



Agenda for Board of Trustees Meeting Tornillo Independent School District

Meeting Date: Wednesday, July 26, 2023

Meeting Type: Regular

Meeting Time: 5:30 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
 - C. District Mission and Vision
2. **(OTHER) Superintendent's Report**
Mrs. Rosa Vega-Barrio, Superintendent
3. **(OTHER) Open Forum**
Ms. Marlene Bullard, Board President
4. **(VISION Y) Information / Reports / Presentations**
 - A. Financial Reports-Information Only 3
Mr. Luis M. Guerra, Director of Finance
 - B. Quarterly Investment Report - Quarter Ending June 30, 2023 34
Mr. Luis M. Guerra, Director of Finance
 - C. HB3: School Safety - Armed Guard 47
Mr. Carlos Garcia, District Safety Supervisor
5. **(VISION Y) Board Items**
 - A. Purchases > \$25,000 threshold - Authorization
 1. Consider Approval of Cafetorium Access Road Construction 49
Mr. Rene Estrada, Maintenance/Transportation Director
 2. Consider Approval to Purchase Intervene K-12 TCLAS 6 54
Mrs. Rosa Vega-Barrio, Superintendent
 - B. Discussion and Possible Action Regarding Early Graduation 67
Mr. Alejandro Olvera, THS Principal
 - C. Consider Approval of Strong Foundations Grant

- Mr. Alejandro Olvera, THS Principal
- D. Discussion Regarding Districts Property Values and the Funding Lag 71
Mr. Luis M. Guerra, Director of Finance
- E. Discussion and Possible Action Regarding Superintendent's Employment Contract and Possible Amendments
Mrs. Rosa Vega-Barrio, Superintendent
- F. Discussion and Possible Action Regarding HB3 Armed Guard Requirement 72
Mr. Carlos Garcia, District Safety Supervisor
- G. Consider Approval of Agreement between El Paso County and Tornillo ISD for Additional SRO 73
Ms. Lizeth Carroll, HR / Compliance Director
6. **(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 - June 26, 2023 74
- B. Consider Approval of 2023-2024 Student Handbook 78
Mrs. Rosa Vega-Barrio, Superintendent
- C. Consider Approval of 2023-2024 Student Code of Conduct 176
Mrs. Rosa Vega-Barrio, Superintendent
- D. Consider Approval of 2023-2024 Organization Chart 225
Mrs. Rosa Vega-Barrio, Superintendent
- E. Consider Approval of TASB Policy Manual Update 121 (2nd Reading) affecting the following (LOCAL) Policies: 226
1. CFB(LOCAL): ACCOUNTING - INVENTORIES
2. CLB(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT - MAINTENANCE
3. CRF(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - UNEMPLOYMENT INSURANCE
4. CVA(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE BIDDING
5. CVB(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE SEALED PROPOSALS
6. DEA(LOCAL): COMPENSATION AND BENEFITS - COMPENSATION PLAN
7. FD(LOCAL): ADMISSIONS
8. FFI(LOCAL): STUDENT WELFARE - FREEDOM FROM BULLYING
Mrs. Rosa Vega-Barrio, Superintendent
- F. Consider Approval of 2023-2024 Substitute Handbook 261
Ms. Lizeth Carroll, HR / Compliance Director
- G. Consider Approval of Amended Lease Agreement with Region 19 Head Start Program 303
Mrs. Rosa Vega-Barrio, Superintendent
- H. Consider Approval of Disposal - Technology Equipment and Other 317
Mr. Carlos Garcia, Technology Director
- I. Consider Approval of Budget Amendments 330
Mr. Luis M. Guerra, Director of Finance
- J. Consider Approval of Interlocal Agreement for the Establishment and Operation of El Paso County 331
Juvenile Alternative Education Program Pursuant to Chapter 37 of the Texas Education Code
Mrs. Rosa Vega-Barrio, Superintendent
7. **Next Meeting Tentative Date:** August 30, 2023

Adjournment of the Meeting



Rosa Vega-Barrio
Superintendent of Schools



FINANCIAL REPORTS

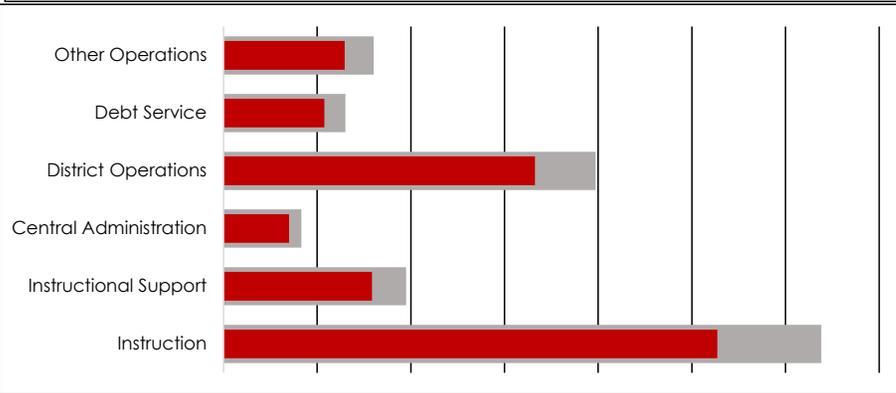
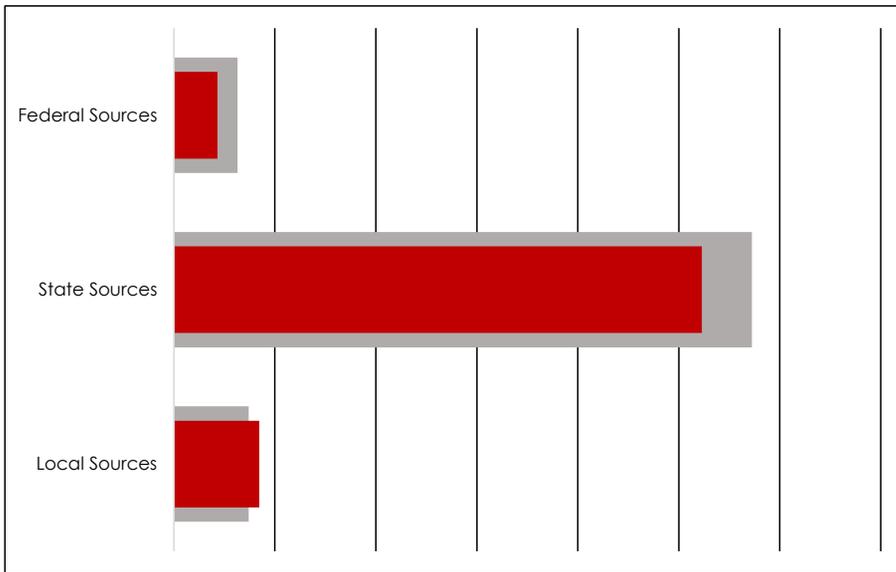
FOR THE MONTH ENDING JUNE, 2023

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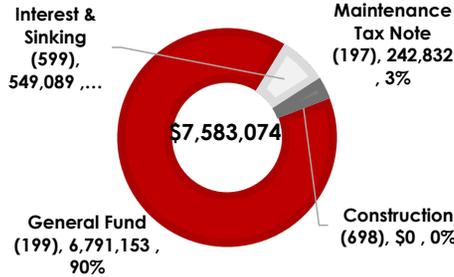
**TORNILLO INDEPENDENT SCHOOL DISTRICT
BOARD FINANCIAL REPORT SUMMARY
As of June 30, 2023**

