wide extermination	199-51-6249-00-951-99-0-00		950.00
Guitar Center	ARINV6263	04/07/2021	200000647	Stagg BBb Tuba, 3 top action valves, w/ABS	281-11-6399-00-041-11-4-00	2021	1,699.00
Guitar Center	ARINV6263	04/07/2021	200000647	case on wheels	281-11-6399-00-041-11-4-00	2021	
Guitar Center	ARINV6284	04/27/2021	200000647	Instruments for Music Class - Intermediate	281-11-6399-00-044-11-4-00	2021	899.00
Guitar Center	ARINV6292	05/04/2021	200000647	Subwoofer with DSP	281-11-6399-00-101-11-4-00	2021	340.00
Guitar Center	ARINV6292	05/04/2021	200000647	Microphone Clip Black	281-11-6399-00-101-11-4-00	2021	36.00
La Estrella	46544	04/08/2021	200000653	Pale Pink tshirts	865-00-2191-01-001-01-0-00		231.00
La Estrella	46544	04/08/2021	200000653	Yellow shirts	865-00-2191-01-001-01-0-00		231.00
La Estrella	46544	04/08/2021	200000653	Sapphire shirts	865-00-2191-01-001-01-0-00		231.00
LEGO Brand Retail, Inc.	119050290	05/04/2021	200000652	MS Science Starter Pack	199-11-6399-00-044-21-0-00		1,262.75
LEGO Brand Retail, Inc.	119050290	05/04/2021	200000652	MS Science Starter Pack	199-11-6399-00-999-21-0-00		56.65
O'Reilly Auto Enterprises LLC	5588-3128	05/09/2021	200000651	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		283.36
O'Reilly Auto Enterprises LLC	5588-3129	05/10/2021	200000651	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		537.13
O'Reilly Auto Enterprises LLC	5588-3129	05/10/2021	200000651	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		103.36
O'Reilly Auto Enterprises LLC	5588-3132	05/12/2021	200000651	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		11.99
Positive Promotions	06928248	04/14/2021	200000648	Set up Charge	281-11-6399-00-101-11-4-00	2021	200.00
Positive Promotions	06928248	04/14/2021	200000648	10x10 Gazebo	281-11-6399-00-101-11-4-00	2021	426.27
Positive Promotions	06928248	04/14/2021	200000648	Shipping/Handling	281-11-6399-00-101-11-4-00	2021	49.02
TASB, Inc.	622219	11/18/2021	200000649	Printing/Shipping Charges	199-41-6499-00-702-99-0-00		134.12
TASB, Inc.	622219	11/18/2021	200000649	TASB Localized Update 118	199-41-6499-00-702-99-0-00		1,580.00
Texas Association for the Gifted and Talanted	13758	11/23/2021	200000650	GiftED21 Conf. Registration Fee - Mena	199-13-6411-00-101-21-0-00		550.00
Texas Association for the Gifted and Talanted	13768	11/29/2021	200000650	GiftED21 Conf. Registration Fee - Vega	199-13-6411-00-101-21-0-00		450.00
4imprint, Inc.	9889147	04/29/2021	200000657	Freight	224-11-6399-01-918-23-0-00	2022	25.37
4imprint, Inc.	9889147	04/29/2021	200000657	Clique Ice 1/2 Zip pullover	224-11-6399-01-918-23-0-00	2022	540.00
Bsn Sports Collegiate	91580961	101/28/2021	200000654	Challenger Discus 1K	181-36-6399-00-001-91-0-77		49.00
Bsn Sports Collegiate	91580961	101/28/2021	200000654	700-Volt/Org-Zoom Rival SD 2 Shoes	181-36-6399-00-001-91-0-77		42.00
Bsn Sports Collegiate	91580961	101/28/2021	200000654	Iron Shot 4K	181-36-6399-00-001-91-0-77		32.00
La Estrella	47801	05/03/2021	200000659	Freshman class t-shirts sale	865-00-2191-02-001-02-0-00		460.00
O'Reilly Auto Enterprises LLC	5588-3133	05/13/2021	200000658	Bus/District Vehicle Parts/Service	199-34-6319-00-934-99-0-00		20.67
School Specialty	308103978	05/11/2021	200000655	PENCIL #2 PACK OF 144 - SCHOOL SMART	199-12-6399-00-041-11-0-00		19.04
School Specialty	308103978	05/11/2021	200000655	PASTELS BOX ASST COLOR SCHOOL SMART SET OF 48	199-12-6399-00-041-11-0-00		28.58
School Specialty	308103978	05/11/2021	200000655	CRAYONS CRAYOLA JUMBO CLASSPACK SET OF 200	199-12-6399-00-041-11-0-00		56.35
School Specialty	308103978	05/11/2021	200000655	FILE FOLDER REVERSIBLE SCHOOL SMART LETTER 1/3 CUT ASST PK OF 100	199-12-6399-00-041-11-0-00		16.74
School Specialty	308103978	05/11/2021	200000655	FOLDER FILE HANGING LEGAL 1/5 CUT ASST PK OF 25 SMD64159	199-12-6399-00-041-11-0-00		77.98
School Specialty	308103978	05/11/2021	200000655	MARKER PERMANENT BIC INTENSITY CHISEL BLACK PACK OF 36	199-12-6399-00-041-11-0-00		29.76
The Prophet Corporation	IN175637	05/06/2021	200000656	Rainbow TuffSpots	281-11-6399-00-041-11-2-00	2021	232.51
Bsn Sports Collegiate	917039994	05/04/2021	200000660	Dunlop Championship Tennis Balls	181-36-6399-00-001-91-0-78		360.00
Bsn Sports Collegiate	917039994	05/04/2021	200000660	Freight	181-36-6399-00-001-91-0-78		36.00
Guitar Center	ARINV6059	11/10/2021	200000661	Etude ETB-100 Series Student Trombone Regular Lacquer	281-11-6399-00-041-11-4-00	2021	574.95
Guitar Center	ARINV6059	11/10/2021	200000661	Allara AAHN-103 Series Single French Horn Regular AAHN-103 Lacquer	281-11-6399-00-041-11-4-00	2021	899.98
Guitar Center	ARINV6059	11/10/2021	200000661	Etude EAS-100 Student Alto Saxophone Lacquer	281-11-6399-00-041-11-4-00	2021	1,566.00
Guitar Center	ARINV6059	11/10/2021	200000661	Etude Student Clarinet Model ECL-100 Regular Standard	281-11-6399-00-041-11-4-00	2021	535.00
Guitar Center	ARINV6059	11/10/2021	200000661	Etude Model EFL-100 Student Flute Regular Closed Hole, Offset G, C Foot	281-11-6399-00-041-11-4-00	2021	535.00
Guitar Center	ARINV6252	03/29/2021	200000661	Instruments for Music Class - Intermediate	281-11-6399-00-044-11-4-00	2021	281.00
Guitar Center	ARINV6253	03/29/2021	200000661	Instruments for Music Class - Intermediate	281-11-6399-00-044-11-4-00	2021	7,655.00
Guitar Center	ARINV6253	03/30/2021	200000661	Instruments for Music Class - Intermediate	281-11-6399-00-044-11-4-00	2021	831.25
Oriental Trading Co., Inc.	716445643	04/25/2021	200000662	Paw Print Certificate	281-11-6399-00-101-30-0-01	2021	3.07
Oriental Trading Co., Inc.	716445643	04/25/2021	200000662	Science Certificates	281-11-6399-00-101-30-0-01	2021	4.79

Oriental Trading Co., Inc.	71644564304/25/202: 200000662	Bright Certificates	281-11-6399-00-101-30-0-01	2021	1.57	
Oriental Trading Co., Inc.	71644564304/25/202: 200000662	Certificates of Recognition	281-11-6399-00-101-30-0-01	2021	4.55	
Oriental Trading Co., Inc.	71644567204/26/202: 200000662	Star Trophies	281-11-6399-00-101-30-0-01	2021	19.99	
Oriental Trading Co., Inc.	71644567204/26/202: 200000662	Water Bottles	281-11-6399-00-101-30-0-01	2021	141.49	
Oriental Trading Co., Inc.	71677955705/11/202: 200000662	Shipping/Handling	181-36-6499-00-101-99-0-00		6.99	
Oriental Trading Co., Inc.	71677955705/11/202: 200000662	Certificate of Awards Stars	181-36-6499-00-101-99-0-00		5.03	
School Outfitters LLC	INV13750803/14/202: 200000663	Large & multi-sized instrument locker PO got stuck in system	281-11-6399-00-001-30-4-00	2021	5,912.79	
School Outfitters LLC	INV13771004/22/202: 200000663	Band Podium, uniform & hat mover - PO got stuck in the system	281-11-6399-00-001-30-4-00	2021	4,473.53	
Guitar Center	ARINV630105/11/202: 200000664	MUSICIANS GEAR KS505MG PADDED PIANO BENCH BLK	199-11-6399-00-044-11-0-00		13.00	
Guitar Center	ARINV630105/11/202: 200000664	MUSICIANS GEAR KS505MG PADDED PIANO BENCH BLK	281-11-6399-00-044-11-4-00	2021	787.00	
Guitar Center	ARINV630105/11/202: 200000664	VANDOREN CR503 56 RUE LEPIC BB CLARINET	281-11-6399-00-044-11-4-00	2021	384.00	
Guitar Center	ARINV630105/11/202: 200000664	STRENGTH 3 REED (10 PACK)	281-11-6399-00-044-11-4-00	2021	495.66	
L & W Supply	10022775405/16/202: 200000665	usg2410 5/8"x 2'x4'usg radar sq 64sf white 8/ct #2410	199-51-6319-00-951-99-0-18		10,598.40	
L & W Supply	122916-0005/18/202: 200000665	usg2410 5/8"x 2'x4'usg radar sq 64sf white 8/ct #2410	199-51-6319-00-951-99-0-18		10,156.80	
Bsn Sports Collegiate	91588643202/03/202: 200000666	Freight	181-36-6399-00-001-91-0-75		36.46	
Bsn Sports Collegiate	91588643202/03/202: 200000666	Grey-Adult Open Bottom Baseball Pant9-SML5-MED5-LRG5-XLG	181-36-6399-00-001-91-0-75		455.76	43
Bsn Sports Collegiate	91615476002/23/202: 200000666	Freight	181-36-6399-00-041-91-0-75		61.44	
Bsn Sports Collegiate	91615476002/23/202: 200000666	SCA/WHT-V-NECK Baseball JerseySML-6MED-10LRG-5XLG-3	181-36-6399-00-041-91-0-75		768.00	
Bsn Sports Collegiate	91637954603/14/202: 200000666	Freight	181-36-6399-00-001-91-0-75		15.00	
Bsn Sports Collegiate	91637954603/14/202: 200000666	Red/Wht-Classic II OTC Sock	181-36-6399-00-001-91-0-75		160.00	
C & M Plaque & Trophy Inc.	61773 05/10/202: 200000667	XP Paw Medals	199-11-6399-00-101-21-0-00		61.20	
C & M Plaque & Trophy Inc.	61888 05/18/202: 200000667	Glass Circle	199-11-6499-00-001-11-2-22		170.00	
C & M Plaque & Trophy Inc.	61888 05/18/202: 200000667	8X10 Rosewood Frame - Mr. & Miss	199-11-6499-00-001-11-2-22		140.00	
C & M Plaque & Trophy Inc.	61888 05/18/202: 200000667	8X10 Rounded Rosewood Val & Sal	199-11-6499-00-001-11-2-22		140.00	
C & M Plaque & Trophy Inc.	61945 05/19/202: 200000667	XR Silver Medal	199-11-6499-00-918-23-0-00		70.20	
C & M Plaque & Trophy Inc.	61945 05/19/202: 200000667	XR Gold medal	199-11-6499-00-918-23-0-00		78.00	
C & M Plaque & Trophy Inc.	61945 05/19/202: 200000667	XR 3rd place medal	224-11-6499-00-918-23-0-00	2022	31.20	
C & M Plaque & Trophy Inc.	61945 05/19/202: 200000667	XR Silver Medal	224-11-6499-00-918-23-0-00	2022	7.80	
Lakeshore Learning Materials	87779705105/10/202: 200000668	Mobile Teaching Easel	282-12-6399-00-101-30-0-00	2021	474.05	
Positive Promotions	06952194 05/06/202: 200000669	Sporty Water Bottle 20-oz Blank	199-33-6499-00-933-99-0-00		297.00	
Positive Promotions	06952194 05/06/202: 200000669	shipping	199-33-6499-00-933-99-0-00		35.95	
					217,855.83	

<u>Payee Name</u>	<u>Invoice Number</u>	<u>Date</u>	<u>Check Number</u>	<u>Date</u>	<u>Invoice Description</u>	<u>Account Number</u>	<u>Pgm Year</u>	<u>Amount</u>
Citibank	205	04/08/2022	156667	06/01/2022	Hotel for Legislative Advisory Council (LAC) Meeting	199-41-6419-02-702-99-0-		200.88
Citibank	3XAJJQ	05/31/2022	156668	06/01/2022	Elementary Technology Conference at Galveston, TX.	281-13-6411-00-101-30-0-	2021	2,831.76
Citibank	618	02/06/2022	156669	06/01/2022	TCEA 2022 Hotel Expense	199-53-6411-00-953-99-0-		1,054.56
Citibank	16781	05/27/2022	156670	06/01/2022	3rd grade field trip. 46 students	282-11-6499-00-044-30-0-	2021	1,195.08
Citibank	616	02/06/2022	156671	06/01/2022	TCEA 2022 Hotel Expense	199-53-6411-00-953-99-0-		1,191.43
Citibank	INV150513392	05/30/2022	156672	06/01/2022	Monthly fee for Zoom Subscription	199-41-6499-00-701-99-0-		55.24
Citibank	7FC19B42461D4F1D	05/27/2022	156673	06/01/2022	Lunch	461-11-6499-00-999-23-0-		269.22
Citibank	07092022	06/02/2022	156695	06/03/2022	ASCA Conference 2022	289-31-6411-00-999-30-0-	2022	459.00
Citibank	2EH4WD	06/02/2022	156696	06/03/2022	ASCA Conference 2022	289-31-6411-00-999-30-0-	2022	328.96
Citibank	205-1	06/09/2022	156715	06/09/2022	PO 151171 got stuck in the system Traditional	199-23-6411-00-001-11-0-		161.00
Citibank	2R38GQ	06/07/2022	156716	06/09/2022	Travel arrangements for Summer Leadership Institute 2022 - Board President	199-41-6419-02-702-99-0-		324.96
Citibank	204-1	06/09/2022	156717	06/09/2022	PO 151171 got stuck in the system traditional	181-36-6412-00-001-91-0-		161.00
Citibank	BI1PA5A72F0B	03/22/2022	156718	06/09/2022	TLA 2022 Annual Conference travel for Mrs. Vega and Mrs. Aguirre.	281-13-6411-00-041-30-0-	2021	90.63
Citibank	BI1PA5A72F0B	03/22/2022	156718	06/09/2022	TLA 2022 Annual Conference travel for Mrs. Vega and Mrs. Aguirre.	281-13-6411-00-044-30-0-	2021	84.37
Citibank	BE1P4D08D9D9	03/22/2022	156719	06/09/2022	TLA 2022 Annual Conference travel for Mrs. Vega and Mrs. Aguirre.	281-13-6411-00-041-30-0-	2021	196.79
Citibank	BE1P4D08D9D9	03/22/2022	156719	06/09/2022	TLA 2022 Annual Conference travel for Mrs. Vega and Mrs. Aguirre.	281-13-6411-00-044-30-0-	2021	183.21
Citibank	55758-1	06/09/2022	156720	06/09/2022	PO 151171 got stuck in the system traditional	199-41-6411-00-701-99-0-		161.00
Citibank	BM1P4A15169F	03/22/2022	156721	06/09/2022	TLA 2022 Annual	281-13-6411-00-041-30-0-	2021	196.79
Citibank	BM1P4A15169F	03/22/2022	156721	06/09/2022	Conference travel for Mrs. Vega and Mrs. Aguirre.	281-13-6411-00-041-30-0-	2021	
Citibank	BM1P4A15169F	03/22/2022	156721	06/09/2022	TLA 2022 Annual Conference travel for Mrs. Vega and Mrs. Aguirre.	281-13-6411-00-044-30-0-	2021	183.21
Citibank	KVCHKI	04/01/2022	156722	06/09/2022	TLA Flight - Pat Vega	281-13-6411-00-044-30-0-	2021	436.20
Citibank	BQ1P7D22D9A2	03/22/2022	156723	06/09/2022	TLA 2022 Annual Conference travel for Mrs. Vega and Mrs. Aguirre.	281-13-6411-00-041-30-0-	2021	41.95
Citibank	BQ1P7D22D9A2	03/22/2022	156723	06/09/2022	TLA 2022 Annual Conference travel for Mrs. Vega and Mrs. Aguirre.	281-13-6411-00-044-30-0-	2021	39.05
Citibank	4BYW3O	02/18/2022	156753	06/16/2022	Governance Camp Travel	199-41-6419-06-702-99-0-		220.25
Citibank	4BYW3O	02/18/2022	156753	06/16/2022	Governance Camp Travel	199-41-6419-02-702-99-0-		131.21
Citibank	330441495	06/12/2022	156754	06/16/2022	Elementary Technology Conference at Galveston, TX.	281-13-6411-00-101-30-0-	2021	487.73
Citibank	13906-5	04/29/2022	156766	06/16/2022	Rental of red carpet and stanchion crowd control	865-00-2191-04-001-04-0-		269.78
Citibank	072200307269061022	06/10/2022	156777	06/23/2022	Misc. Items for PD	199-41-6499-00-701-99-0-		11.95
Citibank	229	04/22/2022	156778	06/23/2022	Hotel 300 for 3 students 2 sponsors	181-36-6412-00-001-99-0-		75.21
Citibank	123	04/22/2022	156779	06/23/2022	Hotel 300 for 3 students 2 sponsors	181-36-6412-00-001-99-0-		75.21
Citibank	112	04/22/2022	156780	06/23/2022	Hotel 300 for 3 students 2 sponsors	181-36-6412-00-001-99-0-		75.21
Citibank	2ICFSM	06/20/2022	156781	06/23/2022	ASCA Conference 2022	289-31-6411-00-999-30-0-	2022	540.95
Citibank	2060402	06/20/2022	156782	06/23/2022	Catering for leadership summit 2022	199-13-6499-00-999-11-0-		956.51
Citibank	14613636	06/22/2022	156783	06/23/2022	Travel for Instr. Tech Specialist; ISTE Conference New Orleans	211-13-6411-22-999-11-0-	2022	710.00
Citibank	007214	06/09/2022	156784	06/23/2022	Paper crafts	199-11-6399-00-001-22-0-		338.71

Citibank	UJUYBS	06/20/2022	156785	06/23/2022	Travel for Instr. Tech Specialist; ISTE Conference New Orleans	211-13-6411-22-999-11-0-	2022	1,138.21
Citibank	206-A	06/12/2022	156786	06/23/2022	Elementary Technology Conference at Galveston, TX.	281-13-6411-00-101-30-0-	2021	425.48
Citibank	022100505287061022	06/10/2022	156787	06/23/2022	Misc. Items for PD	199-41-6499-00-701-99-0-		63.74
Citibank	102	06/06/2022	156788	06/23/2022	Tx dot physical	199-34-6299-00-934-99-0-		50.00
Citibank	208-A	06/12/2022	156789	06/23/2022	Elementary Technology Conference at Galveston, TX.	281-13-6411-00-101-30-0-	2021	425.48
Citibank	231	04/22/2022	156790	06/23/2022	Hotel 300 for 3 students 2 sponsors	181-36-6412-00-001-99-0-		75.21
Citibank	14541	11/05/2021	156791	06/23/2022	State XC Meet UIL	199-41-6411-00-701-99-0-		42.53
Citibank	0604-1	10/19/2021	156818	06/23/2022	PO 150892 stuck in the System	199-41-6411-00-701-99-0-		584.37
Citibank	113067	06/22/2022	156819	06/23/2022	Catering for leadership summit 2022	199-13-6499-00-999-11-0-		241.70
Citibank	212-A	06/12/2022	156820	06/23/2022	Elementary Technology Conference at Galveston, TX.	281-13-6411-00-101-30-0-	2021	425.48
Citibank	2022 ASCA	06/20/2022	156821	06/23/2022	ASCA Conference 2022	289-31-6411-00-999-30-0-	2022	459.00
Citibank	112-1272005-5442634	06/23/2022	156842	06/30/2022	Items for folklorico/dance and twirlers.	281-11-6399-00-044-30-0-	2021	289.80
Citibank	29-0604 06302022	06/30/2022	156843	06/30/2022	Finance charge for account 0604	199-41-6499-00-750-99-0-		49.39
Citibank	UIDDHC-1	06/28/2022	156844	06/30/2022	Hotel & Flights for AVID Summer	281-13-6411-00-041-30-0-	2021	1,818.40
Citibank	112-6020798-7668206	06/23/2022	156845	06/30/2022	Items for folklorico/dance and twirlers.	281-11-6399-00-044-30-0-	2021	1,058.29
Citibank	112-8217083-9664259	06/23/2022	156846	06/30/2022	Items for folklorico/dance and twirlers.	281-11-6399-00-044-30-0-	2021	349.90
Citibank	CKNCKQ	06/28/2022	156847	06/30/2022	Hotel & Flights for AVID Summer	281-13-6411-00-044-30-0-	2021	696.20
Citibank	113-7924262-8716263	05/10/2022	156848	06/30/2022	Misc items needed for employee gala	461-41-6499-00-727-99-0-		15.98
Citibank	UIDDHC	06/28/2022	156849	06/30/2022	Hotel & Flights for AVID Summer	281-13-6411-00-001-30-0-	2021	6,364.40
Citibank	HCOYPF	06/28/2022	156850	06/30/2022	Hotel & Flights for AVID Summer	281-13-6411-00-044-30-0-	2021	696.20
Citibank	113-9273503-2795442	05/05/2022	156851	06/30/2022	Misc items needed for employee gala	461-41-6499-00-727-99-0-		20.98
Citibank	113-4766864-2613813	05/03/2022	156865	06/30/2022	Inflatable Arch	865-00-2191-01-750-01-0-		196.99
								29,226.74



MEMORANDUM

To: Members of the Board of Trustees
From: Luis M. Guerra, Director of Finance
Subject: Quarterly Investment Report – Quarter Ending June 30, 2022
Date: July 27, 2022

Introduction

This report presents a comprehensive look at the investment program and activity of the Tornillo Independent School District (TISD) for the quarter ending June 30, 2022. The Public Funds Investment Act requires quarterly reporting of investment activity and balances.