Board Adopted Revenue and Expenditures

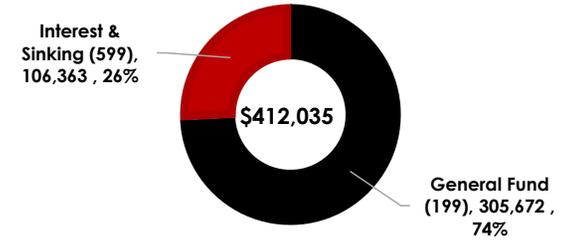


Banking and Investment Pools

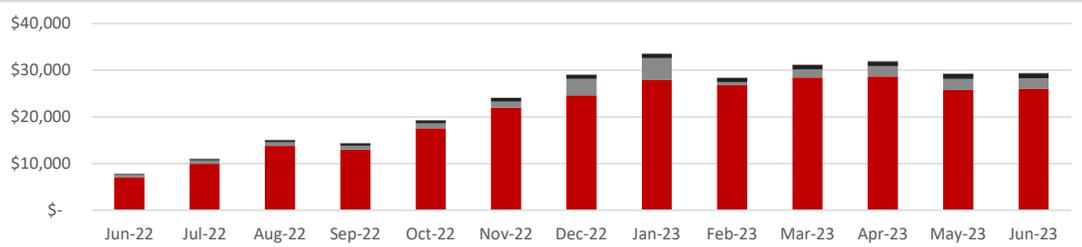
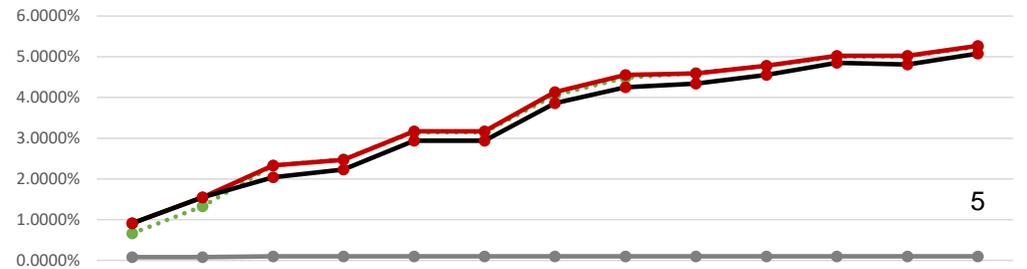
LONE STAR INVESTMENTS



WESTSTAR BANK

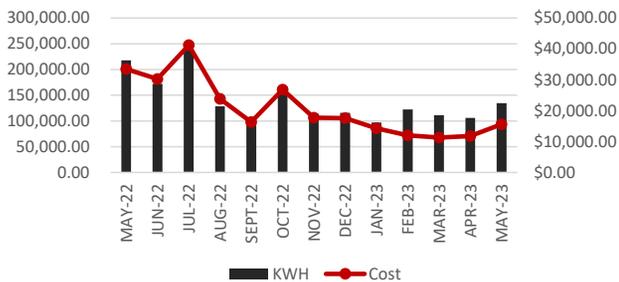


Investment Rate and Interest Revenue Trends

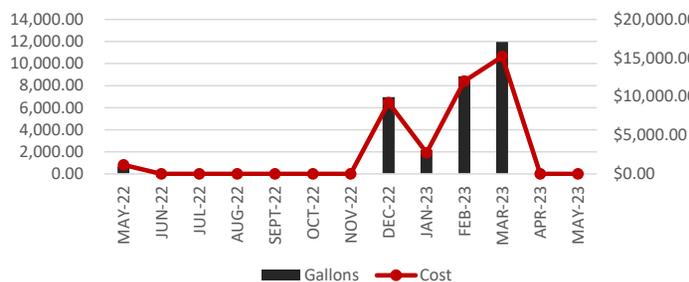


Utilities

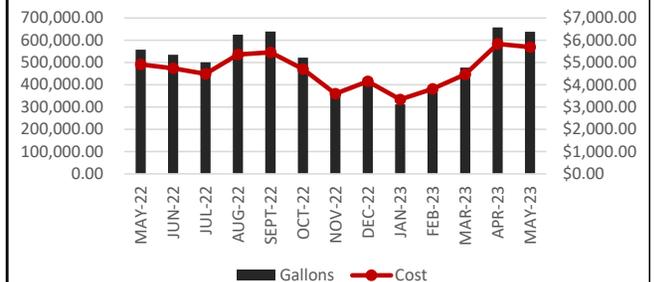
ELECTRICITY



PROPANE



WATER

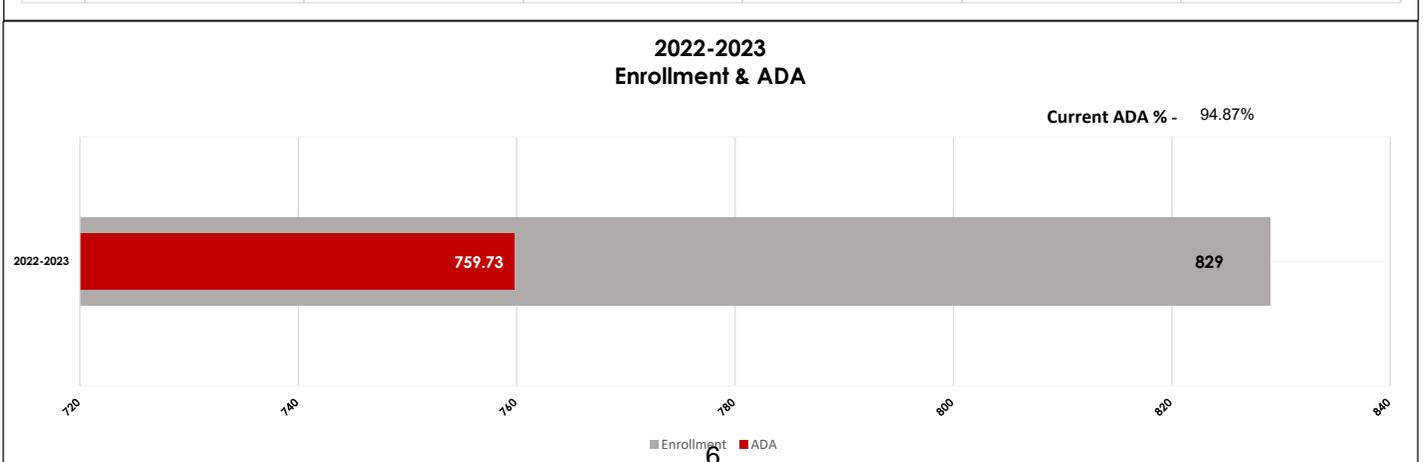
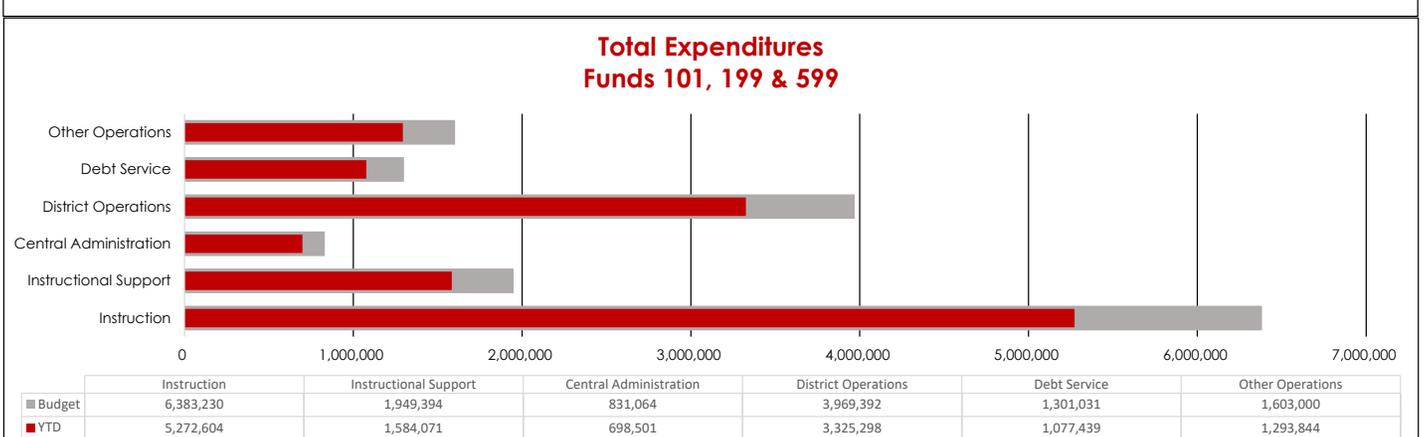
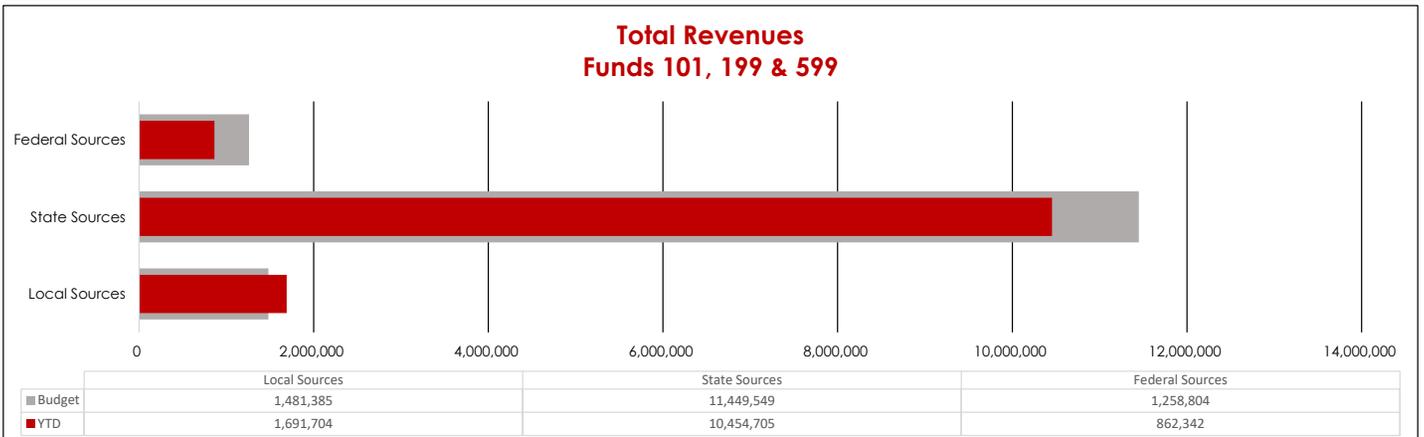


TORNILLO INDEPENDENT SCHOOL DISTRICT

Revenues & Expenditures

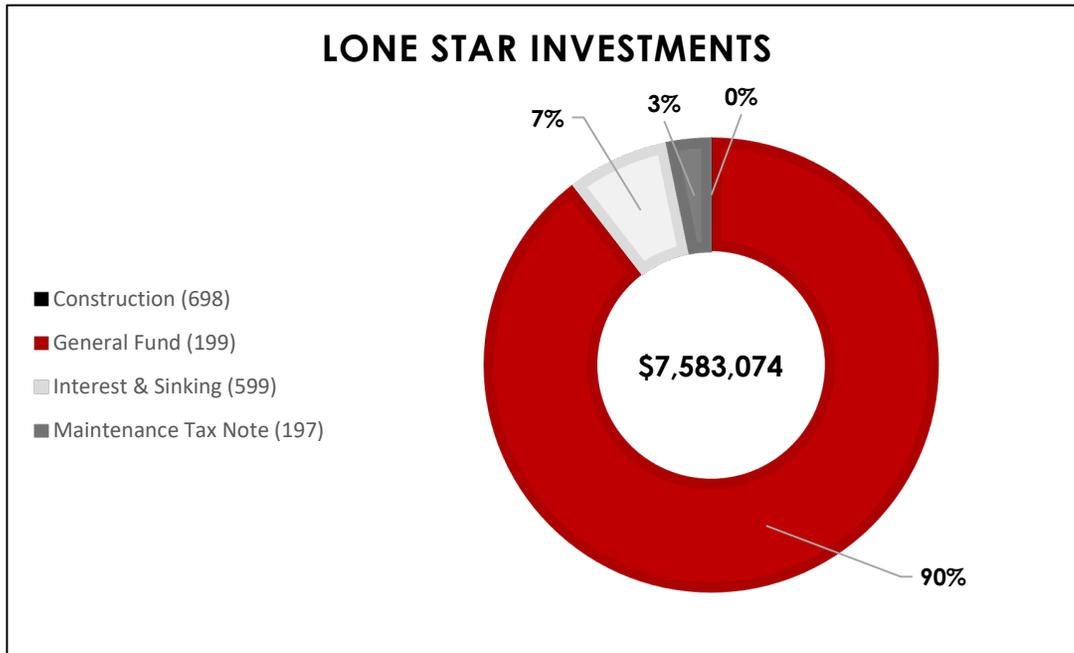
As of June 30, 2023

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	51,000	67,567	(16,567)	1,008,194	1,156,598	(148,404)	422,191	467,539	(45,348)	1,481,385	1,691,704	(210,319)
State Sources	3,600	3,004	596	10,567,109	9,585,574	981,535	878,840	866,127	12,713	11,449,549	10,454,705	994,844
Federal Sources	938,804	682,306	256,498	320,000	180,037	139,963	0	0	0	1,258,804	862,342	396,461
Total Revenue:	993,404	752,877	240,527	11,895,303	10,922,209	973,094	1,301,031	1,333,666	(32,635)	14,189,738	13,008,752	1,180,986
EXPENSES												
Instruction	0	0	0	6,383,230	5,272,604	1,110,626	0	0	0	6,383,230	5,272,604	1,110,626
Instructional Support	0	0	0	1,949,394	1,584,071	365,323	0	0	0	1,949,394	1,584,071	365,323
Central Administration	0	0	0	831,064	698,501	132,563	0	0	0	831,064	698,501	132,563
District Operations	993,404	869,412	123,991	2,975,988	2,455,885	520,103	0	0	0	3,969,392	3,325,298	644,094
Debt Service	0	0	0	0	0	0	1,301,031	1,077,439	223,593	1,301,031	1,077,439	223,593
Other Operations	0	0	0	1,603,000	1,293,844	309,156	0	0	0	1,603,000	1,293,844	309,156
Total Expenses:	993,404	869,412	123,991	13,742,676	11,304,905	2,437,771	1,301,031	1,077,439	223,593	16,037,111	13,251,756	2,785,355

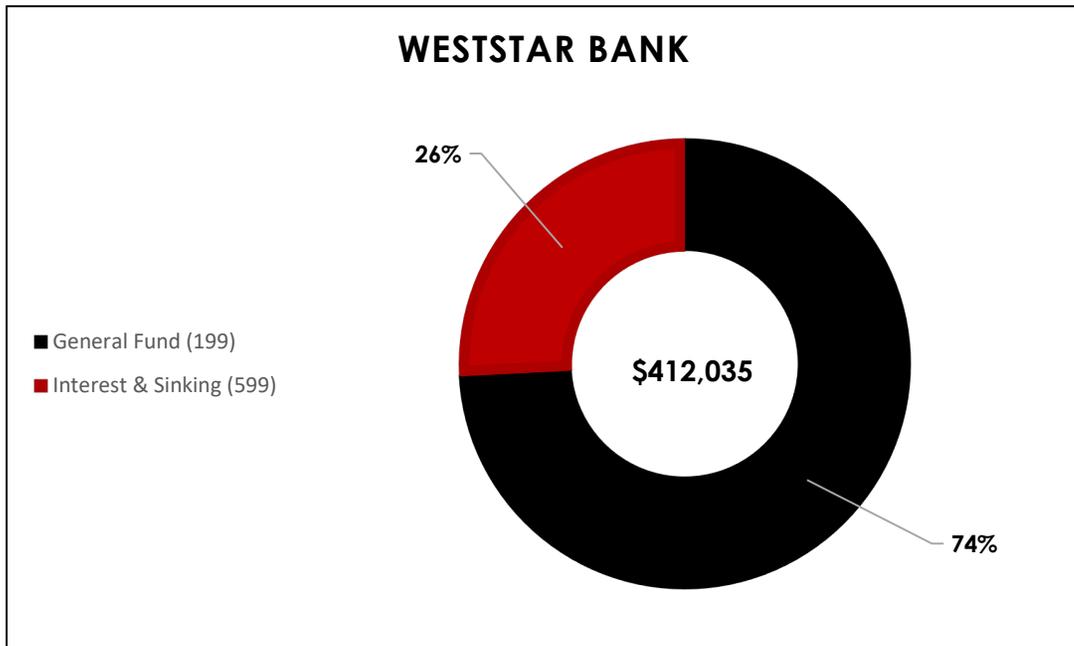


TORNILLO INDEPENDENT SCHOOL DISTRICT

As of June 30, 2023



Account	Beg. Bal.	End. Bal.	Change
Construction (698)	\$0	\$0	\$0
General Fund (199)	5,816,702	6,791,153	974,451
Interest & Sinking (599)	546,723	549,089	2,366
Maintenance Tax Note (197)	241,785	242,832	1,047
Lone Star Investment Pool	\$6,605,210	\$7,583,074	\$977,864