The investment objectives of preservation and safety of principal, liquidity and yield drive investment activities. These objectives dictate the types of investment vehicles that the TISD utilizes.

As of June 30, 2022, the TISD had funds invested in the Lone Star Investment Pool and at WestStar Bank. At WestStar Bank, the TISD has interest bearing and earnings credit accounts.

Analysis of Investment Performance

The focus of the investment program is the preservation and safety, liquidity and yield of invested funds. Funds must be available to meet daily cash requirements, as well as short-term and long-term needs. Maximizing investment yields are only considered after the other investment objectives have been met. Investment yields are reported for the quarter ending June 30, 2022.

The TISD began the quarter with \$9,339,415 in invested funds. This amount decreased to \$8,656,541 mainly resulting from processing grant disbursements during the quarter.

The majority of TISD invested funds are invested in corporate overnight funds. The quarter began with the corporate overnight fund yield of 0.0908% and ended with a corporate overnight fund yield of 0.6048%.

General Fund – Corporate Overnight Fund

General Fund investments are restricted by payroll pay dates and accounts payable check runs, since payments for all non-student activity funds are initially paid out of this fund. Transfers are made as needed from the Lone Star Investment Pool to WestStar bank to cover cash disbursements. The invested balance in the General Fund began the quarter with \$8,506,771 in invested funds and ended the quarter with a balance of \$7,800,306. The decrease mainly due to grant disbursements.

Investment	Jan-Mar	Apr-June	Change
Lone Star	\$8,260,120	\$7,526,913	(\$733,207)
WestStar	246,650	273,393	26,743
Total	\$8,506,771	\$7,800,306	(\$706,464)

Interest and Sinking Fund – Corporate Overnight Fund

Interest and Sinking (I&S) Fund investments are restricted to the payment of the TISD debt. The invested balance in the I&S Fund began the quarter with \$601,798 in invested funds and ended the quarter with a balance of \$622,876. The increase in invested funds is attributed to tax revenue during the quarter. Tornillo will pay bond payments in the amount of \$236,038 due on August 1, 2021.

Investment	Jan-Mar	Apr-June	Change
Lone Star	\$500,206	\$501,214	\$1,009
WestStar	101,592	121,661	20,069
Total	\$601,798	\$622,876	\$21,078

Maintenance Tax Note – Corporate Overnight Fund

The Maintenance Tax Note Fund began the quarter with an invested balance of \$232,889 and ended the quarter with a balance of \$233,358. The increase in invested funds is attributed to interest earnings of \$469 received during the quarter.

Conclusion

COVID-19 continues to impact the equity markets resulting from transitory inflation and US treasury maintaining interest rates near zero the economy is gradually getting better.

The District will continue to monitor the yields in longer term investments. Monthly yields have increased over the course of the quarter and are currently as competitive as yields in longer term investments. The District will continue to use governmental investment pools and should consider fixed maturity investments when available. As the district's investment officer, I will continue to seek investment opportunities after investment preservation and safety, liquidity and yield are considered. The investment portfolio has met the Public Funds Investment Act and the Board's investment policy requirements throughout the quarter.



Luis M Guerra, Investment Office

Tornillo Independent School District

Quarterly Investments Report

As of June 30, 2022

Description	Maturity Date	3/31/2022 Interest Rate*	3/31/2021 Book Value	6/30/2022 Book Value	3/31/2021 Market Value	6/30/2022 Market Value	Change in Book Value	Change in Market Value	Accrued Interest
Lone Star Investment Pool (Cash & Cash Equivalents)									
General Fund (199-1107)	On Demand	0.604800%	\$8,260,120.34	\$7,526,912.96	\$8,258,242.88	\$7,525,216.46	-8.88%	-8.88%	\$ 14,608.11
M & O Tax Note 2008 (197-1107)	On Demand	0.604800%	\$232,889.08	\$233,358.64	\$232,836.15	\$233,306.04	0.20%	0.20%	\$ 469.56
Interest & Sinking Fund (599-1107)	On Demand	0.604800%	\$500,205.62	\$501,214.15	\$500,091.93	\$501,102.86	0.20%	0.20%	\$ 1,008.53
Construction Fund (698-1107)	On Demand	0.000000%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$ -
Interest & Sinking Fund (599-1107)	On Demand	0.000000%	\$1.68	\$1.68	\$1.68	\$1.68	0.00%	0.00%	\$ -
Construction Account - Government (698-1107)	On Demand	0.000000%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$ -
Total Lone Star Investment Pool:			\$8,993,216.72	\$8,261,487.43	\$8,991,172.64	\$8,259,627.04			\$16,086.20

* Average Interest Rate for the quarter

WestStar Bank (Cash)

General Fund (199-1110)	On Demand	0.07%	\$246,650.25	\$121,661.49	\$246,650.25	\$121,661.49	-50.67%	-50.67%	\$ 39.87
Interest & Sinking Fund (599-1110)	On Demand	0.07%	\$101,592.35	\$101,592.35	\$101,592.35	\$101,592.35	0.00%	0.00%	\$ 20.76
Construction Fund (698-1110)	On Demand	0.07%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$ -
Total WestStar Bank:			\$348,242.60	\$223,253.84	\$457,718.15	\$223,253.84			\$60.63
Total Investments:			\$9,244,237.81	\$8,484,741.27	\$9,244,154.04	\$8,482,880.88			\$16,146.83

S&P Rating
Corporate Overnight Fund - AAAm
Government Overnight Fund - AAAm

49

Asset	Portfolio Weight Average Maturity (WAM)			
	Book Value	Days to Maturity	Maturity Date	WAM
Lonestar Investment Pool	\$8,261,487.43	1.00	7/1/2022	0.9737
WestStar Bank	\$223,253.84	1.00	7/1/2022	0.0263
Total	\$8,484,741.27			1.0000

Investment Objectives (Priority Order):

1. Preservation & Safety of principal;
2. Liquidity; and
3. Yield



Luis M. Guerra, Investment Officer





First Public
12007 Research Blvd.
Austin, Texas 78759
800.558.8875 • firstpublic.com

Fund Performance Update

June 30, 2022

Comments by Mellon, Investment Manager

Custodian Bank: State Street Bank

Investment Managers:

*American Beacon Advisors and
Mellon Investments Corp (Dreyfus)*

The Lone Star Investment Pool is endorsed by:



The Lone Star Investment Pool Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, changes, and expenses associated with this or any security prior to investing. Investment in Lone Star Investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency, and although Lone Star seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in Lone Star. For further information or for an Information Statement contact First Public at 800.558.8875. The return information is net of all current operating expenses. The return represents past performance and is no indication of future results.

It was a volatile month in U.S. Treasury rates as the two-year note was higher by as much as 90 basis points at one point. Yields fell from their peak in the second half of June as the two-year note finished the month with a total increase in yield of 40 basis points. The CPI numbers released the Friday before the FOMC meeting indicated that inflation was not showing signs of slowing down as the headline number rose 8.6% YoY, and the core number, which excludes food and energy, rose 6.0%. These numbers were among many factors that caused the Fed to raise the target rate by 75 basis points at the June 15th FOMC meeting, the largest rate hike since 1994. The labor market remains solid with payrolls continuing to post solid gains and the unemployment rate remaining at 3.6%. Recession fears have increased, which has put downward pressure on longer-term rates and caused the yield curve to flatten. At the end of June, the Fed funds futures market was pricing in at least a 50-basis point hike in July, with a 65% chance of a 75-basis point hike. For the remainder of 2022, the futures market is pricing in an additional 175 basis points in total rate hikes as the most likely scenario.

Active Participants This Month

Schools and Colleges	573
Other Governmental Entities	79
<i>Total</i>	652



Government Overnight Fund

Return Information

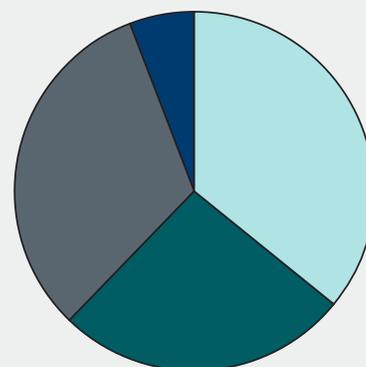
June 30, 2022

Average Monthly Return (a)	0.98%
SEC 7-day Fund Yield (b)	1.31%
Weighted Average Maturity One (c)	12 days
Weighted Average Maturity Two (c)	80 days
Portfolio Maturing beyond One Year	7%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	1,707,897,290.26	1,707,897,290.26
US Treasuries	1,242,844,818.40	1,242,168,830.33
Agencies	1,521,348,464.41	1,521,371,024.21
Money Market Funds	266,938,037.72	266,938,037.72
Total Assets	4,739,028,610.79	4,738,375,182.52

Investment Distribution



Cash Repo	36%
Treasuries	26%
Agencies	32%
Money Market	6%

(a) The return information represents the average annualized rate of return on investments for the time period referenced. Return rates reflect a partial waiver of the Lone Star Investment Pool operating expense. Past performance is no guarantee of future results.

Corporate Overnight Fund

Return Information

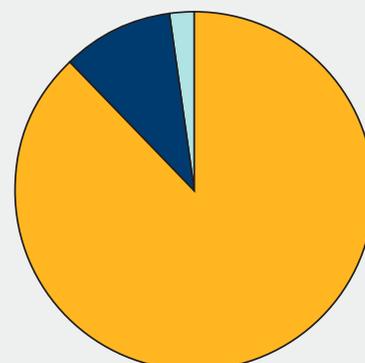
May 31, 2022

Average Monthly Return (a)	1.18%
SEC 7-day Fund Yield (b)	1.48%
Weighted Average Maturity One (c)	14 days
Weighted Average Maturity Two (c)	62 days
Portfolio Maturing beyond One Year	0%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	86,059,923.52	86,059,923.52
US Treasuries	-	-
Agencies	-	-
Commercial Paper	3,245,899,091.09	3,245,067,731.48
Money Market Funds	369,902,539.00	369,899,533.31
Total Assets	3,701,861,533.61	3,701,027,188.31

Investment Distribution



Commercial Paper	88%
Money Market	10%
Cash Repo	2%

(b) **SEC 7-Day Yield Calculation**

$$\text{Yield} = 2 \left[\left[\frac{a-b}{cd} + 1 \right]^6 - 1 \right]$$

a - Dividend and interest income
b - Expenses accrued for the period
c - Average daily number of shares outstanding during the period that was entitled to dividends
d - Maximum offering price per share on the last day of the period

Corporate Overnight Plus Fund

Return Information

June 30, 2022

Average Monthly Return (a)	1.19%
SEC 7-day Fund Yield (b)	1.50%
Weighted Average Maturity One (c)	19 days
Weighted Average Maturity Two (c)	79 days
Portfolio Maturing beyond One Year	0%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAf/S1+

Inventory Position

	Book Value	Market Value
Cash/Repo	-	-
US Treasuries	-	-
Agencies	-	-
Commercial Paper	8,040,076,499.97	8,037,228,838.47
Money Market Funds	336,407,942.54	336,406,106.68
Total Assets	8,376,484,442.51 *	8,373,634,945.15*

* Total Assets reflects unsettled securities transaction that has a net effect of (162,330,674.12)

Investment Distribution



■ Commercial Paper	96%
■ Money Market	4%*

(c) The Weighted Average Maturity One calculation uses the industry standard definition of state maturity for floating rate instruments, the number of days until the next reset date. The Weighted Average Maturity Two calculation uses the final maturity of any floating rate instruments, as opined in Texas Attorney General Opinion No. JC0359.



Participant #: 71908

Lone Star™ 2022 3rd Quarter
Investment Pool **Quarterly Statement**

Statement Period: 04/01/2022 to 06/30/2022

Luis M Guerra
Tornillo ISD
PO Box 170
Tornillo, Texas 79853-0170



Summary of Portfolio Holdings

Account	Fund	Number of Shares	Price Per Share	Account Book Value (USD)	Account Market Value (USD)	% Port.
General Fund	Corporate Overnight Fund	7,526,912.96	1.00	7,526,912.96	7,525,216.46	91.11%
Totals:				7,526,912.96	7,525,216.46	

Account	Fund	Number of Shares	Price Per Share	Account Book Value (USD)	Account Market Value (USD)	% Port.
Interest & Sinking Account	Corporate Overnight Fund	501,214.15	1.00	501,214.15	501,101.18	6.07%
	Government Overnight Fund	1.68	1.00	1.68	1.68	0.00%
Totals:				501,215.83	501,102.86	

Account	Fund	Number of Shares	Price Per Share	Account Book Value (USD)	Account Market Value (USD)	% Port.
Maintenance Tax Note 2008 - Fund 197	Corporate Overnight Fund	233,358.64	1.00	233,358.64	233,306.04	2.82%
Totals:				233,358.64	233,306.04	

Totals

Fund	Number of Shares	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	8,261,485.75	1.00	8,261,485.75	100.00 %
Government Overnight Fund	1.68	1.00	1.68	0.00 %
Corporate Overnight Plus Fund	0.00	1.00	0.00	0.00 %
Total Value:			8,261,487.43	100.00 %

Portfolio Transactions

General Fund - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2022	Starting Balance	8,260,120.34			8,260,120.34
04/04/2022	Deposit	8,361,879.25	101,758.91	1.00	101,758.91
04/04/2022	Withdrawal	8,161,879.25	-200,000.00	1.00	-200,000.00
04/05/2022	Deposit	8,165,397.94	3,518.69	1.00	3,518.69
04/06/2022	Deposit	8,190,739.94	25,342.00	1.00	25,342.00
04/12/2022	Withdrawal	7,710,739.94	-480,000.00	1.00	-480,000.00



General Fund - Corporate Overnight Fund (Continued)

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/18/2022	Withdrawal	7,560,739.94	-150,000.00	1.00	-150,000.00
04/22/2022	Deposit	7,624,749.09	64,009.15	1.00	64,009.15
04/25/2022	Deposit	7,636,946.09	12,197.00	1.00	12,197.00
04/25/2022	Withdrawal	7,216,946.09	-420,000.00	1.00	-420,000.00
04/28/2022	Withdrawal	6,996,946.09	-220,000.00	1.00	-220,000.00
04/29/2022	Interest	6,999,626.02	2,679.93	1.00	2,679.93
05/02/2022	Deposit	7,047,763.02	48,137.00	1.00	48,137.00
05/03/2022	Deposit	7,050,387.89	2,624.87	1.00	2,624.87
05/06/2022	Withdrawal	6,900,387.89	-150,000.00	1.00	-150,000.00
05/12/2022	Withdrawal	6,485,387.89	-415,000.00	1.00	-415,000.00
05/16/2022	Deposit	6,502,629.73	17,241.84	1.00	17,241.84
05/16/2022	Deposit	6,516,470.66	13,840.93	1.00	13,840.93
05/16/2022	Deposit	6,527,600.97	11,130.31	1.00	11,130.31
05/16/2022	Deposit	6,528,197.18	596.21	1.00	596.21
05/16/2022	Deposit	6,648,951.58	120,754.40	1.00	120,754.40
05/16/2022	Deposit	6,651,633.68	2,682.10	1.00	2,682.10
05/16/2022	Deposit	6,669,957.75	18,324.07	1.00	18,324.07
05/16/2022	Deposit	6,672,841.63	2,883.88	1.00	2,883.88
05/16/2022	Deposit	6,788,807.02	115,965.39	1.00	115,965.39
05/17/2022	Deposit	6,833,851.89	45,044.87	1.00	45,044.87
05/20/2022	Withdrawal	6,733,851.89	-100,000.00	1.00	-100,000.00
05/24/2022	Deposit	6,810,091.98	76,240.09	1.00	76,240.09
05/25/2022	Deposit	7,835,477.98	1,025,386.00	1.00	1,025,386.00
05/26/2022	Deposit	7,835,811.82	333.84	1.00	333.84
05/26/2022	Withdrawal	7,415,811.82	-420,000.00	1.00	-420,000.00
05/27/2022	Deposit	7,646,122.61	230,310.79	1.00	230,310.79
05/27/2022	Withdrawal	7,546,122.61	-100,000.00	1.00	-100,000.00
05/31/2022	Interest	7,550,985.09	4,862.48	1.00	4,862.48
06/03/2022	Deposit	7,575,954.56	24,969.47	1.00	24,969.47
06/03/2022	Deposit	7,579,409.80	3,455.24	1.00	3,455.24
06/06/2022	Withdrawal	7,379,409.80	-200,000.00	1.00	-200,000.00
06/08/2022	Deposit	7,478,808.71	99,398.91	1.00	99,398.91
06/13/2022	Withdrawal	6,998,808.71	-480,000.00	1.00	-480,000.00
06/21/2022	Withdrawal	6,518,808.71	-480,000.00	1.00	-480,000.00
06/24/2022	Deposit	7,585,060.71	1,066,252.00	1.00	1,066,252.00
06/29/2022	Deposit	7,669,847.26	84,786.55	1.00	84,786.55
06/30/2022	Withdrawal	7,519,847.26	-150,000.00	1.00	-150,000.00
06/30/2022	Interest	7,526,912.96	7,065.70	1.00	7,065.70
06/30/2022	Ending Balance	7,526,912.96			7,526,912.96

Interest & Sinking Account - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2022	Starting Balance	500,205.62			500,205.62
04/29/2022	Interest	500,379.47	173.85	1.00	173.85
05/31/2022	Interest	500,727.68	348.21	1.00	348.21
06/30/2022	Interest	501,214.15	486.47	1.00	486.47
06/30/2022	Ending Balance	501,214.15			501,214.15

Interest & Sinking Account - Government Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2022	Starting Balance	1.68			1.68
06/30/2022	Ending Balance	1.68			1.68



Maintenance Tax Note 2008 - Fund 197 - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2022	Starting Balance	232,889.08			232,889.08
04/29/2022	Interest	232,970.02	80.94	1.00	80.94
05/31/2022	Interest	233,132.14	162.12	1.00	162.12
06/30/2022	Interest	233,358.64	226.50	1.00	226.50
06/30/2022	Ending Balance	233,358.64			233,358.64

Important Information about this statement

Please review this statement carefully, it is the official record of your account with Lone Star Investment Pool and First Public, LLC. If you disagree with any transaction, or if there are any errors or omissions in this statement please notify us promptly in writing, but no later than 10 business days after receipt of this statement. Trades pending settlement will not appear on this statement. All such trades will appear in the next monthly statement. The yield for the period is an annualized rate that reflects the relationship between the average amount of income earned and the average daily balance for the account. Please notify First Public promptly and in writing of any changes of address or phone number. Times of transactions will be furnished upon written request. The Lone Star Investment Pool Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, charges and expenses associated with municipal fund securities before investing. All transactions are no load. No remuneration has, or will be, paid to any entity in connection with this transaction. An investor may obtain an Information Statement by contacting First Public at the address and phone number identified above. An investment in Lone Star investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC") or any other government agency and although Lone Star Investment Pool seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in municipal fund securities.