Account	Beg. Bal.	End. Bal.	Change
General Fund (199)	152,709	305,672	152,963
Interest & Sinking (599)	88,658	106,363	17,705
WestStar Bank	\$241,367	\$412,035	\$170,668

TORNILLO INDEPENDENT SCHOOL DISTRICT

GENERAL FUND - CASH FLOW

As of June 30, 2023

Beginning Balance \$ 152,709

Day	Taxes	Deposits	Interest	Transfers	IRS	TRS	Payroll	Checks Cleared	Fees	Balance
01		234						(37,791)		\$ 115,152
02	11,606	408		300,000				(33,822)		\$ 393,343
03										\$ 393,343
04										\$ 393,343
05		327				(116,450)		(19,835)		\$ 257,385
06	2,011	416						(21,191)		\$ 238,621
07		2,498						(12,747)		\$ 228,372
08		14		400,000		(2)	(301,328)	(2,635)		\$ 324,421
09								(31,223)		\$ 293,198
10										\$ 293,198
11										\$ 293,198
12								(10,804)		\$ 282,393
13	1,831	3,010				(43,341)		(127,386)		\$ 116,507
14		2,517						(1,477)		\$ 117,547
15		100		250,000	(36,246)		(579)	(14,795)	(585)	\$ 315,442
16		1,687						(30,439)		\$ 286,689
17										\$ 286,689
18										\$ 286,689
19										\$ 286,689
20		12,690						(18,319)		\$ 281,061
21								(22,580)		\$ 258,481
22		390		425,000			(359,016)	(37,613)		\$ 287,241
23		1,147						(10,716)		\$ 277,672
24										\$ 277,672
25										\$ 277,672
26								(5,333)		\$ 272,338
27	3,429							(44,721)		\$ 231,046
28						(2,140)		(11,841)		\$ 217,066
29								(205)		\$ 216,861
30				300,000	(58,691)		(579)	(151,942)		\$ 305,648
Ending Balance \$										305,648

Tornillo Independent School District

Monthly Summary of Investments

As of June 30, 2023

Fnd-Obj	ACCOUNT NAME	BEGINNING	DEPOSITS	CHECKS	INTEREST	ENDING	INTEREST RATE
		BALANCE				BALANCE	
		6/1/2023				6/30/2023	
199-1110	General Operating	\$ 152,708.91	1,719,312.65	1,566,373.64	23.88	\$ 305,671.80	0.10%
197-1107	Maintenance Tax Note	\$ 241,785.10	0.00	0.00	1,046.54	\$ 242,831.64	5.2433%
199-1107	Lone Star Inv. Pool#1	\$ 5,816,702.37	2,623,505.61	1,675,000.00	25,945.14	\$ 6,791,153.12	5.2433%
698-1107	Lone Star Inv. Pool/Capital Projects	\$ -	0.00	0.00	0.00	\$ -	5.2433%
599-1110	Interest and Sinking	\$ 98,094.61	8,258.91	0.00	9.18	\$ 106,362.70	0.10%
599-1107	Lone Star Inv. Pool/Int.&Sinking	\$ 546,722.85	0.00	0.00	2,366.43	\$ 549,089.28	5.2433%
599-1107	Lone Star Inv. Pool/I&S Government	\$ 1.75	0.00	0.00	0.01	\$ 1.76	5.2693%
		\$ -				\$ -	
698-1107	Lone Star Inv. Pool/CP Government	\$ -	0.00	0.00	0.00	\$ -	5.0790%
698-1110	Construction Funds	\$ (0.00)	0.00	0.00	0.00	\$ (0.00)	0.10%

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Statement of Compliance:

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

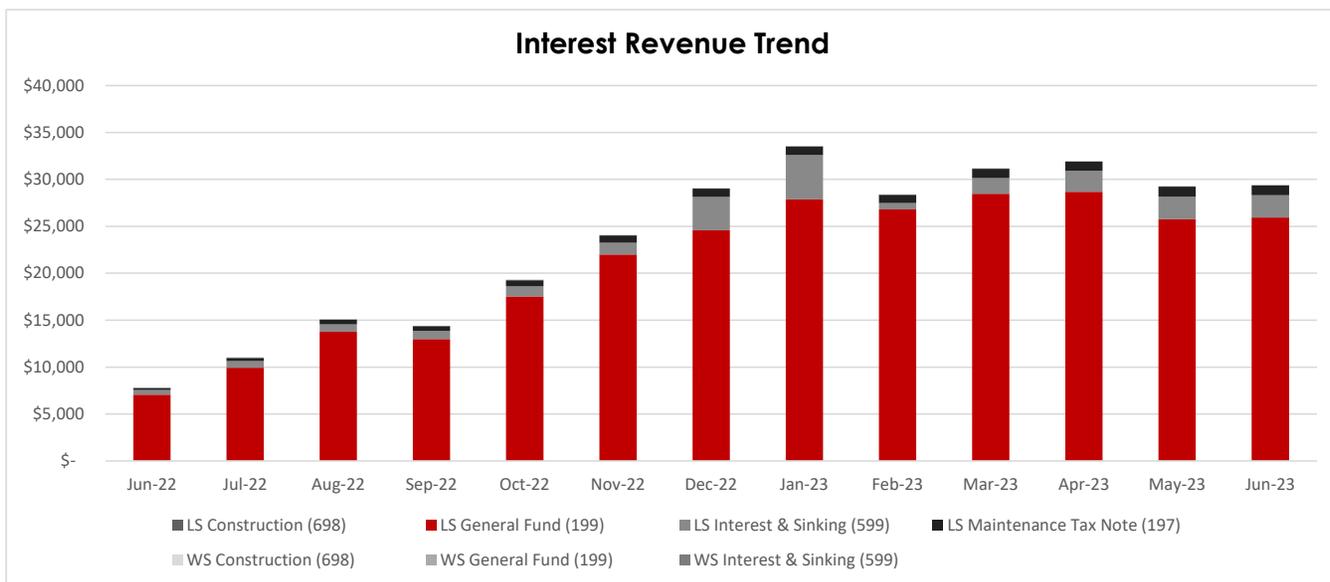
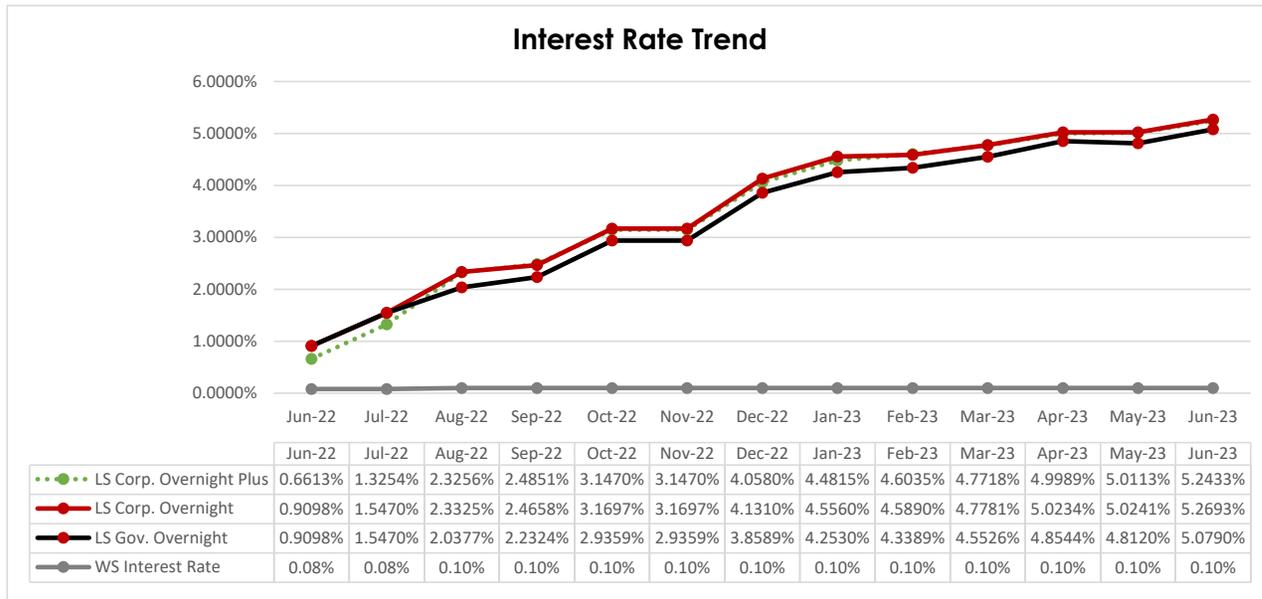


Luis Guerra, Director of Finance



TORNILLO INDEPENDENT SCHOOL DISTRICT

INTEREST RATE TRENDS



Participant #: 71908

Lone Star™ June 2023
Investment Pool **Monthly Statement**

Statement Period: 06/01/2023 to 06/30/2023

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	6,791,153.12	1.00	6,791,153.12	89.56%
Totals:				6,791,153.12	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Interest & Sinking Account	Corporate Overnight Fund	549,089.28	1.00	549,089.28	7.24%
	Government Overnight Fund	1.76	1.00	1.76	0.00%
Totals:				549,091.04	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Maintenance Tax Note 2008 - Fund 197	Corporate Overnight Fund	242,831.64	1.00	242,831.64	3.20%
Totals:				242,831.64	

Totals

Fund	Yield	Share Quantity	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	5.27 %	7,583,074.04	1.00	7,583,074.04	100.00 %
Government Overnight Fund	0.00 %	1.76	1.00	1.76	0.00 %
Corporate Overnight Plus Fund	0.00 %	0.00	1.00	0.00	0.00 %
Total Value:				7,583,075.80	100.00 %

Portfolio Transactions

General Fund - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
06/01/2023	Starting Balance	5,816,702.37			5,816,702.37
06/02/2023	Withdrawal	5,516,702.37	-300,000.00	1.00	-300,000.00
06/08/2023	Deposit	5,607,214.33	90,511.96	1.00	90,511.96
06/08/2023	Deposit	5,607,653.37	439.04	1.00	439.04
06/08/2023	Deposit	5,673,597.17	65,943.80	1.00	65,943.80
06/08/2023	Deposit	5,679,691.52	6,094.35	1.00	6,094.35
06/08/2023	Deposit	5,682,214.52	2,523.00	1.00	2,523.00

General Fund - Corporate Overnight Fund (Continued)

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
06/08/2023	Deposit	5,688,343.82	6,129.30	1.00	6,129.30
06/08/2023	Deposit	5,688,517.82	174.00	1.00	174.00
06/08/2023	Deposit	5,708,998.07	20,480.25	1.00	20,480.25
06/08/2023	Deposit	5,870,848.09	161,850.02	1.00	161,850.02
06/08/2023	Deposit	5,913,659.06	42,810.97	1.00	42,810.97
06/08/2023	Deposit	6,038,850.55	125,191.49	1.00	125,191.49
06/08/2023	Withdrawal	5,638,850.55	-400,000.00	1.00	-400,000.00
06/13/2023	Deposit	5,653,944.27	15,093.72	1.00	15,093.72
06/14/2023	Deposit	5,710,444.27	56,500.00	1.00	56,500.00
06/14/2023	Deposit	6,147,635.53	437,191.26	1.00	437,191.26
06/15/2023	Withdrawal	5,897,635.53	-250,000.00	1.00	-250,000.00
06/22/2023	Withdrawal	5,472,635.53	-425,000.00	1.00	-425,000.00
06/23/2023	Deposit	6,488,130.53	1,015,495.00	1.00	1,015,495.00
06/26/2023	Deposit	6,972,399.13	484,268.60	1.00	484,268.60
06/30/2023	Deposit	7,065,207.98	92,808.85	1.00	92,808.85
06/30/2023	Withdrawal	6,765,207.98	-300,000.00	1.00	-300,000.00
06/30/2023	Interest	6,791,153.12	25,945.14	1.00	25,945.14
06/30/2023	Ending Balance	6,791,153.12			6,791,153.12

Interest & Sinking Account - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
06/01/2023	Starting Balance	546,722.85			546,722.85
06/30/2023	Interest	549,089.28	2,366.43	1.00	2,366.43
06/30/2023	Ending Balance	549,089.28			549,089.28

Interest & Sinking Account - Government Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
06/01/2023	Starting Balance	1.75			1.75
06/30/2023	Interest	1.76	0.01	1.00	0.01
06/30/2023	Ending Balance	1.76			1.76

Maintenance Tax Note 2008 - Fund 197 - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
06/01/2023	Starting Balance	241,785.10			241,785.10
06/30/2023	Interest	242,831.64	1,046.54	1.00	1,046.54
06/30/2023	Ending Balance	242,831.64			242,831.64

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	20,082.17	11,791.27	17,853.07	55,064.83
Balance	\$ 22,207.50	\$ -	\$ 10,542.21	\$ -	\$ 32,749.71
Balance per EP Electric	\$ -	\$ -	\$ 10,542.21	\$ -	\$ 10,542.21
Write off contract expired	\$ 21,110.38				
Additional Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -

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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
8/31/2022		\$ (489.59)	\$ 939.42	\$ (449.83)	\$ -
9/9/2022			\$ 2,793.19		\$ 2,793.19

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
158813	\$121,657.69	Vistacon III LLC	Board Approved
158862	\$108,900.68	Vistacon III LLC	Board Approved
158876	\$25,000.00	Verge General Contractors	Board Approved
158893	\$30,559.20	Baker Glass	Board Approved
158940	\$29,825.90	First Financial Group	Consisted of various invoices