Memorandum

To: Board of Trustees
From: Rene Estrada, Maintenance/Transportation Director
Subject: Construction of New Cafeteria
Date: 7/27/2022

History:

The two campuses have been sharing the cafeteria which does not allow staff enough time to sanitize and disinfect between each lunch period.

Rationale:

District would like to have the construction of the new cafeteria

Budget Impact:

The budget impact will be \$36,000 taken from account 281.81.6639.00.999.99.0.00

Administrative Recommendation:

The recommendation to the Board of trustees is to approve the construction of a new cafeteria with Countryman & Co.

Tornillo Independent School District

19200 Cobb Ave. | Tornillo, Texas 79853 | 915.497.4203 | EstradaRe@tisd.us

July 19, 2022

TISD GYM CONVERSION TO CAFETERIA

Dear Mr. Estrada -

Thank you for considering Countryman & Co. We appreciate it. Based on our recent conversation and walk-through, we understand the scope of work for this fee proposal to be as follows:

Scope of Services Countryman & Co. shall provide architectural, mechanical, plumbing and electrical engineering services as needed to design a renovation to convert as much of the building as needed into a commercial kitchen large enough to serve the intended population – with 2, to possibly 3 serving lines. To plan and design this, prior to working with, and releasing the project to engineers, Countryman & Co. will be working with Harder Structural Engineering and TISD's food service equipment vendor, to open up spaces, review number of emergency exits needed, and to see if 1 corridor which interrupts the proposed kitchen area can be eliminated, and planning the kitchen equipment layout – and of course, working with you, and your food service personnel to make sure its what you need.

Information Needed from Owner TISD probably has a food service equipment vendor they will be working with. This fee proposal is based on working closely with them, and for that vendor to provide equipment schedules, cut sheets, and equipment layouts, working cooperatively with our design team.

Compensation & Consultants Countryman & Co. calculated our fees for this project based on hourly rates, time anticipated to be expended, and consultant proposals. This fee proposal excludes any other services and consultants not explicitly mentioned in our fee proposal. Based on our current understanding of the scope of work, and our calculations, we respectfully request compensation of a Total Proposed Lump Sum (Not to Exceed) Fee, for the services as described, as broken down below:

DESIGN | PERMITTING | BIDDING SERVICES

Structural Engineering <i>Harder Structural</i>	\$ 2,700.00
Mechanical Plumbing Engineering <i>AEG, LLC</i>	\$ 10,500.00
Electrical Engineering <i>Alpha Engineering</i>	\$ 7,000.00
Consultant Sub-Total	\$ 20,200.00

Architectural Design Consultant Coordination and	\$ 13,000.00
Construction Administration - 8 Visits	\$ 2,800.00
	TOTAL FEE \$ 36,000.00

Compensation Schedule Countryman & Co. respectfully requests payment in the following manner to continue work:

- 20% Submittal of Schematic Design | Approval to Release to Engineering
- 30% Submittal of Design Development
- 50% Completion of Construction Documents | Submittal for Permitting

Additional Expenses Reimbursable such as hard copies, and processing fees, are billed to the client at cost plus 10%. All submittals are anticipated to be electronic. Some typical Additional Expenses are billed at a flat | fixed fee. Additional expenses Countryman & Co. anticipates expending on your behalf, and billing you for, include:

- TDLR Plan Review & Inspection Fees. \$1,500.00
- County permitting may require hard copies, which we would invoice you, and provide receipt for.
- Any permitting fees required by the applicable Authorities Having Jurisdiction.

We hope that you find this fee proposal acceptable and its attachments acceptable. If you'd like to continue visiting about the proposal, or have any questions, just give us a call. We look forward to working with you.

Kind regards,

Jennifer Countryman, AIA, LEED AP, MA Sociology
Attachment 1 – Potential Scope of Work Area



Office of the Superintendent
19200 Cobb Ave. /PO Box 170
Tornillo, TX 79853
Phone 915.765.3005
Fax 915.765.3099

MEMORANDUM

To: Members of the Board of Trustees
From: Mr. Rodrigo Portillo, District Academic Coordinator
Subject: Health and PE Adoption Materials
Date: July 27, 2022

HISTORY:

Tornillo ISD and its textbook adoption committee followed the processes set by EMAT in 2021-2022 to select a publisher for Health and PE. The adoption committee has completed all the steps and publisher will be announced.

Committee Members: Luis Vega, Jordi Elias, and Azeneth Vega

RATIONALE:

The adoption committee has certified that all instructional materials have been selected through proper protocol and are appropriate for the needs of Tornillo ISD and its students. The instructional materials will assist in satisfying performance standard set by the state and the committee has certified that the materials will collectively cover all elements of the TEKS of the required Health and PE curriculum. The adoption committee has decided to adopt Quaver Health/PE for grades K-5 and Human Kinetics for Health/PE for grades 6th -12th.

BUDGET IMPACT:

NONE- Funds are allotted by the state for the purchase of all adopted materials.

ADMINISTRATIVE RECOMMENDATION:

We are recommending that the board approves the recommendation set by the committee to have Quaver and Human Kinetics as the providers of the Health and PE instructional materials.

***Vision:** Believe we can succeed, with pride we will achieve.*

***Mission:** The mission of the District is to educate and inspire students in a safe and supportive environment which will result in closing the achievement gap by preparing all students for college readiness and success in a global society.*



MEMORANDUM

To: Members of the Board of Trustees
 From: Luis M Guerra, Director of Finance
 Subject: Property Value Discussion
 Date: July 27, 2022

TEA has added indicator 20 into FIRST requiring a discussion of the impact of property value changes with the Board of Trustees. The indicator language is as follows:

*Did the school board members discuss the district's property values and the funding lag at a board meeting **within 120 days before** the district adopting its budget? (If the school district fails indicator 20 the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)*

TORNILLO INDEPENDENT SCHOOL DISTRICT PROPERTY VALUE DISCUSSION

	Historical FY20	Historical FY21	Current FY22	Budget FY23	
Property values used for local collections (LCPV)	\$ 82,101,713	\$ 82,866,610	\$ 81,861,801	\$ 92,663,808	} No Lag
M&O Tax Rate	\$ 1.0165	\$ 1.0029	\$ 0.9315	\$ 0.8450	
Local Collections	\$ 1,077,341	\$ 1,160,413	No Lag \$ 1,197,354	No lag \$ 1,211,328	
Property values used for state calculations (SCPV)	\$ 82,101,713	\$ 81,607,769	\$ 92,633,808	\$ 94,099,491	
WADA	1,634.83	1,541.65	1,560.47	1,617.75	
Wealth per WADA	\$ 50,220	\$ 52,935	\$ 59,363	\$ 58,167	
State Aid FSP	\$ 10,261,447	\$ 9,452,744	\$ 9,490,297	\$ 9,624,796	
Hold Harmless Adjustment	\$ (429,582)	\$ -	\$ -	\$ -	
Adjusted State Aid FSP	\$ 9,831,865	\$ 9,452,744	\$ - \$ 9,490,297	\$ 9,624,796	
Total Cost of Tier I	\$ 10,127,636	\$ 9,658,166	\$ 9,637,429	\$ 9,517,311	
Local Share of Tier 1	\$ (763,546)	7.54% \$ (750,182)	12.46% \$ (782,756)	8.12% \$ (778,908)	8.18%
State Share of Tier 1	\$ 9,364,090	92.46% \$ 8,454,519	87.54% \$ 8,393,830	87.10% \$ 8,738,403	91.82%

Prior to HB3, state aid was based upon the prior year property values. This meant that state funding value lagged the local value by a year. HB3 implemented changes to the funding formulas so that the state aid would be based upon current year values. Prior to changes implemented by HB3 state share of Tier 1 funding was reduced year over year as a result of increasing property values.



TORNILLO INDEPENDENT SCHOOL DISTRICT

INNOVATING – EMPOWERING – THRIVING

MINUTES OF REGULAR BOARD MEETING

W.E. Neill Service Center, 19210 Cobb, Tornillo, Texas

Wednesday, June 22, 2022

- 6:00PM –
6:01PM
- 1. (OTHER) First Order of Business**
- A. Establish a quorum and call the meeting to order
The meeting was called to order at 6:00 PM by Board President, Marlene Bullard, and it was established that a quorum was present.
- MEMBERS PRESENT:
Marlene Bullard, President
Ida Estrada, Vice President
Ofelia Bosquez, Secretary
Hector Lopez
Maria Saldana
Enrique Vega
- MEMBERS ABSENT:
Daniel Dozal
- SUPERINTENDENT
Rosa Isela Vega-Barrio, Superintendent
- B. Pledge of Allegiance to the United States
Marlene Bullard, Board President, led the Board of Trustees in the Pledge of Allegiance to the United States of America.
- 6:01PM –
6:02PM
- 2. (OTHER) Superintendent’s Report**
Mrs. Rosa Vega-Barrio, Superintendent, provided the Board of Trustees with the Superintendent’s report.
No Action Necessary.
- 6:02PM –
6:03PM
- 3. (OTHER) Open Forum - None**
- 4. Lone Star Governance**
- A. **Student Outcome Monitoring: Goal 1 & Goal 2**
1. Tornillo Middle School – GPM 1.1-1.2 & GPM 2.1-2.2
Mrs. Nadia De La Rosa, TMS Principal, presented the Board of Trustees with GPM 1.1-1.2 & GPM 2.1-2.2.
No Action Necessary.
- 6:03PM –
6:14PM
2. Tornillo High School – GPM 1.3 & GPM 2.3
Mr. Alejandro Olvera, THS Principal, presented the Board of Trustees with GPM 1.3 & GPM 2.3.
No Action Necessary.
- 6:14PM –
6:22PM
- 6:22PM –
6:23PM
- 5. (ADVOCACY) Community Engagement on Student Outcome Goals – None**
- 6. (VISION Y) Information / Reports / Presentations**

6:23PM –
6:25PM

- A. Financial Reports - Information Only
Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Financial Reports for May 2022.
No Action Necessary.

6:25PM –
6:26PM

- B. Annual Report for Student Screenings for the 2021-2022 School Year
Ms. Lizeth Carroll, HR / Compliance Director, presented the Board of Trustees with the Annual Report for Student Screenings for the 2021-2022 School Year.
No Action Necessary.

7. (VISION Y) Board Items

6:26PM –
6:28PM

- A. Purchases > \$25,000 threshold – Authorization
1. Consider Approval to Purchase Sharon Wells Math Program
Mrs. Nadia De La Rosa, TMS Principal, presented the Board of Trustees with the Purchase of Sharon Wells Math Program.
Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the purchase of Sharon Wells Math Program, as presented.
Motion Passed Unanimously.

6:28PM –
6:43PM

2. Consider Approval of Construction to Convert TJH Gym to Cafeteria
Mr. Rene Estrada, Maintenance/Transportation Director, presented the Board of Trustees with the Construction to Convert TJH Gym to Cafeteria.
Marlene Bullard made the motion and Ida Estrada seconded the motion to approve the Construction to Convert TJH Gym to Cafeteria, as presented.
Motion Failed with a 3:3 Vote.

6:43PM –
7:08PM

- B. Discussion and Possible Action Regarding Security/Safety – School Resource Officer (SRO)
Mr. Carlos Garcia, Technology Director, presented the Board of Trustees with the Security/Safety – School Resource Officer (SRO)
Ofelia Bosquez made the motion and Enrique Vega seconded the motion to table item.
Motion to Table Item Passed Unanimously.

7:08PM –
7:10PM

- C. Consider the Selection of a Delegate and an Alternate to Represent Tornillo ISD at the TASB Delegate Assembly on September 24, 2022 in San Antonio.
Mrs. Rosa Vega-Barrio, Superintendent, presented the Board of Trustees with Resolutions to be included in the 2022-24 TASB Advocacy Agenda.
Ofelia Bosquez made the motion and Ida Estrada seconded the motion to select Marlene Bullard as the delegate and Maria Saldana as the alternate to represent Tornillo ISD at the TASB Delegate Assembly on September 24, 2022 in San Antonio.
Motion Passed Unanimously.

7:10PM –
7:12PM

- D. Consider Approval of 2022-2023 Allotment and TEKS Certification
Mr. Rodrigo Portillo, District Academic Coordinator, presented the Board of Trustees with the 2022-2023 Allotment and TEKS Certification.
Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the 2022-23 Resolution to Reassign Committed Fund Balance, as presented.

Motion Passed Unanimously.

7:12PM –
7:14PM

- E. Consider Approval of Resolution to Convene the District’s School Health Advisory Council (SHAC) to Recommend Curriculum Materials for Health Instruction
Mr. Rodrigo Portillo, District Academic Coordinator, presented the Board of Trustees with the Resolution to Convene the District’s School Health Advisory Council (SHAC) to Recommend Curriculum Materials for Health Instruction
Marlene Bulard made the motion and Enrique Vega seconded the motion to approve the Resolution to Convene the District’s School Health Advisory Council (SHAC) to Recommend Curriculum Materials for Health Instruction, as presented.
Motion Passed Unanimously.

7:14PM –
7:24PM

- F. Discussion and Possible Action Regarding 2022-2023 Stipends
Ms. Lizeth Carroll, HR / Compliance Director, presented the Board of Trustees with the 2022-2023 Stipends.
Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the 2022-2023 Stipends, as presented.
Motion Passed with a 5-0-1 Vote; Maria Saldana Abstain.

7:24PM –
7:27PM

- G. Consider Approval of Retention Stipend for Returning Employees
Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Retention Stipend for Returning Employees.
Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the Retention Stipend for Returning Employees, as presented.
Motion Passed Unanimously.

7:27PM –
7:28PM

8. (STRUCTURE) Consent Agenda

- A. Consider Approval of Minutes from Previous Meetings:
1. Regular Board Meeting Minutes - 05/25/2022
B. Consider Approval of Disposal – Equipment and Other
C. Consider Approval of 2022-2023 Organizational Chart
D. Consider Approval of Regular Board Meeting Dates for 2022-2023
E. Consider Approval of Budget Amendments
F. Consider Approval of 2022-2023 Employee Handbook
G. Consider Approval of 2022-2023 T-TESS Manual
Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve ALL items on the Consent Agenda, as presented.
Motion Passed Unanimously.

7:28PM –
7:42PM

9. (OTHER) Executive Session. The Board will enter into a closed meeting to discuss personnel matters, to consult with attorney, under Section 551.071 and 551.074, Texas Government Code. The Board will reconvene into open session to take any necessary action.

The Board of Trustees entered into Executive Session at 7:28 PM for deliberation.

- A. Consultation with Legal Counsel Regarding Intervention in Public Utility Commission of Texas (PUC) Proceeding PUC Docket No. 52195, SOAH Docket No. 473-21-2606,

Application of El Paso Electric Company to Change Rates; Pursuant to Texas Government Code Section 551.071

No Action was taken during Executive Session.

The Board of Trustees Reconvened from Executive Session at 7:42 PM.

7:42PM –
7:43PM

10. (STRUCTURE) Continuation of Board Items in Open Session

A. Discuss and Take Possible Action Related to Intervention in Public Utility Commission of Texas (PUC) Proceeding PUC Docket No. 52195, SOAH Docket No. 473-21-2606, Application of El Paso Electric Company to Change Rates

No Action Taken.

7:43PM

11. Next Meeting Tentative Date: July 27, 2022

There being no further business, Ofelia Bosquez made the motion and Enrique Vega seconded the motion to adjourn meeting. Motion passed unanimously. Meeting adjourned at 7:43PM.

Marlene Bullard _____ Date
President, Board of Trustees

Ofelia Bosquez _____ Date
Secretary, Board of Trustees



MEMORANDUM

To: Members of the Board of Trustees
From: Luis M Guerra, Director of Finance
Subject: Budget Amendment - Administration
Date: July 27, 2022

Budget Amendment Request

- 1. Requesting a budget amendment to allocate to various functions as the result of estimated 2021-2022 TRS on behalf expenditures. The related expenditures are offset by corresponding revenue matched by the State.

Increase:

199.00.5831.00.000.00.0.00	(\$36,142)
199.13.6144.00.999.99.0.00	\$7,042
199.21.6144.00.999.99.0.00	\$9,700
199.31.6144.00.999.99.0.00	\$1,500
199.33.6144.00.999.99.0.00	\$ 500
199.34.6144.00.999.99.0.00	\$1,400
199.41.6144.00.999.99.0.00	\$9,000
199.61.6144.00.999.99.0.00	\$7,000

- 2. Requesting a budget change from Function 36-Extracurricular activities and Function 53_Technology to function 21_instructional leadership, function 23_campus leadership and function 52_Security Services.

Increase

199.21.6119.00.916.99.0.00	\$7,000
199.23.6119.00.044.11.0.00	\$30,000
199.52.6121.00.952.99.0.00	\$9,000

Decrease

199.53.6129.00.953.99.0.00	\$20,000
181.36.6118.00.041.99.0.00	\$10,000
181.36.6118.00.001.91.0.00	\$16,000

Board President: _____ Date: _____

Board Secretary: _____ Date: _____

Memorandum of Understanding between
El Paso Symphony Orchestra's EPSOA Community Music Project and
Tornillo Independent School District

On the _____ day of _____, 20____, ("effective date") this memorandum of Understanding (the "MOU") is made on behalf of EPSOA Community Music Project ("EPSOA") and Tornillo Independent School District, ("TISD"), collectively the "Parties."

WHEREAS, in 2009 the EPSOA learned of El Sistema, Venezuela's renowned music education program, and found its guiding principles to be both inspiring and strongly aligned with the symphony's goals. Developed by Dr. Jose Antonio Abreu, El Sistema seeks to effect social change through the pursuit of musical excellence. Dr. Abreu's philosophy and work provides evidence that performing and practicing music communally creates positive social change, and that orchestras and choruses serve as engines for personal and community development.

WHEREAS, in accordance with the teachings of El Sistema, EPSOA uses ensemble music education to provide opportunities for young children to learn about teamwork, self-confidence, leadership and academic success. Classes include music fundamentals, ensemble percussion and string instrument instruction. Participating students also receive a daily nutritious snack, field trips to cultural events and concerts and opportunities to perform in the community.

WHEREAS, in January 2020, the EPSOA and TISD began programming at Tornillo Elementary and Tornillo Middle Schools in Tornillo, Texas.

NOW THEREFORE, in consideration of the mutual promises herein contained, the Parties agree to extend the MOU to include the 2022-2023 school year as follows:

1. SCOPE OF WORK

El Paso Symphony Orchestra Association agrees to:

- Provide primary teaching personnel, musical and performance materials, and instrument related supplies.
- Provide instruments and music associated with the operation of EPSOA.
- Provide general program oversight, management, and evaluation.
- Support professional development opportunities that inspire teachers' creativity and personal growth and contribute to the overall vitality of the programs.

TISD and Tornillo Elementary and Tornillo Middle Schools agree to:

- Provide designated indoor secure class space at Tornillo Elementary School and Tornillo Middle School for music instruction and instrument/equipment storage.
- Provide office space for the program's administrative personnel, with access to computer, internet, general office supplies and equipment, i.e., telephone, copier, fax.
- Provide one music stand for every two Tocando students.

- Provide access to facilities at Tornillo Middle School on Monday through Thursday, 3:00pm – 6:00pm for after-school time programming throughout the school calendar.
- Provide one teaching assistant during all school year and summer programming when 30 or less students are enrolled in program. Teaching assistant shall report to Tornillo Tocando Site Coordinator.
- Provide one teaching assistant and one string teaching artist during all school year and summer programming when 31-60 students are enrolled in program. Teaching assistant and string teaching artist shall report to Tornillo Tocando Site Coordinator.
- Teaching assistants and string teaching artists are essential for the program to function properly. Every effort should be made to offer Teaching Assistant positions to school staff who have musical training.
- Teaching assistant(s) and string teaching artist(s) shall attend professional development meetings scheduled throughout the school year.
- Provide bus transportation from Tornillo Elementary School for students to attend after-school programming at Tornillo Middle School.
- Provide after-school snacks for each student throughout the school year and during summer programming. After-school snacks must continue, without regard to times of school testing or other school scheduling changes.
- Provide access to facilities for after-school snacks and performances as needed throughout the school year and summer programming.
- Provide buses for travel to Tocando performances and field trips as needed throughout the school year and summer programming.
- Provide any/all janitorial and maintenance services, and access to basic school supplies and equipment typically afforded to regular classroom teachers.
- Provide for and promote the regularly planned cooperation and collaboration between Tocando staff/teachers with classroom teachers and other school personnel.
- Provide access to classrooms in Tornillo Elementary and/or Tornillo Middle School for summer programming through a mutually agreed upon schedule.
- Support the planning, advertisement and promotion of school and community-based art exhibits, fieldtrips, and guest artists.
- Make reasonable efforts to ensure that other, non-EPSOA, arts and music opportunities for students – particularly those in other arts disciplines – are not eliminated or reduced as a result of EPSOA programming.
- Work with the EPSOA program director to facilitate student recruitment and communication with parents.
- Support the planning, advertisement and promotion of school and community-based music performances.