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: 06-01-2023 to 06-30-2023

Check Register

Date: 07-10-2023
 Time: 10:31 AM
 Page 1 of 13

VendorID : WestStar Bank - 100003379

564	06/09/2023	501260	Claudia Beaness	Issued	\$35.00	Employee Reimbursement Direct Deposit
565	06/09/2023	501023	Rosa Vega-Barrio	Issued	\$84.00	Employee Reimbursement Direct Deposit
566	06/22/2023	501260	Claudia Beaness	Issued	\$191.00	Employee Reimbursement Direct Deposit
567	06/22/2023	501065	Jacqueline Bouche	Issued	\$169.00	Employee Reimbursement Direct Deposit
568	06/22/2023	501261	Maria Contreras	Issued	\$191.00	Employee Reimbursement Direct Deposit
569	06/22/2023	500093	Marissa Delgado	Issued	\$169.00	Employee Reimbursement Direct Deposit
570	06/22/2023	500832	Damaris Duran	Issued	\$191.00	Employee Reimbursement Direct Deposit
571	06/22/2023	500732	Alma Erives	Issued	\$169.00	Employee Reimbursement Direct Deposit
572	06/22/2023	500899	Aimee Granados	Issued	\$191.00	Employee Reimbursement Direct Deposit
573	06/22/2023	500537	Maria Hernandez	Issued	\$169.00	Employee Reimbursement Direct Deposit
574	06/22/2023	500030	Sandra Mendez	Issued	\$169.00	Employee Reimbursement Direct Deposit
575	06/22/2023	501160	Albert Realyvasquez	Issued	\$191.00	Employee Reimbursement Direct Deposit
576	06/22/2023	500547	Maria Salcido	Issued	\$169.00	Employee Reimbursement Direct Deposit
577	06/22/2023	500280	Virginia Trujillo	Issued	\$169.00	Employee Reimbursement Direct Deposit
578	06/29/2023	501260	Claudia Beaness	Issued	\$220.00	Employee Reimbursement Direct Deposit
579	06/29/2023	501232	Raymond Bonilla	Issued	\$220.00	Employee Reimbursement Direct Deposit
580	06/29/2023	501058	Martina Collins	Issued	\$304.00	Employee Reimbursement Direct Deposit
581	06/29/2023	500537	Maria Hernandez	Issued	\$255.00	Employee Reimbursement Direct Deposit
582	06/29/2023	500456	Omar Puente	Issued	\$304.00	Employee Reimbursement Direct Deposit
583	06/29/2023	501033	Valeria Ramos	Issued	\$304.00	Employee Reimbursement Direct Deposit
584	06/29/2023	500985	Irma Rodriguez	Issued	\$304.00	Employee Reimbursement Direct Deposit
585	06/29/2023	501277	Karina Schulte	16 Issued	\$304.00	Employee Reimbursement Direct Deposit
586	06/29/2023	500021	Dania Sotelo	Issued	\$304.00	Employee Reimbursement Direct Deposit

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587	06/29/2023	500559	Veronica Tovar	Issued	\$304.00	Employee Reimbursement Direct Deposit	
588	06/29/2023	501023	Rosa Vega-Barrio	Issued	\$71.90	Employee Reimbursement Direct Deposit	
158733	06/01/2023	10097	Communities In Schools El Paso Inc.	Issued	\$5,000.00	Paper Check	
158734	06/01/2023	10128	El Paso Central Appraisal District	Issued	\$4,349.58	Paper Check	
158735	06/01/2023	10543	Labatt Food Service	Issued	\$4,662.88	Paper Check	
158736	06/01/2023	10601	Office Depot	Issued	\$139.43	Paper Check	
158737	06/01/2023	10657	Segovia'S Distributing, Inc.	Issued	\$1,198.60	Paper Check	
158738	06/01/2023	10808	Tornillo I.S.D. Cafeteria	Issued	\$193.75	Paper Check	
158739	06/01/2023	20022	Citibank	Issued	\$575.00	Paper Check	
158740	06/01/2023	20022	Citibank	Issued	\$742.49	Paper Check	
158741	06/01/2023	20022	Citibank	Issued	\$1,136.00	Paper Check	
158742	06/01/2023	20060	Nasco Education LLC	Issued	\$227.25	Paper Check	
158743	06/01/2023	20120	HB Electronics	Issued	\$89.95	Paper Check	
158744	06/01/2023	20215	Spectrum Paper Co, Inc.	Issued	\$55.00	Paper Check	
158745	06/01/2023	20310	D'Loaiza Bus Transportation	Issued	\$2,055.38	Paper Check	
158746	06/01/2023	20471	Professional Systems, Software &	Issued	\$1,165.00	Paper Check	
158747	06/01/2023	20662	Citibank	Issued	\$95.93	Paper Check	
158748	06/01/2023	20739	Riverside Assessments, LLC	Issued	\$610.00	Paper Check	
158749	06/01/2023	20792	Bell 2 Bell Educator Supplies LLC	Issued	\$25.98	Paper Check	
158750	06/01/2023	20874	Krispy Kreme Doughnut Corporation	Issued	\$242.82	Paper Check	
158751	06/01/2023	20876	GH Dairy El Paso	Issued	\$864.09	Paper Check	
158752	06/01/2023	20963	Martin Olivas	Issued	\$1,350.00	Paper Check	
158753	06/02/2023	10138	El Paso Disposal, LP	Issued	\$2,125.40	Paper Check	
158754	06/02/2023	10601	Office Depot	Issued	\$116.23	Paper Check	
158755	06/02/2023	10630	Region 19 Education Service Center	17	Issued	\$800.00	Paper Check
158756	06/02/2023	10817	Trane	Issued	\$4,244.18	Paper Check	

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158757	06/02/2023	20022	Citibank	Issued	\$127.33	Paper Check
158758	06/02/2023	20022	Citibank	Issued	\$127.33	Paper Check
158759	06/02/2023	20022	Citibank	Issued	\$2,676.66	Paper Check
158760	06/02/2023	20022	Citibank	Issued	\$403.00	Paper Check
158761	06/02/2023	20022	Citibank	Issued	\$189.34	Paper Check
158762	06/02/2023	20022	Citibank	Issued	\$734.36	Paper Check
158763	06/02/2023	20022	Citibank	Issued	\$454.00	Paper Check
158764	06/02/2023	20022	Citibank	Issued	\$127.33	Paper Check
158765	06/02/2023	20022	Citibank	Issued	\$127.33	Paper Check
158766	06/02/2023	20022	Citibank	Issued	\$244.50	Paper Check
158767	06/02/2023	20022	Citibank	Issued	\$387.50	Paper Check
158768	06/02/2023	20022	Citibank	Issued	\$111.73	Paper Check
158769	06/02/2023	20022	Citibank	Issued	\$475.00	Paper Check
158770	06/02/2023	20022	Citibank	Issued	\$127.33	Paper Check
158771	06/02/2023	20255	Mentru Enterprises	Issued	\$2,050.28	Paper Check
158772	06/02/2023	20919	Bob-O's Family Fun Center	Issued	\$217.00	Paper Check
158773	06/02/2023	20940	Partners in Education Solutions LLC	Issued	\$457.40	Paper Check
158774	06/02/2023	20662	Citibank	Issued	\$151.14	Paper Check
158775	06/02/2023	20902	El paso Vacuum	Issued	\$109.85	Paper Check
158776	06/02/2023	20966	Natalie Conover	Issued	\$839.50	Paper Check
158778	06/02/2023	20022	Citibank	Issued	\$127.33	Paper Check
158779	06/02/2023	20022	Citibank	Issued	\$244.50	Paper Check
158780	06/02/2023	20022	Citibank	Issued	\$244.50	Paper Check
158781	06/02/2023	20662	Citibank	Issued	\$163.32	Paper Check
158782	06/02/2023	20988	Dave & Buster's	Issued	\$1,966.21	Paper Check
158783	06/02/2023	20022	Citibank	Issued	\$244.50	Paper Check

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158784	06/07/2023	10224	Flowers Baking Co.	Issued	\$113.20	Paper Check
158785	06/07/2023	10543	Labatt Food Service	Issued	\$2,582.65	Paper Check
158786	06/07/2023	10657	Segovia'S Distributing, Inc.	Issued	\$160.10	Paper Check
158787	06/07/2023	20215	Spectrum Paper Co, Inc.	Issued	\$1,723.67	Paper Check
158788	06/07/2023	20258	Oscar Moran	Issued	\$250.00	Paper Check
158789	06/07/2023	20488	Joe Morales	Issued	\$840.00	Paper Check
158790	06/07/2023	20559	RGTG, LLC	Issued	\$4,812.50	Paper Check
158791	06/07/2023	20611	Frontline Technologies	Issued	\$711.25	Paper Check
158792	06/07/2023	20876	GH Dairy El Paso	Issued	\$672.75	Paper Check
158793	06/07/2023	20933	Clay and Fun LLC	Issued	\$580.00	Paper Check
158794	06/09/2023	10013	Texas Department of Public Safety	Issued	\$4.00	Paper Check
158795	06/09/2023	10045	Baker Glass	Issued	\$38.06	Paper Check
158796	06/09/2023	10080	Ced-Triangle Electric -El Paso	Issued	\$1,320.65	Paper Check
158797	06/09/2023	10224	Flowers Baking Co.	Issued	\$129.60	Paper Check
158798	06/09/2023	10361	Home Depot Credit Services	Issued	\$746.60	Paper Check
158799	06/09/2023	10657	Segovia'S Distributing, Inc.	Issued	\$157.45	Paper Check
158800	06/09/2023	10808	Tornillo I.S.D. Cafeteria	Issued	\$400.00	Paper Check
158801	06/09/2023	10864	Walmart Community/Capital One	Issued	\$366.85	Paper Check
158802	06/09/2023	20022	Citibank	Issued	\$164.97	Paper Check
158803	06/09/2023	20022	Citibank	Issued	\$816.25	Paper Check
158804	06/09/2023	20022	Citibank	Issued	\$56.09	Paper Check
158805	06/09/2023	20022	Citibank	Issued	\$55.24	Paper Check
158806	06/09/2023	20022	Citibank	Issued	\$56.09	Paper Check
158807	06/09/2023	20022	Citibank	Issued	\$164.97	Paper Check
158808	06/09/2023	20022	Citibank	Issued	\$56.09	Paper Check
158809	06/09/2023	20022	Citibank	Issued	\$446.59	Paper Check