- Promote the planned cooperation and collaboration between the EPSOA program staff and school personnel (particularly the school teacher(s) and other after school program staff.
- Repair and service all instruments as needed in a timely manner. Instrument repairs and service shall be administered through a TISD representative.

II. Term and Termination

1. This MOU will be valid for the 2022-2023 school year beginning in June 2022, subject to any limitations set forth herein, unless terminated in accordance with this section. This MOU may be renewed automatically beyond the original term by mutual written MOU signed by Parties. The Board of Trustees of TISD authorizes the Superintendent to sign any such extension that does not affect the approved budget, if any.

2. Termination:

a. Either party may, without penalty, terminate this MOU at the end of any budget period of such party during the term if funds required to fulfill this MOU have not been appropriated, and with written notice to the other party. Such notice shall be effective thirty (30) calendar days from the date of receipt.

b. This MOU may be terminated by a mutually written MOU of the Parties upon such terms as agreed. The Board of Trustees of TISD authorizes the Superintendent to agree to any such termination that does not affect the approved budget.

III. INSURANCE REQUIREMENT

A. EPSOA shall maintain, during the entire term of this MOU, comprehensive general liability and comprehensive non-owned automobile insurance. Such insurance shall be in the amount not less than \$1,000,000 per occurrence combined single limit.

B. EPSOA shall name TISD as additionally insured on the EPSOA general liability and insurance policies for the term of this MOU.

Signatures:

Approved for TORNILLO INDEPENDENT SCHOOL DISTRICT

Rosy Vega-Barrio, Superintendent

Date

Approved for EL PASO SYMPHONY ORCHESTRA

Ruth Ellen Jacobson, Executive Director

Date



Technology Department

19200 Cobb Avenue

Tornillo, TX 79853

Phone 915.765.3035

Fax 915.765.3099

MEMORANDUM

To:

From:

Subject:

Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

Asset Class	Manufacturer	Model	Serial Number	Barcode
Computer	Dell	Optiplex 3050 AIO	HYH5RP2	8292
Computer	Dell	Optiplex 3050 AIO	HYH6RP2	8294
Computer	Dell	Optiplex 3050 AIO	HYH8RP2	8291
Computer	Dell	Optiplex 3050 AIO	HYH9RP2	8289
Computer	Dell	Optiplex 3050 AIO	HYHBRP2	8286
Computer	Dell	Optiplex 3050 AIO	HYHCRP2	8283
Computer	Dell	Optiplex 3050 AIO	HYHDRP2	8288
Computer	Dell	Optiplex 3050 AIO	HYHFRP2	8299
Computer	Dell	Optiplex 3050 AIO	HYHGRP2	8290
Computer	Dell	Optiplex 3050 AIO	HYHHRP2	8296
Computer	Dell	Optiplex 3050 AIO	HYHJRP2	8293
Computer	Dell	Optiplex 3050 AIO	HYHXQP2	8298
Computer	Dell	Optiplex 3050 AIO	HYHYQP2	7925
Computer	Dell	Optiplex 3050 AIO	HYHZQP2	8287
Computer	Dell	Optiplex 3050 AIO	HYJ0RP2	7923
Computer	Dell	Optiplex 3050 AIO	HYJ1RP2	8285
Computer	Dell	Optiplex 3050 AIO	HYJ2RP2	11173
Computer	Dell	Optiplex 3050 AIO	HYJ4RP2	8284
Computer	Dell	Optiplex 3050 AIO	HYJ5RP2	8297
Computer	Dell	Optiplex 3050 AIO	HYJ6RP2	8295
Computer	HP	Pro 3500 MT	MXL4141P34	5585
Computer	HP	Pro 3500 MT	MXL4390Y0F	6181
Computer	HP	ProDesk 400 G1 SFF	2UA45125MN	6219
Computer	HP	ProDesk 400 G1 SFF	2UA45125MP	6109
Computer	HP	ProDesk 400 G1 SFF	2UA45125MS	6212
Computer	HP	ProDesk 400 G1 SFF	2UA45125N0	6216
Computer	HP	ProDesk 400 G1 SFF	2UA45125N4	6228
Computer	HP	ProDesk 400 G1 SFF	2UA45125N7	6111
Computer	HP	ProDesk 400 G1 SFF	2UA45125NB	6108
Computer	HP	ProDesk 400 G1 SFF	2UA45125NG	6110
Computer	HP	ProDesk 400 G1 SFF	2UA45125NH	6223
Computer	HP	ProDesk 400 G1 SFF	2UA45125NJ	6226
Computer	HP	ProDesk 400 G1 SFF	2UA45125NK	6210
Computer	HP	ProDesk 400 G1 SFF	2UA45125NN	6221
Computer	HP	ProDesk 400 G1 SFF	2UA45125NP	6209
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Computer	HP	ProDesk 400 G1 SFF	2UA51125WX	6213
Computer	HP	ProDesk 400 G1 SFF	2UA51125X0	6220
Computer	HP	ProDesk 400 G1 SFF	2UA51125X2	6227
Computer	HP	ProDesk 400 G1 SFF	2UA51125X3	6125
Computer	HP	ProDesk 400 G1 SFF	2UA51125X5	6224
Computer	HP	ProDesk 400 G1 SFF	2UA51125X8	6124
Computer	HP	ProDesk 400 G1 SFF	2UA51125XB	6217
Computer	HP	ProDesk 400 G1 SFF	2UA51125XC	8369
Computer	HP	ProDesk 400 G2.5 SFF	2UA548175T	7346
Computer	HP	ProDesk 400 G2.5 SFF	2UA5481768	7340
Computer	HP	ProDesk 400 G2.5 SFF	2UA548176R	7345
Computer	HP	ProDesk 400 G2.5 SFF	2UA548176Y	7355
Computer	HP	ProDesk 400 G2.5 SFF	2UA5481778	8280
Computer	HP	ProDesk 400 G2.5 SFF	2UA548177W	7352
Computer	HP	ProDesk 400 G2.5 SFF	2UA5481795	8279
Computer	HP	ProDesk 400 G2.5 SFF	2UA548179F	7338
Computer	HP	ProDesk 400 G2.5 SFF	2UA548179G	7353
Computer	HP	ProDesk 400 G2.5 SFF	2UA548179M	7348
Computer	HP	ProDesk 400 G2.5 SFF	2UA548179R	7683
Computer	HP	ProDesk 400 G2.5 SFF	2UA548179T	7361
Computer	HP	ProDesk 400 G2.5 SFF	2UA548179V	7360
Computer	HP	ProDesk 400 G2.5 SFF	2UA548179W	7354
Computer	HP	ProDesk 400 G2.5 SFF	2UA548179X	7359

Computer	HP	ProDesk 400 G2.5 SFF	2UA548179Y	7342
Computer	HP	ProDesk 400 G2.5 SFF	2UA548179Z	7343
Computer	HP	ProDesk 400 G2.5 SFF	2UA54817B0	7339
Computer	HP	ProDesk 400 G2.5 SFF	2UA54817B2	7351
Computer	HP	ProDesk 400 G2.5 SFF	2UA54817B9	7358
Computer	HP	ProDesk 400 G2.5 SFF	2UA54817BC	7356
Computer	HP	ProDesk 400 G2.5 SFF	2UA54817BD	7341
Computer	HP	ProDesk 400 G2.5 SFF	2UA54817BV	7357
Computer	HP	ProDesk 400 G1 SFF	2UA5151WHY	6275
Computer	HP	ProDesk 400 G1 SFF	2UA5151WJ1	6285
Computer	HP	ProDesk 400 G1 SFF	2UA5151WJ3	6269
Computer	HP	ProDesk 400 G1 SFF	2UA5151WJC	6274
Computer	HP	ProDesk 400 G1 SFF	2UA5151WJS	6268
Computer	HP	ProDesk 400 G1 SFF	2UA5151WK2	6267
Computer	HP	ProDesk 400 G1 SFF	2UA5151WK4	6266
Computer	HP	ProDesk 400 G1 SFF	2UA5151WK6	8394
Computer	HP	ProDesk 400 G1 SFF	2UA5151WKJ	6287
Computer	HP	ProDesk 400 G1 SFF	2UA5151WLQ	6286
Computer	HP	ProDesk 400 G1 SFF	2UA5162PPH	6677
Computer	HP	ProDesk 400 G1 SFF	2UA5162PQD	7999
Document Camera	SMART Technologies	Document Camera 450	A102HW48A0111	6672
Fax	Brother	FAX2840	U63274M4J872309	9032
Interactive Board	SMART Technologies	SB 680	G012HW23P0748	0
Interactive Board	SMART Technologies	SB 680	SB680-R2-911889	4637
Laptop	Dell	Latitude 3390	2TQ58L2	7977
Laptop	Dell	Latitude 3390	FTQ58L2	7968
Mobile Hotspot	T-Mobile	T9	359785285391416	10736
Mobile Hotspot	T-Mobile	T9	359785285384346	10504
Mobile Hotspot	T-Mobile	T9	359785285390582	10698
Mobile Hotspot	T-Mobile	T9	359785285391812	10761
Mobile Hotspot	T-Mobile	T9	359785285392026	10782
Mobile Hotspot	T-Mobile	T9	359785285392034	10783
Mobile Hotspot	T-Mobile	T9	359785285392166	10791
Mobile Hotspot	T-Mobile	T9	359785285392687	10813
Mobile Hotspot	T-Mobile	T9	359785285392695	10814
Network Camera	Advidia	A-28-F	241417429	0
Scanner	HP	Scanjet Enterprise 7000 s2	CN36JC704P05NJ	0
Tablet	Nook	BNRV200	2014020037812011	0
Tablet	Apple	iPad 2	DYWJQ6Y3DFHW	0
Wireless Headset	Logitech	H820e	2022TF081098	10045
Wireless Headset	Logitech	H820e	2022TF081158	10047
Wireless Headset	Logitech	H820e	2022TF082588	9343
Wireless Headset	Logitech	H820e	2022TF084508	10054
Wireless Headset	Logitech	H820e	2022TF084608	10056
Wireless Headset	Logitech	H820e	2022TF084928	10058
Wireless Headset	Logitech	H820e	2022TF084948	10057



Human Resources Department

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3050
Fax 915.765.3099

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

**CONTRACT BETWEEN
TORNILLO INDEPENDENT SCHOOL DISTRICT
AND
COMMUNITIES IN SCHOOLS OF EL PASO, INC.**

This Agreement made this 1st day of September 2022, hereinafter, the "Contract" or "Agreement"), defines the Tornillo Independent School District (TISD), 19200 Cobb Street, Tornillo, Texas, 79853 and Communities In Schools of El Paso, Inc., a non-profit organization, organized under the laws of the State of Texas with offices at 1401 Pendale, Suite #300, El Paso, Texas, 79936 (CIS, or CIS of El Paso, or Contractor).

THE ABOVE-MENTIONED PARTIES AGREE TO:

1. The Tornillo Independent School District desires to contract with Communities in Schools of El Paso for the implementation of the CIS program at the following campuses:

Tornillo Elementary School, 19200 Gaby Road, Tornillo, TX 79853

Tornillo Middle School, 300 Oil Mill Road, Tornillo, TX 79853

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CIS of El Paso will provide a total of two (2) Program Coordinators for this campus.

2. WHEREAS, CIS has established a comprehensive program that includes development of working relationships with community agencies to coordinate the delivery of needed services to at-risk students and their families; and

WHEREAS the TISD desires to implement the CIS Program which consists of various services designed to increase student achievement through student improvement, student promotion, student graduation, and reduction of the dropout rate by keeping students in school at the campus sites identified in this Agreement; and

WHEREAS, the TISD shall have access to all CIS program materials, communications with community agencies, and all related written materials prepared or produced by CIS under this Agreement; and

WHEREAS the parties desire to work together to maximize the benefit of the CIS program to students by maintaining the quality standards and practices necessary to ensure the efficient and effective delivery of the CIS services.

NOW, THEREFORE, the parties agree as follows:

I. Scope of Service:

CIS will provide to the TISD the following services during the term of this agreement:

1. Develop an annual CIS campus agreement at each school site with school administrators.
2. Develop an annual CIS Campus Plan in collaboration with campus administrators and other school personnel, CIS School Support Team, to integrate a customized CIS program for the benefit of campus students and their families.
3. Professional, college degreed, and trained staff member assigned to implement the CIS program.
4. Development of working relationships with service agencies and business organizations to provide vital resources and support to youth at risk who need extra support to stay on the path to graduation.
5. Integrated student supports developed to increase student achievement as measured by student improvement, student promotion, student graduation and reducing the dropout rate by keeping students in school.
6. Provide effective assistance to students at risk of dropping out through the following six CIS Components: Supportive Guidance, Health and Human Services, Parental and Family Engagement, College and Career Awareness, Enrichment Activities, and Academic Enhancement & Support.
7. Encourage parental involvement to help students succeed in their academic endeavors.
8. Compile CIS information required for district reports

CIS personnel will provide services to TISD 40-hour work week schedule reporting to assigned campuses with time off provided for sick, personal, holiday and vacation leave, as stipulated by CIS of El Paso, Inc. The 40 hours per week can be adjusted only during the same work week. However, CIS Program Coordinator cannot work more than 40 hours per week to include Saturdays.

Employee Personnel Policies which are as follows:

Sick Days:

1 sick day per month for a total of 12 days per fiscal year
(Sick days are accrued)

Personal Days:

3 personal days per fiscal year (September – May)

Vacation Days:

0 years-less than 1 year	= no vacation
1 year-less than 2 years	= 1 week vacation
2 years-less than 3 years	= 2 weeks' vacation
3 years-less than 10 years	= 3 weeks' vacation
10 years-less than 20 years	= 4 weeks' vacation
20 years-less than 30 years	= 5 weeks' vacation
30 years plus	= 6 weeks' vacation

II. TISD Responsibilities

1. TISD agrees to provide an office assigned only to CIS to address confidentiality at the campus. Additional items to be provided to staff include a computer, telephone, desk, chair, a filing cabinet with lock and key, and supplies.
2. TISD agrees to provide a district email address to CIS Program Coordinator within one week of campus placement.
3. TISD agrees to provide access to district student data base/information within one week of placement i.e., student demographics, TEA at risk list, STAAR scores, Benchmark data, GPA, core course grades, student attendance rate, attendance history, disciplinary actions, conduct grades, free/reduced lunch status, etc.
4. TISD agrees to provide an ID Badge to Program Coordinator within one week of campus Placement.
5. The TISD Administrative personnel at each campus agrees to collaborate with the CIS program coordinator to ensure the process of service delivery for students and parents is a priority from assigned duties.
6. CIS Administrative personnel agree to ensure that campus/district support assignments do not overshadow the delivery of student services.
5. CIS will be a partner in addressing the dropout issue and will be written into the Campus and District Improvement Plans.
6. CISD will ensure that campuses will allow for CIS staff to fulfill TEA contractual obligations regarding documentation and accountability.
7. This contract is contingent upon funding by the TISD Board of Trustees and is subject to appropriate funds being allocated to the project and services contemplated by this Agreement within the TISD budget.

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III. CIS Personnel

CIS of El Paso represents that its personnel who will be employed to render services hereunder all have college degrees in Social Work, Psychology, and Sociology or related fields, and will provide the resumes of such personnel to this effect. Pursuant to TEC 22.0834 CIS of El Paso will certify that all CIS employees have undergone a fingerprint-based background check. CIS of El Paso will certify that individuals shall be hired to conduct work at the school in accordance with the Communities In Schools of Texas Policies and Procedures Manual.

It is understood and agreed that CIS is an independent contractor and that neither it nor any employee (paid or volunteer) or agents contracted by it, or otherwise performing duties of CIS,

shall be deemed for any purposes to be employees or agents of TISD. This Agreement does not create a joint venture, business partnership, agency, franchise, or employment relationship, under Texas law. CIS assumes full responsibility for the actions of any such persons while performing any service incident to this Agreement, and CIS shall remain solely responsible for their supervision, daily direction and control, payment, if any, of salaries (including withholding of income taxes and social security), workers' compensation, and disability benefits and like requirements and obligations.

IV. Insurance Coverage

General Requirements: Contractor will procure and maintain the applicable insurance coverage described below, as well as whatever other insurance TISD may require. Such insurance is to be primary with respect to any other similar insurance available to TISD regardless of the provisions of such insurance and is to name TISD as additional insured. All policies on which TISD is named additional insured must contain (i) a breach of warranty provision guaranteeing that TISD will be insured regardless of breach by contractor, and (ii) a waiver of subrogation by the insurers in favor of TISD. Contractor will furnish to TISD certificates and additional insured endorsements evidencing the specified insurance prior to beginning the Work and, if requested by TISD, copies of the insurance policies themselves. Such certificates must provide that at least 30 days prior written notice of any policy cancellation or material change be given to TISD. All insurance must be obtained from insurance carriers with a Best's rating of at least "A-10" and that are otherwise acceptable to TISD. Contractor will require Subcontractors also to maintain all such insurance set forth below and to provide to TISD such certificates of insurance, additional insured endorsements, breach of warranty provisions and, if requested, certified copies of the policies themselves. The failure of Contractor to comply with the requirements of this paragraph prior to the commencement of the Work will be grounds for cancellation or suspension of this contract by TISD without notice at any time during such failure of compliance. Any losses incurred by TISD arising from the performance of the Work, whether or not covered by the insurance described below or within the deductible of such insurance, will be the responsibility of contractor to the extent they are covered by the indemnity provisions or any other provisions of the Contract Documents.

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1. Automobile Liability Insurance:

- a. Combined Bodily Injury and Property Damage Liability limits of not less than \$1,000,000 per occurrence.
- b. This insurance must apply to all owned, leased, non-owned or hired vehicles used by or on behalf of Contractor in connection with the Work. The policy shall include an Additional Insured Endorsement naming TISD as an additional insured with respect to the operation of Approved Contractor's and Subcontractors' autos.

2. General Liability Insurance:

- a. Limit of liability not less than \$1,000,000 per occurrence.
- b. Broad form property damage coverage.
- c. Contractual liability for obligations assumed in the Contract with TISD.
- d. Products and completed operations liability.

- e. Bodily injury and property damage resulting from incidental professional liability.

3. Worker's Compensation Insurance:

The policy will be written in accordance with the laws of the State in which the work will be performed. The Worker's Compensation policy shall also include the following Employer's Liability coverage with limits not less than the following:

- a. \$500,000 Bodily Injury by Accident
- b. \$500,00 Bodily Injury by Disease
- c. \$500,000 Policy Limit by Disease

4. Errors and Omissions insurance in such amounts as TISD may require.

V. Duration of Services

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This Agreement shall become effective on September 1, 2022, and shall terminate on August 31, 2023, at which time TISD and CIS will have the option to renew the agreement.

VI. Compensation and Method of Payment

For and in consideration of the services to be performed by Communities In Schools of El Paso, Inc. under this Agreement, the Tornillo Independent School District shall pay to Communities In Schools of El Paso, Inc. the amount of **\$50,000**, for the completion of the work made the subject of this Agreement. This amount will be paid to CIS over the term of this Agreement and while the Agreement is in effect and not otherwise terminated by either party. Payment under this Agreement shall be divided into equal monthly installments in the amount of **\$5,000.00**. The first payment is due no later than September 30, 2022, and the final payment is due no later than June 30, 2023, unless this Agreement is otherwise terminated. No payment shall be due for any period of time following termination of the Agreement.

VII. Additional Provisions

A. CIS Employees. All persons assigned to TISD under this Contract by CIS shall be the employees of CIS and shall not be employees of TISD. CIS shall be responsible for payment of all salary, compensation and benefits of all its employees, and shall have all liability and responsibility with respect to its Employees. TISD shall not have any responsibility or liability regarding any CIS employees.

B. Risk Allocation. TISD shall not be liable to CIS for any claims, causes of action, liability, expense, attorney's fees, costs, injuries, damages or other losses arising from the conduct of CIS employees and the services provided by CIS employees pursuant to this Contract. Each party shall bear its own risk of loss and shall not be liable for any acts or omissions of the employees of the other party. CIS agrees at all times to defend, indemnify, and hold harmless TISD, its trustees,

officers, employees, and agents from and against any and all claims for damages for injuries and other losses, including costs and attorneys' fees, resulting directly or indirectly from any act or omission of CIS's officials, employees, agents, subcontractors or volunteers arising out of the performance of this Agreement, whether such claims are asserted before or after the termination of this Agreement

C. Governmental Immunity. TISD hereby reserves, and does not waive, its right to governmental and sovereign immunity from litigation or liability arising out of the Texas Tort Claims Act, the Texas Constitution and applicable common law. This Contract is not consent to suit by TISD. This Contract shall not constitute the agreement by TISD to pay attorney's fees in the event of litigation between the parties.