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158810	06/09/2023	20022	Citibank	Issued	\$402.50	Paper Check
158811	06/09/2023	20207	Indian Product	Issued	\$30.00	Paper Check
158812	06/09/2023	20215	Spectrum Paper Co, Inc.	Issued	\$2,999.35	Paper Check
158813	06/09/2023	20607	Vistacon III, LLC	Issued	\$121,657.69	Paper Check
158814	06/09/2023	20662	Citibank	Issued	\$31.96	Paper Check
158815	06/09/2023	20662	Citibank	Issued	\$127.76	Paper Check
158816	06/09/2023	20662	Citibank	Issued	\$131.72	Paper Check
158817	06/09/2023	20662	Citibank	Issued	\$12.48	Paper Check
158818	06/09/2023	20662	Citibank	Issued	\$305.68	Paper Check
158819	06/09/2023	20709	xSPEDite School Services	Issued	\$270.00	Paper Check
158820	06/09/2023	20790	Appraisal & Collection Technologies, LLC	Issued	\$249.00	Paper Check
158821	06/09/2023	20821	Winsupply of West El Paso	Issued	\$974.00	Paper Check
158822	06/09/2023	20876	GH Dairy El Paso	Issued	\$403.94	Paper Check
158823	06/09/2023	20895	linde gas & equipment inc	Issued	\$23.83	Paper Check
158824	06/09/2023	20963	Martin Olivas	Issued	\$750.00	Paper Check
158825	06/09/2023	20987	Alvaro Elias	Issued	\$12,000.00	Paper Check
158826	06/09/2023	20990	William Rice Marsh University	Issued	\$8,400.00	Paper Check
158827	06/09/2023	20934	Great Minds PBC	Issued	\$4,650.00	Paper Check
158828	06/12/2023	501260	Claudia Beanes	Issued	\$168.00	Paper Check
158829	06/12/2023	500828	Joanna Hernandez	Issued	\$118.00	Paper Check
158830	06/12/2023	20572	Dell Marketing L.P.	Issued	\$3,658.04	Paper Check
158831	06/13/2023	10089	Claims Administrative Services, Inc	Issued	\$4,419.14	Paper Check
158832	06/13/2023	20397	Scholastic Testing Service, Inc.	Issued	\$280.48	Paper Check
158833	06/13/2023	20442	Seminole Independent School Dist	Issued	\$709.00	Paper Check
158834	06/13/2023	20159	Maria Q. Saldaña	Issued	\$84.00	Paper Check
158835	06/13/2023	20160	Marlene Bullard	Issued	\$84.00	Paper Check

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158836	06/13/2023	20875	Ida Estrada	Issued	\$84.00	Paper Check
158837	06/16/2023	10050	Barnes & Noble	Issued	\$1,000.00	Paper Check
158838	06/16/2023	10171	El Paso Community College	Issued	\$1,881.23	Paper Check
158839	06/16/2023	10361	Home Depot Credit Services	Issued	\$20.00	Paper Check
158840	06/16/2023	10616	Peter Piper Pizza	Issued	\$424.50	Paper Check
158841	06/16/2023	10630	Region 19 Education Service Center	Issued	\$390.00	Paper Check
158842	06/16/2023	10657	Segovia'S Distributing, Inc.	Issued	\$109.47	Paper Check
158843	06/16/2023	20022	Citibank	Issued	\$770.40	Paper Check
158844	06/16/2023	20022	Citibank	Issued	\$20.00	Paper Check
158845	06/16/2023	20022	Citibank	Issued	\$31.63	Paper Check
158846	06/16/2023	20022	Citibank	Issued	\$2,671.80	Paper Check
158847	06/16/2023	20022	Citibank	Issued	\$2,823.84	Paper Check
158848	06/16/2023	20022	Citibank	Issued	\$23.00	Paper Check
158849	06/16/2023	20022	Citibank	Issued	\$13.94	Paper Check
158850	06/16/2023	20022	Citibank	Issued	\$1,943.76	Paper Check
158851	06/16/2023	20022	Citibank	Issued	\$23.00	Paper Check
158852	06/16/2023	20022	Citibank	Issued	\$676.08	Paper Check
158853	06/16/2023	20022	Citibank	Issued	\$194.00	Paper Check
158854	06/16/2023	20196	Enrique Esparza	Issued	\$1,923.50	Paper Check
158855	06/16/2023	20215	Spectrum Paper Co, Inc.	Issued	\$4,059.16	Paper Check
158856	06/16/2023	20255	Mentru Enterprises	Issued	\$2,109.27	Paper Check
158857	06/16/2023	20303	Positive Proof, Inc.	Issued	\$7,284.25	Paper Check
158858	06/16/2023	20322	Stevies Jumping Balloons	Issued	\$775.00	Paper Check
158859	06/16/2023	20353	Barnes and Noble Book Store	Issued	\$893.69	Paper Check
158860	06/16/2023	20369	Hot Shots by: Lomeli's Photo	Issued	\$1,683.26	Paper Check
158861	06/16/2023	20567	Accelerate Learning Inc.	Issued	\$803.25	Paper Check

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158862	06/16/2023	20607	Vistacon III, LLC	Issued	\$108,900.68	Paper Check
158863	06/16/2023	20654	Teacher Synergy LLC	Issued	\$40.14	Paper Check
158864	06/16/2023	20662	Citibank	Issued	\$429.84	Paper Check
158865	06/16/2023	20662	Citibank	Issued	\$388.36	Paper Check
158866	06/16/2023	20662	Citibank	Issued	\$59.92	Paper Check
158867	06/16/2023	20662	Citibank	Issued	\$251.96	Paper Check
158868	06/16/2023	20718	SHI International	Issued	\$4,599.70	Paper Check
158869	06/16/2023	20734	Purvis Industries, LLC	Issued	\$339.56	Paper Check
158870	06/16/2023	20758	FLRA VAZQUEZ, LLC dba DIAMOND CATERING	Issued	\$1,620.00	Paper Check
158871	06/16/2023	20821	Winsupply of West El Paso	Issued	\$1,295.02	Paper Check
158872	06/16/2023	20876	GH Dairy El Paso	Issued	\$132.00	Paper Check
158873	06/16/2023	20895	linde gas & equipment inc	Issued	\$104.94	Paper Check
158874	06/16/2023	20931	Adventure Zone	Issued	\$1,299.00	Paper Check
158875	06/16/2023	20971	Active Internet Technologies LLC	Issued	\$6,870.00	Paper Check
158876	06/16/2023	20972	Verge General Contractors	Issued	\$25,000.00	Paper Check
158877	06/16/2023	20989	Sun City Shredding	Issued	\$1,380.00	Paper Check
158879	06/20/2023	10062	Blick Art Materials	Issued	\$223.80	Paper Check
158880	06/20/2023	20919	Bob-O's Family Fun Center	Issued	\$1,178.00	Paper Check
158881	06/20/2023	20169	El Paso County Water Improvement	Issued	\$5,964.18	Paper Check
158882	06/22/2023	501183	Jacob Contreras	Issued	\$191.00	Paper Check
158883	06/22/2023	501220	Maria Espinoza	Issued	\$291.00	Paper Check
158884	06/22/2023	501005	Adriana Gonzales	Issued	\$191.00	Paper Check
158885	06/22/2023	500828	Joanna Hernandez	Issued	\$191.00	Paper Check
158886	06/22/2023	500469	Demetrio Moreno	Issued	\$191.00	Paper Check
158887	06/22/2023	500519	Elizabeth Otero	Issued	\$291.00	Paper Check
158888	06/22/2023	500020	Loretta Aguilar	Issued	\$391.00	Paper Check