D. Compliance with FERPA. CIS and its employees assigned to TISD schools pursuant to this Contract shall comply with all terms and conditions of the Family Educational Rights and Privacy Act, 20 USC 1232g and applicable state law which requires that all personally identifiable student records be kept confidential and not released except as provided under applicable law. Any violation of the terms of federal or state law by CIS employees relating to personally identifiable student records shall constitute grounds for immediate termination of this Contract.

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E. No Assignment. Neither party may assign any rights or obligations under this Agreement without the written consent of the other party.

F. This Agreement shall be governed by the laws of the State of Texas. The exclusive venue of any suit brought concerning this Agreement is fixed in any Court of competent jurisdiction in El Paso County, Texas.

VIII. Termination of Services

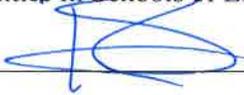
This agreement may be terminated prior to the expiration of the term hereof as follows: 1) by mutual written Agreement of the parties; or 2) with or without cause by either party giving (30) days written notice to the other party. Notice shall be delivered in writing to the following:

- a. To TISD: Ms. Priscilla de Mata
- b. To CIS: Mr. Robert Shaw

Upon termination of the Agreement, TISD shall be liable only for payment for services performed up to the date of termination, calculated on a pro rata basis through the last day of service.

Communities In Schools of El Paso, Inc.

Tornillo Independent School District

By:  _____

By: _____

Title: Executive Director

Title: _____

Date: 6/20/2022 _____

Date: _____



Student Handbook

2022-2023



Tornillo Independent School District

Board of Trustees



Marlene Bullard
Board President



Ida Estrada
Board Vice President



Ofelia Bosquez
Board Secretary



Daniel Dozal
Trustee



Hector Lopez
Trustee



Maria "Kika" Saldaña
Trustee



Enrique Vega
Trustee



Rosy Vega-Barrio
Superintendent

The Tornillo Independent School District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended and Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator and to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended: Superintendent, 19200 Cobb Avenue, Tornillo, TX 79853, (915) 765-3000.

If you have difficulty accessing the information in this document because of disability, please contact the district at (915)765-3000.

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Preface Parents and Students:

Welcome to the new school year!

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

The Tornillo Independent School District Student Handbook is a general reference guide that is divided into two sections:

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

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

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

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

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

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

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

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

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at the front office at each campus.

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

The policy manual includes:

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

For questions about the material in this handbook, please contact the principal at each respective campus.

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

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

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

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact the Diagnostician/SPED/504 Coordinator at 915-765-3040.

Section One: Parental Rights

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

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation

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

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

Consent to Human Sexuality Instruction

Annual Notification

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

In accordance with state law, a parent may:

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

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

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

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

Consent Before Human Sexuality Instruction

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

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

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

Annual Notification

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

In accordance with state law, a parent may:

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

[See **Consent to Human Sexuality Instruction: Dating Violence⁴⁵; and Child Sexual Abuse, Trafficking, and Other Maltreatment of Children**]

Consent to Provide a Mental Health Care Service

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

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

[See **Mental Health Support**]

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

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

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

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

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

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

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

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a cocurricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

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

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

Prohibiting the Use of Corporal Punishment

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

Note:

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

Limiting Electronic Communications between Students and District Employees

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

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

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

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

Objecting to the Release of Directory Information

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

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

- A student’s photograph (for publication in the school yearbook);
- A student’s name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating schoolwide or classroom recognition),
- A student’s name and photograph (posted on a district-approved and -managed social media platform); and

- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

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

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

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

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

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

Note: Review **Authorized Inspection and Use of Student Records**.

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

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

- Name,
- Address, and
- Telephone listing.

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

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

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

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

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

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

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

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

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

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;

- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

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

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

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

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

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

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

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

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

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

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

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

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

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

Religious or Moral Beliefs

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

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

Tutoring or Test Preparation

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

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

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the district offers these services.

[For questions about school-provided tutoring programs, contact the student’s teacher and see policies EC and EHBC. See **Standardized Testing** on page 84 for information regarding required accelerated instruction after a student fails to perform satisfactorily on certain state-mandated tests.]

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

Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered, whether instruction is delivered in-person, virtually, or remotely. The district will provide login credentials to each student’s parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

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

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

Notices of Certain Student Misconduct to Noncustodial Parent

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

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

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

Student Records

Accessing Student Records

A parent may review his or her child's records. These records include:

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

Authorized Inspection and Use of Student Records

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

For purposes of student records, an "eligible" student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information** on page 11, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;

- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent; and
- [File a complaint \(https://studentprivacy.ed.gov/file-a-complaint\)](https://studentprivacy.ed.gov/file-a-complaint) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

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

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

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

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

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

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

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

FERPA permits the disclosure of personally identifiable information from a student’s education records without written consent of the parent or eligible student when school officials have what federal law refers to as a “legitimate educational interest” in a student’s records.

Legitimate educational interest may include:

- Working with the student;
- Considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities;
- Compiling statistical data;
- Reviewing an educational record to fulfill the official’s professional responsibility; or
- Investigating or evaluating programs.

School officials may include:

- Board members and employees, such as the superintendent, administrators, and principals;
- Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
- A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
- A person appointed to serve on a team to support the district’s safe and supportive school program;
- A parent or student serving on a school committee; or
- A parent or student assisting a school official in the performance of his or her duties.

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

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture’s office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [See **Objecting to the Release of Directory Information** to prohibit this disclosure.]

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

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

A parent or eligible student who wants to inspect the student’s records should submit a written request to the custodian of records identifying the records he or she wants to inspect.

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

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

- The address of the **Superintendent's Office** is 19200 Cobb Avenue, Tornillo, Texas, 79853.
- The address of the **Elementary School Principal's Office** is 19200 Gaby Road, Tornillo, Texas, 79853.
- The address of the **Intermediate School Principal's Office** is 420-A Oil Mill Road, Tornillo, Texas, 79853.
- The address of the **Junior High School Principal's Office** is 300 Oil Mill Road, Tornillo, Texas, 79853.
- The address of the **High School Principal's Office** is 430-D Oil Mill Road, Tornillo, Texas, 79853.

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if the board of trustees determines that the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines.

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

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

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

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

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

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

A Student with Exceptionalities or Special Circumstances

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

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

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

- Called to active duty,
- On leave, or
- Returning from a deployment of at least four months.

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency](https://tea.texas.gov/about-tea/other-services/military-family-resources) (<https://tea.texas.gov/about-tea/other-services/military-family-resources>).

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

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

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

Safety Transfers/Assignments

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

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

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

[See **Bullying**, and policies FDB and FFI for more information.]

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

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of his or her child to a neighboring district if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

Student Use of a Service/Assistance Animal

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

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

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

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

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

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

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

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

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

[See **Credit by Examination for Advancement/Acceleration, Course Credit, and Students in Foster Care.**]

A Student Who Is Homeless

A student who is homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district;
- Awarding partial credit when a student passes only one half of a two-half course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a student who is homeless to remain enrolled in the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to

request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

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

[See **Credit by Examination for Advancement/Acceleration, Course Credit, and Students who are Homeless**⁸⁷.]

A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

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

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

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

There is an exception to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last

instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

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

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

Contact Person for Special Education Referrals

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is the Diagnostician/SPED/504 Coordinator at 915-765-3040.

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice;
- An opportunity for a parent or guardian to examine relevant records;
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel; and
- A review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is the Diagnostician/SPED/504 Coordinator at 915-765-3040.

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

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

- [Legal Framework for the Child-Centered Special Education Process \(https://fw.esc18.net/display/Webforms/ESC18-FW-LandingPage.aspx?DT=G&LID=en\)](https://fw.esc18.net/display/Webforms/ESC18-FW-LandingPage.aspx?DT=G&LID=en)
- [Partner Resource Network \(http://prntexas.org/\)](http://prntexas.org/)
- [SPEDTEX: Special Education Information Center \(https://www.spedtex.org/\)](https://www.spedtex.org/)
- [Texas First Project \(http://www.texasprojectfirst.org/\)](http://www.texasprojectfirst.org/)

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

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

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

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

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

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

A Student Who Speaks a Primary Language Other than English

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

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See **English Learners** and **Special Programs**.]

A Student with Physical or Mental Impairments Protected under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law—and who does not otherwise qualify for special education services—may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

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

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

Section Two: Other Important Information for Parents and Students

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

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

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact the respective schools for further information:

- Tornillo Elementary School 915-765-3100
- Tornillo Intermediate School 915-765-3300
- Tornillo Junior High School 915-765-3400
- Tornillo High School 915-765-3550

Absences/Attendance

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

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

Compulsory Attendance

Prekindergarten and Kindergarten

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

Ages 6–18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten–grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

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

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five

unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

Compulsory Attendance—Exemptions

All Grade Levels

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the health-care provider;
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician;
- For students in the conservatorship of the state:
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

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

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

Secondary Grade Levels

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

[See **Driver License Attendance Verification**.]

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university, provided:

- The board has authorized such excused absences under policy FEA(LOCAL);
- The principal has approved the student’s absence; and
- The student follows campus procedures to verify the visit and makes up any work missed.

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

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

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

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

Compulsory Attendance—Failure to Comply

All Grade Levels

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

A student absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

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

Ages 6–18

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

The notice will:

- Remind the parent of his or her duty to monitor the student’s attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

Each administrator will serve as the truancy prevention facilitator for their respective campus. If you have any questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

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

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

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

Age 19 and Older

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

Attendance for Credit or Final Grade (All Grade Levels)

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee. The committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

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

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

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

Official Attendance-Taking Time (All Grade Levels)

Official Attendance is taken as follows:

Elementary: 10:00 AM

Intermediate:

Junior High School: 10:20 AM

High School: 10:20 AM

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

Documentation after an Absence (All Grade Levels)

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

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

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

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

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

Within **two days (48 hours)** of returning to school, a student absent for more than **three consecutive days** because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

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

Certification of Absence Due to Severe Illness or Treatment

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

Driver License Attendance Verification (Secondary Grade Levels Only)

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The [VOE form \(https://www.tdlr.texas.gov/driver/forms/VOE.pdf\)](https://www.tdlr.texas.gov/driver/forms/VOE.pdf) is available online.

Further information may be found on the [Texas Department of Public Safety website \(https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen\)](https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen).

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

Accountability under State and Federal Law (All Grade Levels)

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

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

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

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

Armed Services Vocational Aptitude Battery Test (Grades 10–12)

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

Contact the principal for information about this opportunity.

Awards and Honors (All Grade Levels)

The campus administrator will take every opportunity to award and honor students for their academic and extra-curricular successes. Recognition of our students may be done at the respective campus or at the district level at a Board of Trustees meeting.

Bullying (All Grade Levels)

The district strives to prevent bullying, in accordance with the district’s policies, by promoting a respectful school climate; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

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

- Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;

- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

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

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

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism.

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal,

or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying at <https://www.anonymousalerts.com/tornilloisd/>.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

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

Available counseling options will be provided to the affected individuals, including any student who witnessed the bullying.

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

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

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

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

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

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

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

The district offers career and technical education programs in the following pathways: Advanced Welding Certification, Audio/Video Production, Business Administration and Management/Finance, Computer Programming and Networking, Diesel Mechanics, Graphic Design and Illustration, Heating Ventilation Air Conditioning and Refrigeration (HVACR), Medical/Clinical Assistant Certifications, and Teaching and Education. Programs are designed to prepare and empower students for their transition from high school to college, career, military and beyond. Admission to these programs is open to all students and based on their desire to pursue a certain career pathway, GPA considerations, college readiness, and Texas Success Initiative (TSI) scores. More information can be found at <https://www.tisd.us/Domain/37>.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

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

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

Celebrations (All Grade Levels)

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

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

[See **Food Allergies**.]

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

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children. Trafficking includes both sex and labor trafficking.

Warning Signs of Sexual Abuse

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

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

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches;
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior; or
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation** and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**.]

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child’s community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers make contact with victims online.

Possible warning signs of sexual trafficking in children include:

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

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed but not having a school-authorized work permit;
- Being employed and having a work permit but clearly working outside the permitted hours for students;

- Owing a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours;
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;
- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student’s caregiver; and
- A desire to quit a job but not being allowed to do so.

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

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

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

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

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County \(http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp\)](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

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

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

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

- [Child Welfare Information Gateway Factsheet \(https://www.childwelfare.gov/pubPDFs/whatiscan.pdf\)](https://www.childwelfare.gov/pubPDFs/whatiscan.pdf)
- [KidsHealth, For Parents, Child Abuse \(https://kidshealth.org/en/parents/child-abuse.html\)](https://kidshealth.org/en/parents/child-abuse.html)
- [Office of the Texas Governor’s Child Sex Trafficking Team \(https://gov.texas.gov/organization/cjd/childsextrafficking\)](https://gov.texas.gov/organization/cjd/childsextrafficking)

- [Human Trafficking of School-aged Children \(https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children\)](https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault \(https://taasa.org/product/child-sexual-abuse-parental-guide/\)](https://taasa.org/product/child-sexual-abuse-parental-guide/)
- [National Center of Safe Supportive Learning Environments: Child Labor Trafficking \(https://safesupportivelearning.ed.gov/human-trafficking-americas-schools/child-labor-trafficking\)](https://safesupportivelearning.ed.gov/human-trafficking-americas-schools/child-labor-trafficking)

Class Rank/Highest-Ranking Student (Secondary Grade Levels Only)

[See policy EIC for more information.]

Class Schedules (Secondary Grade Levels Only)

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

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

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

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

- Completes the distinguished level of achievement under the foundation graduation program [see **Foundation Graduation Program**]; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

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

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

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2022 term through the spring 2024 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

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

- Automatic college admission;
- Curriculum requirements for financial aid;
- Benefits of completing the requirements for automatic admission and financial aid; and

- The Texas First Early High School Completion Program and the Texas First Scholarship Program.

Parents and students will be asked to sign an acknowledgment that they received this information.

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

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

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

College Credit Courses (Secondary Grade Levels Only)

Students in grades 9–12 may earn college credit through the following opportunities:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory;
- Enrollment in AP or dual credit courses through the Texas Virtual School Network (TXVSN);
- Enrollment in courses taught in conjunction and in partnership with El Paso Community College, which may be offered on or off campus; and
- Enrollment in courses taught at other colleges or universities; and
- Certain Career and Technical Education (CTE) courses.

A student may be eligible for subsidies based on financial need for AP or IB exam fees. See **Fees (All Grade Levels)** for more information.

A student may also earn college credit for certain Career and Technical Education (CTE) courses. See **Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)** on page 33 for information on CTE and other work-based programs.

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

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

Communications (All Grade Levels)

Parent Contact Information

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

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

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

A parent may update contact information by contacting the campus secretary.

Automated Emergency Communications

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

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

Automated Nonemergency Communications

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

Standard messaging rates of your wireless phone carrier may apply.

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

Complaints and Concerns (All Grade Levels)

Usually, student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy at FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at [https://pol.tasb.org/Policy/Download/443?filename=FNG\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/443?filename=FNG(LOCAL).pdf). The complaint forms can be accessed at the principal's or superintendent's office.

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

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

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

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior—on and off campus, during remote and in-person instruction, and on district vehicles—and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator at each district campus is the respective campus principal.

Deliveries

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

Disruption of School Operations

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

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises:

- Trying to entice a student away from, or to prevent a student from attending, a required class or activity; and
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

Social Events

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

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

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

Counseling

The district has a comprehensive school counseling program that includes:

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

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

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

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

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

High School Grade Levels

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures.

Each year, high school students will be provided information on anticipated course offerings for the next school year, how to make the most of academic and career and technical education (CTE) opportunities, and the importance of postsecondary education.

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

- The importance of postsecondary education;
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement;
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma;
- Financial aid eligibility and how to apply for financial aid;
- Automatic admission to state-funded Texas colleges and universities;
- Eligibility requirements for the TEXAS Grant;
- Availability of district programs that allow students to earn college credit;
- Availability of tuition and fee assistance for postsecondary education for students in foster care; and
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training.

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

[See **Scholarships and Grants** for more information.]

Personal Counseling (All Grade Levels)

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

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

[See **Mental Health Support, Child Sexual Abuse, Trafficking, and Other Maltreatment of Children, and Dating Violence.**]

Course Credit (Secondary Grade Levels Only)

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

Credit by Examination—If a Student Has Taken the Course/Subject (Grades 6–12)

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject.

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

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

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

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

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

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

The examinations offered by the district are approved by the district's board of trustees. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

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

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

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

Kindergarten Acceleration

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

1. Scores on readiness tests or achievement tests that may be administered by appropriate District personnel.
2. Recommendation of the kindergarten or preschool the student has attended.
3. Chronological age and observed social and emotional development of the student.
4. Other criteria

Students in Grades 1–5

A student in elementary school is eligible to accelerate to the next grade level if:

- The student scores at least an 80 on each examination in the subject areas of language arts, mathematics, science, and social studies;
- A district administrator recommends that the student be accelerated; and
- The student's parent gives written approval of the grade advancement.

Students in Grades 6–12

A student in grade 6 or above is eligible to earn course credit with:

- A passing score of at least 80 on an examination approved by the board; or
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP); or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

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

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

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

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

Dating Violence

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

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

Examples of dating violence against a student may include, but are not limited to:

- Physical or sexual assaults;
- Name-calling;
- Put-downs;
- Threats to hurt the student, the student's family members, or members of the student's household;
- Destroying property belonging to the student;
- Threats to commit suicide or homicide if the student ends the relationship;
- Threats to harm a student's past or current dating partner;
- Attempts to isolate the student from friends and family;
- Stalking; or
- Encouraging others to engage in these behaviors.

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

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

For more information on dating violence, see:

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

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

Discrimination

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

Harassment

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

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

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation;
- Threatening, intimidating, or humiliating conduct;
- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or
- Other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

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

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

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

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

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

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

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

Retaliation

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

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

Reporting Procedures

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

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

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

Investigation of Report

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

To the extent possible, the district will respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with law.

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

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

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

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

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

Discrimination

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

Distance Learning (All Grade Levels)

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

The distance learning opportunities that the district makes available to district students is APlus Learning.

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

[See **Remote Instruction.**]

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

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

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

A parent may ask questions or request that their child be enrolled in a TXVSN course by contacting the school counselor. Unless an exception is made by the principal, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

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

Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)

School Materials

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

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

Nonschool Materials

From Students

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing more than 25 copies [FNAA(LOCAL)] of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

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

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

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

From Others

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

To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Superintendent for prior review. The Superintendent will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA or GF for more information.]

The campus principal has designated the bulletin nearest to the front office as the location for approved nonschool materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

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

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

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

Dress and Grooming (All Grade Levels)

The district's dress code teaches grooming and hygiene, prevents disruption, minimizes safety hazards, and maintains a positive learning climate. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

For students in grades PK-8, the Tornillo Independent School District has adopted the use of school uniforms. The school uniform top is a polo shirt which can be used in the following colors: red, gray, white, or black. The school uniform bottom is blue jeans. Jeans should not be excessively faded or torn. The use of khaki pants will be left to the discretion of campus principals for use on special occasions. The district school uniform does not apply to students in grades 9th – 12th.

All students enrolled in Tornillo ISD will follow a dress code that will ensure success, respect and promote safety, hygiene, neatness and modesty. In an effort to guarantee an environment that is safe and orderly for all students, and in response to ensuring all students are free from threats or influence of any groups or gangs which advocate violence, or disruptive behavior, Tornillo ISD students will abide by the following dress code:

Students are not allowed to wear the following:

1. Undershirts as outer wear
2. Garments such as halter tops, bare midriffs, net tops, tank tops, spaghetti straps, plunging necklines, short skirts, and short shorts
3. Hair nets, caps, hats, and bandanas
4. Garments which depict religious symbols, promote alcohol, drugs, gangs, substance use and abuse, obscene or suggestive pictures or slogans
5. Earrings on any part of the body not designed for earrings. Female students may wear earrings on their earlobes. Male students are not allowed to wear earrings.
6. Shoes with wheels, such as Heelys; Flip-flops

Additional dress code regulations:

1. All (male and female) students are to keep their shirts tucked into their pants at all times if the shirt is designed to be tucked in. No student is allowed to wear overly baggy attire or excessively torn clothing.

2. Belts should be worn with appropriate attire. Military type webbed belts with metal buckles are not permitted due to their affiliation with gang involvement.
3. Pants are to be worn at the waist. Pants that are excessively saggy or too far below the waistline are not permitted.
4. Hair worn in the form of “rattails”, “ducktails”, Mohawks, faux hawks, unnatural hair colors such as but not limited to: red, green, blue, purple, etc. to include highlights that distracts from the learning environment are not allowed.
5. Fingernails or artificial fingernails that are overly long or any other style that distracts from the learning environment are not allowed.

If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school and return to the classroom. If the problem cannot be corrected at school, the principal will work with the student and parent to obtain an acceptable change of clothing for the student in a way that minimizes loss of instructional time.

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

Electronic Devices and Technology Resources (All Grade Levels)

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

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

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

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

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

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal’s office for a fee of \$15.

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

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

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

Instructional Use of Personal Telecommunications and Other Electronic Devices

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

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

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

Unacceptable and Inappropriate Use of Technology Resources

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

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content—commonly referred to as “sexting”—will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

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

Any student who engages in conduct that results in a breach of the district’s computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequence may be expulsion.

End-of-Course (EOC) Assessments

[See **Graduation** and **Standardized Testing**.]

English Learners (All Grade Levels)

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

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

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

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

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

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

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

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the [UIL Parent Information Manual \(https://www.uil texas.org/athletics/manuals\)](https://www.uil texas.org/athletics/manuals) online. A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See [UIL Texas \(https://www.uil texas.org/\)](https://www.uil texas.org/) for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. Parents are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

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

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to **ten** absences not related to post-district competition, a maximum of **five** absences for post-district competition prior to state, and a maximum of **two** absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

Standards of Behavior

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

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: Student Council, National Honor Society, Class Officers, Principal's Advisory and Crime Stoppers.

Fees (All Grade Levels)

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

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

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

Fundraising (All Grade Levels)

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

Gang-Free Zones (All Grade Levels)

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

Gender-Based Harassment

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

Grade-Level Classification (Grades 9–12 Only)

After grade 9, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
6-11.5	Grade 10 (Sophomore)
12-17.5	Grade 11 (Junior)
18+	Grade 12 (Senior)

Grading Guidelines (All Grade Levels)

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

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student’s mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like);
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed; and
- Procedures for a student to follow after an absence.

[See **Report Cards/Progress Reports and Conferences** for additional information on grading guidelines.]

Graduation (Secondary Grade Levels Only)

Requirements for a Diploma

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

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law;

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE); and
- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on EOC assessments in:

- English I,
- English II,
- Algebra I,
- Biology, and
- U.S. History.

A student who does not achieve a sufficient score will have opportunities to retake an assessment.

State law allows a student to meet EOC requirements by substituting satisfactory performance on approved national standardized assessments or on the state-developed assessment used for entrance into Texas public universities. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation in the applicable content area. This may require the student's participation outside normal school operating times.

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

[See **Standardized Testing**.]

Foundation Graduation Program

Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM);
- Business and Industry;
- Public Service;

- Arts and Humanities; and
- Multidisciplinary Studies.

Endorsements earned by a student will be noted on the student’s transcript.

A student can complete the foundation graduation program with a “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

A **Personal Graduation Plan** will be completed for each high school student.

State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student’s sophomore year, the student and student’s parent may request that the student graduate without an endorsement. The district will advise the student and the student’s parent of the specific benefits of graduating with an endorsement. The student and the student’s parent must then submit written permission to the school counselor for the student to graduate without an endorsement. A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student’s desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on his or her transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a license or certificate recognized at the state, national, or international level. The school counselor can provide more information about these acknowledgments.

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

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

Credits Required

The foundation graduation program requires completion of the following credits:

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
Science	3	4
Social Studies	3	3
Physical Education	1	1
Languages other than English	2	2
Fine Arts	1	1
Electives	5	7
Total	22 credits	26 credits

Additional considerations apply in some course areas, including:

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

Available Endorsements

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

Financial Aid Application Requirement

Before graduating from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a form provided by the district indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a form provided by the district indicating that the student opts out; or
- A school counselor authorizes the student to opt out for good cause.

Please contact the school counselor for more information.

To confirm that a student has completed and submitted a TASFA, the student must submit:

- A screenshot that includes the processed date field of the FAFSA ApplyTexas Counselor Suite;
- Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;
- A copy or screenshot of the FAFSA acknowledgment page;
- A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);
- An acknowledgment receipt from an institution of higher education (IHE); or
- A copy of a financial aid award letter from an IHE.

Personal Graduation Plans

A personal graduation plan will be developed for each high school student.

The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class.

The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that promotes college and workforce readiness, promotes career placement and advancement, and facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will outline an appropriate course sequence based on the student's choice of endorsement.

Please review [TEA's Graduation Toolkit \(https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures\)](https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures).

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

Available Course Options for All Graduation Programs

Each spring, the district will update students on the courses required or offered in each curriculum area so students can enroll for the upcoming school year.

Note: The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

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

Certificates of Coursework Completion

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

Students with Disabilities

Admission, review, and dismissal (ARD) committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law.

Upon the recommendation of the ARD committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

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

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

Graduation Activities

Graduation activities will include:

- Senior Dinner
- Graduation Ceremony
- Project Celebration

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments or been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. Keep in mind that participating in the ceremonies is not the same as graduating. Ultimately, the final awarding of a diploma will be contingent upon the student’s completion of all applicable requirements for graduation.

Students who are eligible to graduate but are assigned to a disciplinary alternative education program at the end of the school year will be allowed to participate in the graduation ceremony and related graduation activities at the discretion of the campus principal.

Graduation Speakers

Certain graduating students will be given an opportunity to speak at graduation ceremonies.

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

[See the Student Code of Conduct and policy FNA(LOCAL) for more information.]

[See **Student Speakers** for student speakers at other school events.]

Graduation Expenses

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

Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the foundation graduation program may be eligible under the TEXAS Grant Program and the Teach for Texas Grant Program for scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Certain students who graduate early may also be eligible for the Texas First Scholarship Program.

See **College and University Admissions and Financial Aid (All Grade Levels)** for more information.

Contact the school counselor for information about other scholarships and grants available to students.

Harassment

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

Hazing (All Grade Levels)

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

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

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

[See **Bullying** and policies FFI and FNCC for more information.]

Health—Physical and Mental

Illness (All Grade Levels)

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

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

A parent should contact the school nurse if a student has been diagnosed with COVID-19.

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

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

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

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

Immunization (All Grade Levels)

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

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. You may access the [DSHS exemption form \(https://dshs.texas.gov/immunize/school/exemptions.aspx\)](https://dshs.texas.gov/immunize/school/exemptions.aspx) online or by writing to this address:

Texas Department of State Health Services
Immunization Section, Mail Code 1946
P.O. Box 149347
Austin, Texas 78714-9347

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

For information on immunization against bacterial meningitis and college enrollment and attendance, see **Bacterial Meningitis**.

[See the DSHS's [Texas School & Child Care Facility Immunization Requirements \(https://www.dshs.state.tx.us/immunize/school/default.shtm\)](https://www.dshs.state.tx.us/immunize/school/default.shtm) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

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

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

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

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

More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home \(https://www.dshs.state.tx.us/schoolhealth/lice.shtm\)](https://www.dshs.state.tx.us/schoolhealth/lice.shtm).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

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

The district will not purchase nonprescription medication to give to a student.

In accordance with policy FFAC, authorized employees may administer:

- Prescription medication in the original, properly labeled container, provided by the parent along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered a nonprescription medication.

- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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

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

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

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

Asthma and Severe Allergic Reactions

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

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

See also **Food Allergies**.

Steroids (Secondary Grade Levels Only)

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

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

Mental Health Support (All Grade Levels)

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

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;

- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

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

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

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

For related information, see:

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

Physical Activity Requirements

Elementary School

The district will ensure that students in full-day prekindergarten–grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

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

Junior High/Middle School

The district will ensure that students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

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

Temporary Restriction from Participation in Physical Education

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

Physical Fitness Assessment (Grades 3–12)

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of his or her child’s physical fitness assessment conducted during the school year by contacting the campus principal.

Physical Health Screenings/Examinations

Athletics Participation (Secondary Grade Levels Only)

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

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

This examination is required to be submitted annually to the district.

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

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

Spinal Screening Program

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

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

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

Other Examinations and Screenings (All Grade Levels)

[See policy FFAA for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.tisd.us for information regarding meningitis.

Note: Entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization.**]

Diabetes

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

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) *Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis* found on the DSHS [Allergies and Anaphylaxis](https://www.dshs.texas.gov/schoolhealth/allergiesandanaphylaxis/) website (<https://www.dshs.texas.gov/schoolhealth/allergiesandanaphylaxis/>)

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.tisd.us.

[See **Celebrations** and policy FFAF for more information.]

Seizures (All Grade Levels)

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

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

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

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

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

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

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

- The district nurse at 915-765-3500
- The campus school counselor

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

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at <https://pol.tasb.org/Home/Index/443>.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

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

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

For further information regarding these procedures and access to the District Improvement Plan, please contact the respective campus principal.

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

During the preceding school year, the district's School Health Advisory Council (SHAC) held five meetings. Additional information regarding the district's SHAC is available from the District Nurse.

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

Student Wellness Policy/Wellness Plan (All Grade Levels)

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

Homework (All Grade Levels)

Contact campus principal for homework guidelines.

Law Enforcement Agencies (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

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

Students Taken into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.

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

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

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

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

Leaving Campus (All Grade Levels)

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

State rules require parental consent before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

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

During Lunch

Tornillo High School is a closed campus and no students are allowed to leave during lunch without a parent.

At Any Other Time during the School Day

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

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

Lost and Found (All Grade Levels)

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence (All Grade Levels)

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

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

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade. [See **Attendance for Credit or Final Grade.**]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

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

DAEP Makeup Work

Grades 9–12

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), he or she will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL) for more information.]

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

Alternative Means to Receive Coursework

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

Opportunity to Complete Courses

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

Nondiscrimination Statement (All Grade Levels)

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

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

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

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment:

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

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

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Superintendent, 915-765-3000
- For all other concerns regarding discrimination, see the superintendent, 915-765-3000

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

Parent and Family Engagement (All Grade Levels)

Working Together

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

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling**.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences**.]
- Becoming a school volunteer. [See **Volunteers** and policy GKG for more information.]
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See **School Health Advisory Council (SHAC)** and policies BDF, EHAA, FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the last Wednesday of each month at 5:30 p.m. at the W.E. Neill Service Center Board Room located at 19210 Cobb, Tornillo, Texas, 79853. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at

Central Office Administration Building located at 19200 Cobb, Tornillo, Texas, 79853 and online at <https://meetings.boardbook.org/Public/Organization/2199>. [See policies BE and BED for more information.]

Parking and Parking Permits (Secondary Grade Levels Only)

A student must present a valid driver's license and proof of insurance to be eligible for a parking permit.

Students will not be permitted to:

- Speed.
- Double-park.
- Park across a white or yellow line.
- Park in a fire lane.
- Sit in parked cars during school hours.

Students may be subject to disciplinary action for violation of these rules. The district may tow cars that are parked in violation of these rules.

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

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

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

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

[See policy EC for more information.]

Prayer (All Grade Levels)

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

Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the district will consider:

- Teacher recommendation,
- Grades,

- Scores on criterion-referenced or state-mandated assessments, and
- Any other necessary academic information as determined by the district.

Elementary and Middle/Junior High Grade Levels

In grades 1 – 8, promotion is based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

High School Grade Levels

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

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

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation and Standardized Testing**.]

Release of Students from School

[See **Leaving Campus**.]

Remote Instruction

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

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

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

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

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

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student’s relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district’s grading policy. [See **Grading Guidelines** and policy EIA(LOCAL) for more information.]

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within three days. The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

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

Safety (All Grade Levels)

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

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns online at www.tisd.us.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

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

Insurance for Career and Technical Education (CTE) Programs

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

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training: CPR and Stop the Bleed

The district will annually offer instruction in CPR at least once to students enrolled in in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification.

The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see:

- [Homeland Security's Stop the Bleed \(https://www.dhs.gov/stopthebleed\)](https://www.dhs.gov/stopthebleed)
- [Stop the Bleed Texas \(https://stopthebleedtexas.org/\)](https://stopthebleedtexas.org/)

Emergency Medical Treatment and Information

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

The district may consent to medical treatment, which includes dental treatment, if necessary, for a student if:

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

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

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

Emergency School Closing Information

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

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes. State law requires parents to update contact information within two weeks after the date the information changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways: local radio and television stations as well as through the districtwide call out system.

[See **Automated Emergency Communications.**]

SAT, ACT, and Other Standardized Tests

[See **Standardized Testing.**]

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the Facilities Director, the district's designated asbestos coordinator, at 915-765-3000.

Food and Nutrition Services (All Grade Levels)

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

All students are eligible for free meals. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

The Tornillo ISD currently participates in the Community Eligibility Provision (CEP), which means our students are certified for free meals through the means other than individual household application in the school year prior to implementing the provision. This includes both students who are directly certified and categorically eligible.

Although, if the student is requesting a second meal, then the student would have to pay for his / her meal at the regular price the plate is sold. The prices change every year according to the Texas Department of Agriculture

[See policy CO for more information.]

Vending Machines (All Grade Levels)

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

Pest Management Plan (All Grade Levels)

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

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the Facilities Director, the district's IPM coordinator at 915-765-3000.

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Library (All Grade Levels)

The library is open for independent student use Monday – Friday with a teacher permit.

Use of Hallways during Class Time (All Grade Levels)

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

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

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

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

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

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

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

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

School-Sponsored Field Trips (All Grade Levels)

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

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

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

The district may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation,

admission, and meals; however, a student will not be denied participation because of financial need. See **Fees (All Grade Levels)** for more information.

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

Searches

Searches in General (All Grade Levels)

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

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicion less security procedures, including the use of metal detectors.

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

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

District Property (All Grade Levels)

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

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

Metal Detectors (All Grade Levels)

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

Telecommunications and Other Electronic Devices (All Grade Levels)

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

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

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

Trained Dogs (All Grade Levels)

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

Drug Testing (Secondary Grade Levels Only)

[See **Steroids**.]

Vehicles on Campus (Secondary Grade Levels Only)

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Sexual Harassment

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

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Diagnostician/SPED/504 Coordinator at 915-765-3040.

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

Standardized Testing

Secondary Grade Levels

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

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

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

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

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

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Science in grades 5 and 8
- Social Studies in grade 8

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

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

Failure to Perform Satisfactorily on STAAR Reading or Math

If a student in grades 3–8 does not perform satisfactorily on the state assessment, the district will provide accelerated instruction for the student. A student who does not attend accelerated instruction may violate school attendance requirements.

For a student who does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8, the district will establish an accelerated learning committee (ALC), which includes the student's parent, to develop an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the next school year. The district will document the educational plan in writing and provide a copy to the student's parent.

The parent of a student in grades 3, 5, or 8 who fails to perform satisfactorily on the math or reading assessment may:

- Request that the district consider assigning the student to a particular classroom teacher in the applicable subject area, if more than one classroom teacher is available.
- File a grievance or complaint regarding the content or implementation of the ALC's educational plan. See **Complaints and Concerns (All Grade Levels)** and FNG(LOCAL).

Standardized Testing for a Student Enrolled Above Grade Level

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

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

Standardized Testing for a Student in Special Programs

Certain students—some with disabilities and some classified as English learners—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

Personal Graduation Plans - Middle or Junior High School Students

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

School officials will also develop a PGP for a middle school student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment. The plan will, among other items;

- Identify the student’s educational goals,
- Address the parent’s educational expectations for the student, and
- Outline an intensive instruction program for the student.

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

For a student receiving special education services, the student’s IEP may serve as the student’s PGP and would therefore be developed by the student’s ARD committee.

[See **Personal Graduation Plans** for information related to the development of personal graduation plans for high school students.]

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

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

- Algebra I
- English I and English II
- Biology
- U.S. History

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

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

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

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

[See **Graduation**.]

Failure to Perform Satisfactorily on an EOC

If a student does not perform satisfactorily on an EOC, the district will provide accelerated instruction.

Failure of a student to attend accelerated instruction may result in violations of required school attendance.

Students in Foster Care (All Grade Levels)

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

If you have questions, please contact the school counselor at the corresponding campus with any questions.

[See **A Student in the Conservatorship of the State (Foster Care)**.]

Students Who are Homeless (All Grade Levels)

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

For more information on services for students who are homeless, contact the district's homeless education liaison.

[See **A Student Who is Homeless**.]

Student Speakers (All Grade Levels)

The district provides students the opportunity to introduce the following school events: school assemblies, high school sporting events and school-community gatherings. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See **Graduation** for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Tardies (All Grade Levels)

A student who is more than ten minutes tardy to class may be assigned to detention hall or given another appropriate consequence.

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

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

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

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

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

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

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

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

Transfers (All Grade Levels)

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

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

[See **Safety Transfers/Assignments, Bullying, and A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services**, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

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

Buses and Other School Vehicles

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

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

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact the Transportation Department at 915-765-3000.

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

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

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

Vandalism (All Grade Levels)

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras (All Grade Levels)

For safety purposes, the district uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, contact the principal or Diagnostician/SPED/504 Coordinator that the district has designated to coordinate the implementation of and compliance with this law.

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

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

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and comply with all applicable district policies and procedures. All visitors should be prepared to show identification.

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

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

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

Unauthorized Persons

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

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

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

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

Tornillo Independent School District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Volunteers (All Grade Levels)

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

If you are interested in volunteering, please contact the Parent Liaison at 915-765-3000.

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

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

Voter Registration (Secondary Grade Levels Only)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

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

Glossary

Accelerated instruction, also referred to as supplemental instruction, is an intensive supplemental program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment.

Accelerated learning committee (ALC) is a committee that must be established when a student does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8. The committee includes district personnel and the student's parent and develops an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the end of the next school year.

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

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

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

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

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

ESSA is the federal Every Student Succeeds Act.

FERPA refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.

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

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that

authorize or require the principal or another administrator to place the student in a DAEP; and outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

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

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

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Freedom from Bullying Policy

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit <https://pol.tasb.org/Home/Index/443>. Below is the text of Tornillo Independent School District's policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on 11/29/2017.

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

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

Bullying Prohibited

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

Examples

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

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

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

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should

<i>Employee Report</i>	<i>immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.</i>
<i>Report Format</i>	<i>Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee. A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.</i>
<i>Notice of Report</i>	<i>When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.</i>
<i>Prohibited Conduct</i>	<i>The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.</i>
<i>Investigation of Report</i>	<i>The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.</i>
<i>Concluding the Investigation</i>	<i>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</i>
	<i>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</i>
<i>Notice to Parents</i>	<i>If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.</i>
<i>District Action</i>	

<i>Bullying</i>	<i>If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.</i>
<i>Discipline</i>	<i>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</i>
<i>Corrective Action</i>	<i>Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.</i>
<i>Transfers</i>	<i>The principal or designee shall refer to FDB for transfer provisions.</i>
<i>Counseling</i>	<i>The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.</i>
<i>Improper Conduct</i>	<i>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.</i>
<i>Confidentiality</i>	<i>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.</i>
<i>Appeal</i>	<i>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.</i>
<i>Records Retention Access to Policy and Procedures</i>	<i>Retention of records shall be in accordance with CPC(LOCAL). This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks.</i>

Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.



TORNILLO INDEPENDENT SCHOOL DISTRICT

INNOVATING – EMPOWERING – THRIVING

MEMORANDUM

To: Members of the Board of Trustees
From: Georgina Miramontes, M. Ed RPED 1826, Special Education/Section 504 Coordinator/ Diagnostician
Subject: Texas Workforce Commission Vocational Rehabilitation Services (TWC VRS) -Worksite Agreement for Wage Services-Work Quest
Date: July 27, 2022

HISTORY:

Tornillo ISD has participated with Texas Workforce Commission Vocational Rehabilitation Services (TWC VRS) - Worksite Agreement for Wage Services-Work Quest, a division of Texas Workforce Commission, during the summer of 2019 and the summer of 2022 through the Summer and Earn and Learn program (SEAL). A paid internship for TISD students to work within the district in different departments-such as technology and maintenance.

RATIONALE:

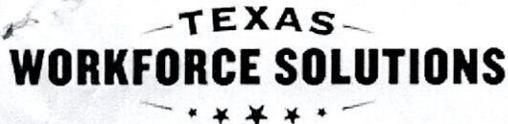
Tornillo ISD Special Education Department is seeking to participate with Texas Workforce Commission Vocational Rehabilitation Services (T|WC VRS) -Worksite Agreement for Wage Services-Work Quest in a 12 week work internship program provide a TISD graduate student to gain job experience and pay, while supervised by a Job Coach from Texas Workforce Commission Vocational Rehabilitation Services (T|WC VRS) -Worksite Agreement for Wage Services-Work Quest. The Worksite Agreement with Texas Workforce Commission Vocational Rehabilitation Services (T|WC VRS) -Worksite Agreement for Wage Services-Work Quest outlines the responsibilities of each entity, that of Texas Workforce Commission Vocational Rehabilitation Services (T|WC VRS) -Worksite Agreement for Wage Services-Work Quest and that of Tornillo ISD.

BUDGET IMPACT:

There is no negative impact to Tornillo ISD at this time as Texas Workforce Commission Vocational Rehabilitation Services (T|WC VRS) -Worksite Agreement for Wage Services-Work Quest will be funding the pay for the time that students are on the job.

ADMINISTRATIVE RECOMMENDATION:

Administration is providing a recommendation to partner with Texas Workforce Commission Vocational Rehabilitation Services (T|WC VRS) -Worksite Agreement for Wage Services-Work Quest to review and agree to the Worksite Agreement between and Tornillo ISD.



Texas Workforce Commission
 Vocational Rehabilitation Services
**Worksite Agreement for Wage Services -
 Work Quest**

Customer Information

Customer's name: Miguel Duenas

Customer's job title: clerk

Wage level and customer's rate of pay:

Entry Level - \$10.90 Intermediate - \$13.92 Advanced - \$20.32

Describe the skills, duties and responsibilities the VR customer will be performing at the worksite.

Clerk: office work, shred, make copies, answer phone and other duties as assigned or needed

Length of the worksite experience: 12 Week(s)

Hours to be worked per week: 15-20

Worksite Information

Worksite name: Tornillo High School

Street address (include suite number, if any):

19200 Cobb Ave.

City: El Paso

State: Texas

ZIP Code: 799

Main phone number: (915) 765 - 3041

Supervisor's (or contact person's) name: Georgine Miramontes

Supervisor's (or contact person's) title: Special Education Coordinator

Supervisor's (or contact person's) direct phone number: 915 765-3040

Supervisor's email address: Miramontes G@tisd.us

Customer Agreement

As a customer, I agree that:

- A paid worksite assignment is a training program, not paid employment. The following items about your training program are described in the the Customer Information section of this form:
 - the rate of pay;
 - skills, duties and responsibilities to be performed at the worksite;
 - length of worksite experience; and
 - hours to be worked per week;
- I will not be an employee of the worksite;
- I will be paid to for work perform in the training program by a third party;
- I am responsible for reporting my earnings, in a legible format, to any agency from which I receive economic assistance;
- I am not eligible to apply for unemployment insurance after or during participation in this worksite assignment; and

<ul style="list-style-type: none"> • This is not a permanent position and can be terminated by any party at any time 	
Customer Signature: X	Date:
For customers that are under the age of 18, only a parent/guardian/established representative's signature is required.	
Customer's Authorized Representative Signature, if any: X	Date:
Worksite Agreement	
As a worksite, we agree to: <ul style="list-style-type: none"> • Provide meaningful, well supervised, safe working conditions for VR customers; • Assure sufficient work to occupy the VR customer; • Provide appropriate and sufficient instruction and equipment/materials/tools, as appropriate, for VR customers to conduct their job duties; • Assure that any VR customer receives equal safety training provided to worksite's employees performing same job duties; • Assure that all VR customers are supervised at all times by a qualified supervisor. No VR customer may be placed in a worksite activity where a member of that person's immediate family is directly supervised by or directly supervises that individual. • Assure compliance with state and federal Employee Right-To-Know and Child Labor laws; Americans with Disabilities Act; Fair Labor Standards Act and Equal Employment Opportunity laws and regulations; • Assure activity of the VR customer will be supplemental and will in no way affect status of regular employees or seasonal employees normally hired; • Cooperate with TWS-VR staff and WorkQuest in monitoring progress of VR customers; • Assure that all work is conducted in a sanitary and drug-free environment, under safe working conditions in compliance with OSHA standards or state guidelines if VR customer's worksite is within another State of Texas agency; • Maintain an accurate and legible record of time and attendance for each VR customer, which record shall be signed and submitted according to current payroll process and schedule; • Inform VR customers of worksite rules including grievance procedures, equal pay and non-discrimination assurances; • Notify WorkQuest, as applicable, of any VR customer terminations; and • Notify WorkQuest, as applicable, within one business day of any workplace injury of a VR Customer and submit appropriate forms. 	
Designated Worksite Supervisor or Designee Name:	
Designated Worksite Supervisor Signature: X	Date:



Human Resources Department

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3050
Fax 915.765.3099

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

MEMORANDUM

Action Required: _____

To: Mrs. Rosa Vega-Barrio, Superintendent
Tornillo ISD
From: Barbara Amaya, Director
ESC 19 Migrant Education Program
Date: June 15, 2022
Subject: Assignment of Designees

To improve communication and coordination please complete this form by designating a specific person(s) for listed assignments. Please complete this form and return to 6611 Boeing Dr., El Paso, Texas 79925.

ASSIGNMENT

NAME OF PERSON ASSIGNED

Superintendent
Designee

Lizeth Carroll, Human Resources/Compliance Dir.
Name Title

Role/Function: Superintendent Designee will review and sign the Migrant Certificate of Eligibility (COE) to verify that the information is complete and correct. The COE is an auditable record and has a five-day turn around timeline. This person must receive a one-day mandatory training on completing COEs provided by the Education Service Center Region 19 Migrant Education Program.

Migrant Advisory
Council Representative (MAC)

Laura Zuniga, Migrant Program Specialist
Name Title

Role/Function: Your District Migrant Advisory Council Representative will serve in an advisory capacity to assist in planning the Education Service Center Region 19 Migrant Education Program regional events. This representative is required to attend the monthly MAC meetings held at the education Service Center Region 19.

Tornillo Migrant Parent
Advisory Council Representative

Maria Garcia, _____
Name of Migrant Parent Phone Address

Role/Function: The Migrant parent representing the Education Service Center Region 19 Shared Services Arrangement will be involved in the planning implementation and evaluation of the Co-op. Shared Service Arrangement Members is required to have a representative. This representative will meet on monthly basis at the Education Service Center Region19 to serve as a member of the MEP focus group.

By strengthening our collaboration, we will improve the quality of services for the Migrant students. Thank you for collaborating with us as we strive towards the achievement of excellence and equity for all students. Should you have any questions please contact me (915) 780-5311.

EDUCATION SERVICE CENTER REGION 19
MIGRANT EDUCATION PROGRAM

SHARED SERVICES ARRANEMENT

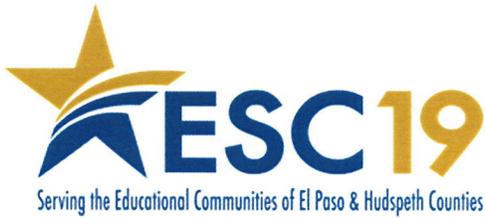
Superintendent Designee Authorization

As a member of the Education Service Center Region 19 Shared Service Arrangement, I authorize Rose Tarin, Director for the Migrant Education Program at the Education Service Center Region 19, to sign a Superintendent Designee for the District Performance Report.

Mrs. Barbara Amaya will respond to any questions regarding the Performance Report.

Superintendent

Date



Migrant Education
6611 Boeing Drive
El Paso, Texas 79925-1010

Phone: (915) 780-5319
Fax: (915) 780-016
www.esc19.net

COUNTY DISTRICT NO. 071-908

AGREEMENT NUMBER: _____

AGREEMENT

BETWEEN THE EDUCATION SERVICE CENTER – R19

AND

TORNILLO INDEPENDENT SCHOOL DISTRICT

THIS AGREEMENT WILL BE IN EFFECT FOR THE PERIOD

September 1, 2022, through August 31, 2023

**NAME OF PROGRAM: MIGRANT EDUCATION PROGRAM
SHARED SERVICES ARRANGEMENT**

**THE AUTHORIZED SIGNATURES BELOW INDICATE ACCEPTANCE OF ALL THE
TERMS OF THIS AGREEMENT.**

Dr. Armando Aguirre
Executive Director
Education Service Center – R19

Mrs. Rosy Vega-Barrio
Superintendent
Tornillo Independent School District

AGREEMENT

TO: TORNILLO INDEPENDENT SCHOOL DISTRICT
FROM: EDUCATION SERVICE CENTER – REGION 19
SUBJECT: FISCAL AGENT SERVICES FOR THE MIGRANT SHARED SERVICES ARRANGEMENT 2022 - 2023

When duly completed and signed by appropriate authority this agreement between the Tornillo Independent School District and the Education Service Center – Region 19 becomes effective September 1, 2022, through August 31, 2023.

Education Service Center – Region 19 will provide Migrant Education fiscal agent services to Tornillo Independent School district to include the following:

- Annual audit of Shared Services Arrangement (SSA) funds
- Quarterly accounting of expenditures/reports to be submitted to TEA
- Application preparation
- Preparation of amendments/revisions to SSA budget/program
- Accountability for The New Generation System (NGS) student record database
- Payroll of Migrant Personnel
- Coordination of Migrant Program

Education Service Center-Region 19 will be compensated for its services rendered hereunder only if, as, and to the extent, Title I Migrant Education Funds are received; the Tornillo ISD has no obligation to make payment from any other source to ESC-Region 19. This Agreement is made subject to the receipt of said Title I Migrant Education Funds and may be curtailed or terminated to the extent such funds are not received.

This AGREEMENT is for the dates as specified above and will be renewed only upon mutual consent and agreement. Any digressions from the services to be provided will be only upon mutual consent and agreement.

Dr. Armando Aguirre
Executive Director
Education Service Center – R19

Date

Mrs. Rosy Vega-Barrio
Superintendent
Tornillo Independent School District

Agreement for Participation in the ESEA, Title 1 Migrant

EDUCATION SERVICE CENTER – R19 MIGRANT EDUCATION
SHARED SERVICES ARRANGEMENT

2022 – 2023

In cooperation with the Education Service Center – Region 19, the Tornillo Independent School District agrees to:

1. Provide supporting documentation to the fiscal agent on the preparation of the application
2. Assign appropriate personnel to assist the Education Service Center.
3. Provide office space, meeting rooms, equipment and utilities as needed for the Summer Program and Migrant Parent Advisory Council Meetings.
4. Provide release time for all personnel working with the migrant students to attend in-service training on a need basis.
5. Request expenditures for migrant purposes only.
6. Appoint tornillo Independent School District Migrant Education Program Designee and provide the leadership necessary.
7. Designate an administrative contact for the coordination of services for all migrant students.
8. Upon the end of this agreement, materials and equipment located at Tornillo ISD will remain the responsibility of the district to use and dispose. Carry-over amounts will remain with the ESC Migrant Education Program.

In cooperation with school districts in the Education Service Center – Region 19 Migrant Education Shared Services Agreement, the Education Service Center agrees to:

1. Serve as fiscal agent and coordinate services for migrant students.
2. Prepare and submit applications, budgets, and amendments to the Texas Education Agency, and keep files on supporting documents provided by participants.
3. Coordinate all project activities with the Division of Migrant Education, Texas Education Agency.
4. Employ qualified migrant personnel as defined by the guidelines of the Texas Migrant Program and approved in the SAS 478.
5. Maintain applicable records and data for personnel employed by the Shared Services Arrangement as described in TEA's Financial Accounting and Reporting System.
6. Maintain payroll records of employees to support data.
7. Establish salaries of migrant personnel in accordance with the ESC-Region 19 salary schedule and maintain this information as the fiscal agent.
8. Prorate salaries of any personnel hired after the initiation of the project according to the number of days remaining in the school year.
9. Maintain records for student eligibility on the New Generation System student record database.
10. Generate an ESC-Region 19 purchase order for P.O. requisitions with shipment and billing to ESC. Maintain an audit trail of all purchases and deliver material to appropriate personnel.
11. Organize and coordinate in-service training for personnel working with migrant students.
12. Provide migrant consultant service, to the SSA school district in the form of:
 - a. Inservice training for administrators, teachers, aides, recruiters, counselors and nurses.
 - b. Professional and technical assistance in project planning, evaluation and design
 - c. Assistance in reviewing student eligibility forms and records transfer system forms.
 - d. Professional and technical assistance in the selection of instructional materials and supplies.
 - e. Orientation and explanation of the Texas Migrant program to community groups.
 - f. Assistance in the identification and recruitment of migrant students, including an annual verification of certificates of eligibility for a sample of eligible students.
13. Coordinate the establishment of the Shared Service Arrangement Parent Advisory Council. Maintain files of supporting documents of training provided for participants.

14. Provide clerical support services to meet the needs of the Tornillo ISD Migrant Parent Advisory Council.
15. Coordinate with the Tornillo ISD a need-based migrant parent and staff development program to meet the needs of migrant students ages 3 through Pre-K on an as needed basis.
16. Purchase, use and dispose of all equipment and materials for the program as required by TEA's Financial Accounting and Reporting System. Upon the end of this agreement, equipment and materials located at the ESC will remain the responsibility of the fiscal agent. Equipment and materials purchased for use at Tornillo ISD will remain the responsibility of the district, balances of unspent funds remain with ESC Region 19.
17. In the event this arrangement is terminated by either party, all unspent funds remain with the ESC Region 19. When a new district enters the SSA and comes with roll forward monies, those funds will be flowed back to the district for use with the current year.
18. Provide pre and post test data for all migrant children identified age 3 through grades 12 as needed for the migrant application.
19. Use title I Migrant funds to supplement, not supplant, local and state funds.

SCHOOL DISTRICT

Tornillo Independent School District

Superintendent Signature
Mrs. Rosy Vega-Barrio

Date

EDUCATION SERVICE CENTER – REGION 19

Executive Director Signature
Dr. Armando Aguirre

Date



Human Resources Department

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3050
Fax 915.765.3099

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:



2022-2023
Substitute Handbook

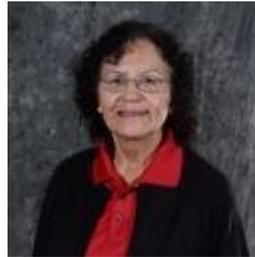
TORNILLO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES



Marlene Bullard
President



Ida Estrada
Vice-President



Ofelia Bosquez
Secretary



Daniel Dozal
Trustee



Hector Lopez
Trustee



**Maria Kika
Saldana**
Trustee



Enrique Vega
Trustee



Rosy Vega-Barrio
Superintendent

The Tornillo Independent School District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended and Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator and to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended: Superintendent, 19200 Cobb Avenue, Tornillo, TX 79853, (915) 765-3000.

If you are having difficulty accessing the information in this document because of a disability, please e-mail hr@tisd.us.

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TORNILLO INDEPENDENT SCHOOL DISTRICT

Educating Children Today to be the Leaders of Tomorrow.

SUBSTITUTE HANDBOOK RECEIPT

Substitute Name:

Campus / Department:

Position:

I hereby acknowledge the receipt of the electronic and/or hard copy of the 2021-2022 Tornillo ISD Substitute Handbook. I agree to abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by these changes as they occur.

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

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

I understand that if any of the item(s) below are issued to me, is property of Tornillo ISD and must be returned upon leaving the district or upon request. I will also abide to the following conditions and terms where applicable.

Identification Badge

- I.D. Badges are to be worn in a visible manner, above the waist, with photo side up *at all times* while on duty.
- I.D. Badges are *not* to be defaced with pins, stickers, tape, or other materials.
- Badges are to be surrendered upon request of my Supervisor, Administrator, or the Human Resource Department.
- You are to immediately notify the Human Resource/Technology Department if your I.D. Badge is lost, stolen or damaged.
- I.D. Badges are not to be shared and is intended to be used only by the assignee.

Building Key

- Keys are not to be shared and is intended to be used only by the assignee.

Instructions to report lost or stolen item(s):

- Report lost or stolen item(s) to your campus Public Safety Officer.

Instructions to request a replacement:

1. After item(s) has been reported lost or stolen, make payment at Technology Service Center. Replacement cost for each item listed below:
 - a. Employee ID Badge \$20.00
 - b. Single room/office key \$20.00

Note a building section, building master, or grand master key may incur an additional cost.
2. You will be issued a receipt and you will be contacted once the replacement item is ready for pickup.

I AGREE to abide by the above-mentioned conditions to receive an Employee Identification Badge or Building Key(s).

Signature

Date

Note: Sign and date a copy and forward it to the Human Resources Office.

Introduction

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

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

District Information

Description of the District

Tornillo Independent School District is located approximately 35 miles southeast of El Paso. Our District is one of 12 school districts in the Region 19 Education Service Center area. Our students are taught in four campuses: Tornillo Elementary (Pre-K through 2nd grade), Tornillo Intermediate (3rd through 5th grade), Tornillo Junior High (6th through 8th grade) and Tornillo High (9th through 12th grade), as well as the Alternative Education Program HOPE.

Mission Statement, Goals, and Objectives

Policy AE

Mission Statement

Tornillo ISD's mission is to empower our learning community to live their purpose by honoring values and beliefs for a holistic postsecondary journey.

Vision Statement

Believe we can succeed; with pride we will achieve.

Motto

Love – Serve – Care

Student Outcome Goals

- Students performing at the Meets Grade Level Standard on STAAR Reading grades 3rd to 8th, EOC English I and English II will increase from 28% to 60% by June 2024.
- Students performing at the Meets Grade Level Standard on STAAR Math grades 3rd to 8th and EOC Algebra I will increase from 35% in 2019 to 60% by June 2024.
- Students graduating college, career and military ready will increase from 78% in June 2019 to 100% by June 2024.

Board of Trustees

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

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

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

Current board members include:

- Marlene Bullard, President
- Ida Estrada, Vice President
- Ofelia Bosquez, Secretary
- Daniel Dozal, Trustee
- Hector Lopez, Trustee
- Maria Saldaña, Trustee
- Enrique Vega, Trustee

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

Board Meeting Schedule

Trustees meet at 6:00 PM in the W.E. Neill Building, 19210 Cobb Avenue, Tornillo, TX 79853 on the last Wednesday of each month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Central Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice. Board meeting notices can also be found at www.tisd.us.

Administration

Rosa Vega-Barrio	Superintendent
Luis Guerra	Director of Finance
Lizeth Carroll	Human Resources/Compliance Director
Carlos Garcia	Director of Technology
Rene Estrada	Transportation/Facilities Director
Maria Morales	At-Risk District Coordinator
Luis Vega	Athletics Director
Rodrigo Portillo	District Academic Coordinator
Linda Rivero	Registered Nurse
Georgina Miramontes	Diagnostician/ SPED/504 Coordinator
Sandra Cruz	Finance Coordinator
Imelda Garcia	District PEIMS Data Coordinator
Norma Aguirre	District Food Services Manager
Alejandro Olvera	High School Principal
Nadia De La Rosa	Middle School Principal
Myrna Lopez-Patti	Elementary Principal
Elizabeth Otero	High School Assistant Principal
Loretta Aguilar	Middle School Assistant Principal
Raymond Bonilla	CTE Coordinator
Christopher Escarsega	Network Administrator
Hugo Fuentes	Systems Administrator
Claudia Beanes	High School Counselor
Arlene Portillo-Castro	Middle School Counselor
Alicia Alvarado	Middle School Counselor
Maria Hernandez	Elementary School Counselor
Ruth Gonzalez	Payroll Specialist
Rachel Aguilar	Superintendent's Secretary
Sandra Garcia	Human Resources/Compliance Specialist
Claudia Castro	Parent Liaison

Helpful Contacts and Directory

Superintendent	765-3005
Director of Finance	765-3010
Finance Coordinator	765-3015
Payroll Specialist	765-3020
Human Resources/Compliance Director	765-3050
Human Resources Specialist	765-3051
Transportation/Facilities Director	765-3060
Athletics	765-3550
Academic Coordinator	765-3006
Nurse	765-3565
Security	765-4885
Custodial	765-3060
Transportation	765-3060
Special Education Coordinator	765-3040
Director of Technology	765-3035
High School Cafeteria	765-3575
Junior High School Cafeteria	765-3475
Elementary School Cafeteria	765-3175
Elementary School	765-3150
Intermediate School	765-3350
Junior High School	765-3450
High School	765-3550

School Calendar

TISD 2022-2023 Academic Calendar TEA Option 2 HB3

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
August 2022						
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28	29	30	31			
September 2022						
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October 2022						
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November 2022						
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December 2022						
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JULY	
07/04 - 07/08District Closed
07/11 - 07/15Student Registration
07/25 - 07/28District Staff Development
07/29P/T Conference
AUGUST	
08/011st Semester Begins / Classes Begin
SEPTEMBER	
09/05Holiday - Labor Day
OCTOBER	
10/03 - 10/07Extended Year/COVID Makeup Days
10/10 - 10/14District Closed
NOVEMBER	
11/21 - 11/25Holiday - Thanksgiving
DECEMBER	
12/06 - 12/09Testing - STAAR
12/161st Semester Ends, Early Release for Students/Teachers
12/19 - 12/30Holiday - District Closed
JANUARY	
01/02 - 01/05Holiday - District Closed
01/06Teacher Planning / No School for Students
01/092nd Semester Begins / Classes Begin
01/16Holiday - MLK/COVID-Weather Makeup Days
FEBRUARY	
02/28P/T Conference for EL
MARCH	
03/01P/T Conference for MS
03/02P/T Conference for HS
03/06 - 03/10Extended Year/COVID Makeup Days
03/13 - 03/17Holiday - Spring Break
APRIL	
04/04 - 04/14Testing - STAAR
04/07Holiday - Good Friday
MAY	
05/02 - 05/12Testing - STAAR
05/29Holiday - Memorial Day/COVID-Weather Makeup Days
JUNE	
06/082nd Semester Ends, Early Release for Student only
06/20 - 06/30Testing

January 2023						
S	M	T	W	T	F	S
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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25	26	27	28	29	30	

KEY

	State Testing
	Parent/Teacher Conference
	Staff Development / Teacher Planning
	Holiday
	Extended Year

Instructional Minutes : 75,600 (K-12th), 37,800 (Pre-K)

Weeks Days Minutes

1st	¹	44	HS:20010 MS 6th-8th:20010 MS 3rd-5th:20228 EL:20228
2nd	²	40	HS:17940 MS 6th-8th:17940 MS 3rd-5th:18135 EL:18135
3rd	²	39	HS:17480 MS 6th-8th:17480 MS 3rd-5th:17670 EL:17670
4th	³	57	HS:25530 MS 6th-8th:25530 MS 3rd-5th:25808 EL:25808
	⁸	180	HS:80960 MS 6th-8th:80960 MS 3rd-5th:81840 EL:81840

	Open House
	9 Weeks Begins/Ends
	Teacher Work Day
	New Employee Orientation
	Student Academy/Teacher Planning
	Pay Day
	Early Release Students & Teachers
	Early Release Students Only

Board Approved: 5/25/2022
Revised: 5/20/2022

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the superintendent.

Substitute Selection and Placement Procedures

Selection Procedures

Persons interested in substituting in the classrooms of the Tornillo Independent School District should file an application online on the TISD website. Once approved, all substitute applicants must attend the mandatory TISD New Substitute Teacher Orientation. All applicants must be fingerprinted according to TEA regulations; a FAST Pass will be provided to the applicant to complete the fingerprinting process. Once all the required paperwork has been submitted, the applicant will be added to the substitute roster. The position of substitute staff member is a part-time, non-contract, as-needed position; The District has no obligation to guarantee assignments. Substitute staff members' names may be removed from the roster if they fail to meet the expectations required of the position for consistently being absent or declining substitute opportunities.

Placement Procedures

All calls to substitutes will have access to the Frontline Substitute Module to access all substitute opportunities. In emergency situations Campus personnel or District personnel will make phone calls from 5:30 a.m. – 7:20 a.m. and/or 5 p.m. – 9 p.m. Substitutes may accept, or decline offers; repeated attempts will be made to contact you until the job is filled.

Certification Status

Certified substitutes are those who hold a valid teaching certificate. Degreed substitutes are those who hold a degree from an accredited college or university. Non-certified substitutes are those who meet all other qualifications, but do not hold a degree or a teaching certificate.

Personnel File

The following items are required to complete a substitute personnel file. The file must be complete before a person's name is submitted for approval and placed on the substitute roster.

Certified & Degreed Substitute

1. A completed online application
2. A copy of College Transcripts showing degree earned from an accredited college or university.
3. A copy of your Teaching Certificate, if applicable
4. Copy of Current Driver's License
5. Copy of Social Security Card
6. Letter of Reasonable Assurance
7. Statement of Confidentiality
8. W-4
9. Social Security Letter SSA-1945
10. Direct Deposit Authorization w/voided check
11. Substitute Handbook Receipt

Non-Certified Substitute

1. A completed application on-line
2. A copy of high school diploma or transcript, GED or equivalent
3. Copy of current Driver's License
4. Copy of Social Security Card
5. Letter of Reasonable Assurance
6. Statement of Confidentiality
7. W-4
8. Social Security Letter SSA-1945
9. Direct Deposit Authorization w/voided check
10. Substitute Handbook Receipt

Fingerprinting Through TEA

If you have not been fingerprinted through TEA to work in a Texas school district, a FAST PASS will be emailed to you. You must follow the instructions on the FAST PASS to set up an appointment to be fingerprinted. After you have been fingerprinted, bring your receipt to the Human Resources office located at the TISD administration building. Only then will your name be placed on the Substitute Teacher List. You are responsible to pay your own fee.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

No investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of

work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

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

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

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Transportation/Facilities Director or the Human Resources Department.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

Compensation and Benefits

Substitute Teacher Rates

Daily Rates

\$90.00/day	Non-degreed, non-certified substitute
\$105.00/day	Associate Degreed substitute
\$125.00/day	Degreed substitute
\$150.00	Degreed and Certified substitute
\$170.00	Substitute Retired Teacher
\$10.00	Long Term Substitute (extra-daily)
\$68.00	If substituting for a Paraprofessional: (degreed, certified, or non-degreed)
\$68.00/day	If substituting for a Custodian: (degreed, certified, or non-degreed)
\$68.00/day	If substituting for Food Service: (degreed, certified, or non-degreed)
\$96.00/day	If substituting for a Bus Driver: (degreed, certified, or non-degreed)

Half-Day Rates

\$45.00/day	Non-degreed, non-certified substitute
\$52.5/day	Associate Degreed substitute
\$62.50/day	Degreed substitute
\$75.00	Degreed and Certified substitute
\$85.00	Substitute Retired Teacher

Hourly Rate

\$12.00	Bus Driver
\$8.50	Campus Clerical
\$8.50	Custodial
\$8.50	Food Service Helper

Long Term Substitutes

Long-term substitution refers to a situation in which a person substitutes for the same teacher in the same assignment for more than ten (10) consecutive days. Long-term substitutes are involved in planning for instruction and evaluation of students. They are expected to attend faculty meetings, in-services and staff development meetings, as well as other responsibilities assigned to permanently employed teachers. Same substitute rates apply.

The following provisions apply to those substitutes engaged in a long-term assignment:

- Work ten (10) consecutive days; long-term status begins on the **eleventh day**.

Paraprofessional Substitutes

There is no "long-term" substitution for paraprofessionals.

Benefits

A substitute position is strictly a part-time, at-will position. Substitutes are eligible for TRS Health Insurance if they consistently work 10 hours or more per week. The substitute is responsible for their portion of the cost.

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. Contact the payroll office at (915) 765-3020 for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

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

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

Paychecks

All professional, salaried and hourly employees are paid semi-monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

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

**Tornillo Independent School District
2022 - 2023 Payroll Schedule**

Pay Period Start	Pay Period End	Payroll Due-Date	Pay Date
6/16/2022	6/30/2022	Fri, 7/1/2022	Fri, 7/15/2022
7/1/2022	7/15/2022	Tue, 7/19/2022	Fri, 7/29/2022
7/16/2022	7/31/2022	Tue, 8/2/2022	Mon, 8/15/2022
8/1/2022	8/15/2022	Wed, 8/17/2022	Wed, 8/31/2022
8/16/2022	8/31/2022	Fri, 9/2/2022	Thu, 9/15/2022
9/1/2022	9/15/2022	Tue, 9/20/2022	Fri, 9/30/2022
9/16/2022	9/30/2022	Tue, 10/4/2022	Fri, 10/14/2022
10/1/2022	10/15/2022	Tue, 10/18/2022	Mon, 10/31/2022
10/16/2022	10/31/2022	Wed, 11/2/2022	Tue, 11/15/2022
11/1/2022	11/15/2022	Thu, 11/17/2022	Wed, 11/30/2022
11/16/2022	11/30/2022	Fri, 12/2/2022	Thu, 12/15/2022
12/1/2022	12/15/2022	Fri, 12/16/2022	Fri, 12/30/2022
12/16/2022	12/31/2022	Mon, 1/2/2023	Fri, 1/13/2023
1/1/2023	1/15/2023	Tue, 1/17/2023	Tue, 1/31/2023
1/16/2023	1/31/2023	Thu, 2/2/2023	Wed, 2/15/2023
2/1/2023	2/15/2023	Fri, 2/17/2023	Tue, 2/28/2023
2/16/2023	2/28/2023	Thu, 3/2/2023	Wed, 3/15/2023
3/1/2023	3/15/2023	Mon, 3/20/2023	Fri, 3/31/2023
3/16/2023	3/31/2023	Tue, 4/4/2023	Fri, 4/14/2023
4/1/2023	4/15/2023	Mon, 4/17/2023	Fri, 4/28/2023
4/16/2023	4/30/2023	Tue, 5/2/2023	Mon, 5/15/2023
5/1/2023	5/15/2023	Wed, 5/17/2023	Wed, 5/31/2023
5/16/2023	5/31/2023	Fri, 6/2/2023	Thu, 6/15/2023
6/1/2023	6/15/2023	Tue, 6/20/2023	Fri, 6/30/2023
6/16/2023	6/30/2023	Tue, 7/4/2023	Fri, 7/14/2023

Revised 06/15/2022

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Claims Administrative Services.

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

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

Teacher Retirement

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

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

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees.

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

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

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

DH(EXHIBIT) - EMPLOYEE STANDARDS OF CONDUCT

Educators' Code of Ethics

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

Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

Ethical Conduct Toward Professional Colleagues

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

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

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

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

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

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

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

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

Ethical Conduct Toward Students

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

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

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

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

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

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

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

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

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

1. The nature, purpose, timing, and amount of the communication;
2. The subject matter of the communication;
3. Whether the communication was made openly or the educator attempted to conceal the communication;
4. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. Whether the communication was sexually explicit; and
6. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

19 TAC 247.2

Tornillo ISD
DH(EXHIBIT)-P
UPDATE 116
DATE ISSUED: 1/6/2021

Faculty and Staff Dress Code

The following dress code applies to all faculty and staff employed by the Tornillo Independent School District. The intent of the dress code is to provide general guidelines to promote a positive role model for students and a professional appearance in the staff. The faculty and staff dress code does not, nor cannot anticipate every style of attire or exceptions. Thus, final determination of the appropriateness of faculty and staff attire resides with the campus principal or department supervisor. Staff members are requested to dress in a manner that reflects the value and professionalism they hold in their position.

- Collared shirts will be worn by male faculty and staff and must be tucked into pants.
- Ties are encouraged by males, particularly at formal school events and activities.
- Campus administration will determine the use of wearing jeans on Fridays.
- Pants that have belt loops must be worn with a belt or suspenders.
- Women's skirts must be of appropriate length.
- P.E. Instructors may wear athletic shorts and/or sweats provided that the attire is necessary for instruction. Staff attire in specific work areas (Ag farm, maintenance department, etc.) should be appropriate for the activities required.
- Male faculty and staff are prohibited from wearing earrings.
- Faculty and staff are prohibited from wearing clothing with printed materials promoting or indicating drug, alcohol, and tobacco products. Faculty and staff are also prohibited from wearing clothing with printed materials which may be sexually or ethnically offensive.
- All visible tattoos need to be covered. All visible body piercing/adornments (other than in the ears) are not permitted to be worn.
- No unnatural hair color is allowed (e.g., blue, pink, green, etc.).

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited

harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* and *Bullying* for additional information.

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

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

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

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

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

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at Guidance and Counseling Department website. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child.

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

Reporting Crime

Policy DG

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

Technology Resources

Policy CQ

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

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

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

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

Personal Use of Electronic Communications

Policy DH

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

Electronic communications also includes all forms of telecommunication such as

landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page.

The employee is also responsible for maintaining privacy settings appropriate to the content. An employee who uses electronic media for personal purposes shall observe the following:

The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

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

See *Use of Electronic Communications with Students*, below, for regulations on employee communication with students.

Electronic Communications between Employees and Students

Policy DH

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

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

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.

- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of **9:00 p.m.** and **7:00 a.m.** An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above

by submitting a written request to his or her immediate supervisor.

- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude Moral turpitude includes the following:
 - Dishonesty
 - Fraud
 - Deceit
 - Theft
 - Misrepresentation
 - Deliberate violence
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report

the educator’s criminal history to the Division of Investigations at TEA.

Alcohol and Drug-Abuse Prevention

Policy DH

Tornillo ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district

- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Gifts and Favors

Policy DBD

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

Safety

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

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

Employees with questions or concerns relating to safety programs and issues can contact Human Resources Department.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy

should report it to their supervisor or call the Security Department immediately.

Visitors in the Workplace

Policy GKC

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

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policies CLB, DI

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

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

General Procedures

Bad Weather Closing

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

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency, and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize²²³ employees and students with safety and

evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the campus and Human Resource Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Human Resources Department.

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

Tornillo ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the Superintendent.

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance

accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the campus administration.

Hazing

Policy FNCC

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Technology Acceptable Use Policy

Purpose

The technology resources at Tornillo Independent School District support the organization's mission of educating all students for success. Use of these resources is extended to employees, students, contractors, and the public. As a user of these resources, you have access to valuable equipment, potentially sensitive data, and to internal and external networks. Consequently, it is important for all users to act in a responsible, ethical, and legal manner. In general, acceptable use shall be taken to mean respecting the rights of other digital users, the integrity of physical and digital assets, pertinent licenses, contractual agreements, and where applicable, maintaining compliance with legal and regulatory requirements. This document establishes specific requirements for the use of all computing and network resources within the district.

Scope

The Technology Acceptable Use Agreement applies to all users of technology resources owned or managed by the district, as well as personally owned technology devices connected to the district network and applications. Individuals covered by the policy include, but are not limited to, full-time employees, part-time employees, students, contractors, interns, partners, parents and guardians, and volunteers accessing network services. Technology resources include all District-owned, licensed, or managed hardware and software and use of the district network via a physical or wireless connection, regardless of the ownership of the device connected to the network.

Your Rights and Responsibilities

As a user of District technology resources, you are permitted to use technology and information assets that are required to perform work and educational duties, including access to certain computer systems, servers, software and databases, telephone, email and voicemail systems, and the Internet. You have a limited expectation of privacy in your use of District technology resources. The district makes reasonable efforts to protect users from abuse and intrusion by others sharing these resources. In turn, you are responsible for knowing and understanding the policies of the district that apply to the appropriate use of technology resources. You are responsible for exercising good judgment regarding the use of District technological and information resources and remaining in compliance with all applicable policies.

Principles

- You shall only use devices, accounts, and digital files for which you have authorization to access and resources needed to perform your stated job function.
- You shall adhere to the district's password standards to protect your passwords and to secure resources against unauthorized use or access.
- You are individually responsible for appropriate use of all resources assigned to you, including the electronic device, network resources, software, and hardware.
- You shall not allow any unauthorized person to access District devices, networks, or information.
- You shall not attempt to access or provide resources to access restricted portions of the network, an operating system, security software, or other administrative applications without appropriate authorization by the system owner or administrator.
- You shall comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- You shall not engage in deliberate activity to degrade the performance of technology

resources, deprive an authorized user access to District resources, or circumvent District cyber security measures.

- You shall not attempt to bypass any security control unless you have been specifically authorized to do so by the Technology Administrator.
- You shall not store, share, process, analyze, or otherwise communicate confidential information, data, or files using unauthorized mediums, applications, or infrastructure, including but not limited to cloud storage, personal electronic storage, or unauthorized applications.
- The district shall be bound by contractual and licensing agreements regarding third party resources. You are expected to comply with all such agreements when using such resources.
- Any security issues or potential security issues discovered shall be reported to the Director of Information Security or his/her designee for follow-up investigation.
- There is no special purchasing agreement available for employees who retire or are no longer employed by the district.
- All technology equipment or devices are subject to scheduled or unscheduled monitoring, inspections, imaging, inventory update, maintenance update, and cleaning

General Rules & Expectations

- Intended for instructional or professional use only.
- Report all software or hardware malfunction via work order ticket.
- Installation, removal, or modification of any application or alteration to the configuration of the operating system in any way is prohibited.
- Should be used solely by the assigned user whether at home or in the classroom and is not meant to be used by family members.
- Employees are responsible for backing up work files to external sources, e.g., cloud storage, USB hard drive, or USB flash drive. District will NOT be liable for any lost data or for the restoration of files in the event of a hardware failure or malfunction.
- Do not leave technology equipment or devices in vehicle or other inappropriate places in extreme temperatures. Heat, moisture, and dirt are generally considered threats to all electronic devices.
- File-sharing, including downloading music or any other activity that violates copyright laws is not permitted.
- Do not mark the devices in any way with markers, stickers, or labels. Each device may be labeled with a district identification barcode or name.
- Misuse or violations of the Technology Acceptable Use Policy or any applicable local policies and laws could result in restrictions, removal from the program and/or criminal charges.
- Any inappropriate web or email activity can result in loss of the laptop privilege. The use of proxy servers is strictly forbidden.
- The use of a technology equipment or device is a privilege that can be revoked. Inappropriate use or neglect can result in limits to or loss of use.
- There is no expectation of any kind of privacy. The district has a right to access all information on equipment or devices.
- To the extent there is any personally identifiable student information on a device, this information shall be kept confidential as required by state and federal law.

Agreement Terms

- I understand that if I am issued a device, it will be to facilitate my work; it will be in my possession for use at and away from school.
- I understand I am responsible for the device, carrying case, and power adapter as issued to me and that I will care for the equipment in such a manner as to prevent loss or damage. Device

and accessories will be returned upon termination of my employment, or at any time as specifically directed by a District authority.

- I will exercise reasonable care and judgment in preventing any theft or loss of or damage to the device, and to use the device daily for work tasks as needed.
- If the device is stolen or lost, I will immediately notify my campus administrator and the technology department. I will complete a police report with the local law enforcement within twenty-four (24) hours and provide a hard copy of the report, a case number, and any other information requested by the campus administration or technology department.
- If device is lost, stolen or damaged due to my intentional act, neglect, or abuse of the laptop, or because of my failure to follow board policies, rules or guidelines, including this agreement, I will be responsible to reimburse the district for the cost of damage repairs or the depreciated cost of the laptop. I hereby authorize the district to deduct these costs from my salary.

Internet Acceptable Use Policy

User Responsibilities

These guidelines are intended for employees and students to make the best use of the Internet resources at their disposal. When using the District's Internet access facilities, you should understand and comply with the following guidelines:

Tornillo ISD's Internet Acceptable Use Policy ("IAUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms, instant messaging (IM), peer-to-peer P2P, and other forms of direct electronic communications or equipment provided by Tornillo ISD. It also covers any outside equipment that uses the district's network to access the Internet.

Tornillo ISD will use technology protection measures to block or filter, to the extent possible, access of visual depictions that are obscene, pornographic, and harmful to **minors** over the network. Tornillo ISD reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of district property, network and/or Internet access or files, including email.

Schools must qualify students using the computer network and Internet access at the beginning of each school year with a signed IAUP. Students who are under 18 must have their parents or guardians sign the IAUP and schools must keep the signed page on file. Once signed, the permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the district's network due to violation of the policy or is no longer a student of this district.

Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate district personnel. Access is provided primarily for education and district business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether

a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate district personnel.

It shall be the responsibility of all members of the Tornillo ISD staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Tornillo ISD will conduct annual trainings at the start of each school year that will educate all students including minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness, and response.

The following are examples of inappropriate activities on the Internet, but the district reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the district, students, employees, schools, network or computer resources, or (2) that expend district resources on content the district in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by district as inappropriate.

- Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials.
- Criminal activities that can be punished under law.
- Selling or purchasing illegal items or substances.
- Obtaining and/or using anonymous email sites; spamming; spreading viruses.
- Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
 3. Damaging computer equipment, files, data, or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
 4. Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 1. Using another's account password(s) or identifier(s).
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for Commercial purposes:
 1. Using the Internet for personal financial gain.
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-government related

fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access district accounts outside of school if a parent or legal guardian always supervises their usage. The student's parent or guardian is responsible for monitoring the minor's use.
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others.
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Internet Acceptable Use Policy and all district security policies.

Penalties for Improper Use

The use of a Tornillo ISD account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. Tornillo ISD will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

Tornillo ISD makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the district's network are to be borne by the user. Tornillo ISD also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.

Adoption

This Internet Safety Policy was adopted by the Board of Tornillo ISD at a public meeting, following normal public notice, on 5/14/2012.

Contact Us

If you have questions about this privacy statement or the comments about the website, please email GarciaC@tisd.us or write to:

Technology Department
Tornillo Independent School
District PO Box 170
19200 Cobb Ave.
Tornillo, TX 79853