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158889	06/22/2023	500900	Sandra Garcia	Issued	\$150.00	Paper Check
158890	06/22/2023	500769	Claudia Herrera-Soto	Issued	\$191.00	Paper Check
158891	06/22/2023	501082	Myrna Lopez	Issued	\$169.00	Paper Check
158892	06/22/2023	501206	Alejandro Olvera	Issued	\$291.00	Paper Check
158893	06/22/2023	10045	Baker Glass	Issued	\$30,559.20	Paper Check
158894	06/22/2023	10050	Barnes & Noble	Issued	\$540.87	Paper Check
158895	06/22/2023	10080	Ced-Triangle Electric -El Paso	Issued	\$720.00	Paper Check
158896	06/22/2023	10224	Flowers Baking Co.	Issued	\$14.00	Paper Check
158897	06/22/2023	10268	Gibson,Ruddock,Patterson, Llc.	Issued	\$590.00	Paper Check
158898	06/22/2023	10361	Home Depot Credit Services	Issued	\$169.82	Paper Check
158899	06/22/2023	10543	Labatt Food Service	Issued	\$2,492.98	Paper Check
158900	06/22/2023	10601	Office Depot	Issued	\$1,679.10	Paper Check
158901	06/22/2023	10657	Segovia'S Distributing, Inc.	Issued	\$126.05	Paper Check
158902	06/22/2023	20022	Citibank	Issued	\$576.00	Paper Check
158903	06/22/2023	20022	Citibank	Issued	\$111.37	Paper Check
158904	06/22/2023	20022	Citibank	Issued	\$299.96	Paper Check
158905	06/22/2023	20022	Citibank	Issued	\$1,754.88	Paper Check
158906	06/22/2023	20022	Citibank	Issued	\$355.96	Paper Check
158907	06/22/2023	20022	Citibank	Issued	\$2,273.28	Paper Check
158908	06/22/2023	20022	Citibank	Issued	\$752.96	Paper Check
158909	06/22/2023	20022	Citibank	Issued	\$549.96	Paper Check
158910	06/22/2023	20022	Citibank	Issued	\$45.78	Paper Check
158911	06/22/2023	20022	Citibank	Issued	\$1,613.92	Paper Check
158912	06/22/2023	20022	Citibank	Issued	\$3,764.80	Paper Check
158913	06/22/2023	20028	Amplify Education, Inc	Issued	\$3,200.00	Paper Check
158914	06/22/2023	20059	Subway	Issued	\$77.10	Paper Check

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158915	06/22/2023	20120	HB Electronics	Issued	\$1,107.00	Paper Check
158916	06/22/2023	20196	Enrique Esparza	Issued	\$866.00	Paper Check
158917	06/22/2023	20208	Western Playland	Issued	\$2,030.00	Paper Check
158918	06/22/2023	20297	The Sherwin Williams Company	Issued	\$1,155.92	Paper Check
158919	06/22/2023	20369	Hot Shots by: Lomeli's Photo	Issued	\$568.75	Paper Check
158920	06/22/2023	20382	Insights El Paso Science Center	Issued	\$696.00	Paper Check
158921	06/22/2023	20398	Fisher Science Education	Issued	\$25.19	Paper Check
158922	06/22/2023	20447	Super Chef Inc.	Issued	\$2,149.75	Paper Check
158923	06/22/2023	20662	Citibank	Issued	\$145.59	Paper Check
158924	06/22/2023	20662	Citibank	Issued	\$151.18	Paper Check
158925	06/22/2023	20662	Citibank	Issued	\$174.05	Paper Check
158926	06/22/2023	20662	Citibank	Issued	\$138.09	Paper Check
158927	06/22/2023	20863	Todays Classroom	Issued	\$5,498.94	Paper Check
158928	06/22/2023	20876	GH Dairy El Paso	Issued	\$320.60	Paper Check
158929	06/22/2023	20946	Stephanie Acosta	Issued	\$275.00	Paper Check
158930	06/22/2023	20022	Citibank	Issued	\$978.87	Paper Check
158931	06/22/2023	20022	Citibank	Issued	\$978.87	Paper Check
158932	06/22/2023	20022	Citibank	Issued	\$978.87	Paper Check
158933	06/22/2023	10724	Texas AFT- Associate Membership Program	Issued	\$192.50	Paper Check
158934	06/22/2023	10848	United Way Of El Paso County	Issued	\$30.00	Paper Check
158935	06/22/2023	20007	Stuart C. Cox	Issued	\$284.00	Paper Check
158936	06/22/2023	20008	Texas State Teacher Association	Issued	\$93.66	Paper Check
158937	06/22/2023	20009	Association of Texas Professional Educator	Issued	\$75.46	Paper Check
158938	06/22/2023	20009	Association of Texas Professional Educator	Issued	\$75.46	Paper Check
158939	06/22/2023	20010	LegalShield	Issued	\$119.56	Paper Check
158940	06/22/2023	20011	First Financial Group of America	Issued	\$29,825.90	Paper Check

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158941	06/29/2023	10050	Barnes & Noble	Issued	\$1,204.00	Paper Check
158942	06/29/2023	10073	Career & Technology Association Tx	Issued	\$1,075.00	Paper Check
158943	06/29/2023	10171	El Paso Community College	Issued	\$13,004.19	Paper Check
158944	06/29/2023	10361	Home Depot Credit Services	Issued	\$324.56	Paper Check
158945	06/29/2023	10601	Office Depot	Issued	\$1,683.75	Paper Check
158946	06/29/2023	10616	Peter Piper Pizza	Issued	\$394.76	Paper Check
158947	06/29/2023	10786	College Entrance Examination Board PSAT	Issued	\$1,176.00	Paper Check
158948	06/29/2023	10808	Tornillo I.S.D. Cafeteria	Issued	\$92.50	Paper Check
158949	06/29/2023	10870	Windstream	Issued	\$1,914.48	Paper Check
158950	06/29/2023	20022	Citibank	Issued	\$978.87	Paper Check
158951	06/29/2023	20022	Citibank	Issued	\$978.87	Paper Check
158952	06/29/2023	20022	Citibank	Issued	\$529.96	Paper Check
158953	06/29/2023	20022	Citibank	Issued	\$827.19	Paper Check
158954	06/29/2023	20022	Citibank	Issued	\$978.87	Paper Check
158955	06/29/2023	20022	Citibank	Issued	\$978.87	Paper Check
158956	06/29/2023	20022	Citibank	Issued	\$400.20	Paper Check
158957	06/29/2023	20022	Citibank	Issued	\$978.87	Paper Check
158958	06/29/2023	20022	Citibank	Issued	\$488.17	Paper Check
158959	06/29/2023	20022	Citibank	Issued	\$381.96	Paper Check
158960	06/29/2023	20022	Citibank	Issued	\$4,984.36	Paper Check
158961	06/29/2023	20022	Citibank	Issued	\$400.20	Paper Check
158962	06/29/2023	20022	Citibank	Issued	\$552.63	Paper Check
158963	06/29/2023	20022	Citibank	Issued	\$275.72	Paper Check
158964	06/29/2023	20022	Citibank	Issued	\$758.00	Paper Check
158965	06/29/2023	20022	Citibank	Issued	\$978.87	Paper Check
158966	06/29/2023	20022	Citibank	Issued	\$479.00	Paper Check

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158967	06/29/2023	20022	Citibank	Issued	\$978.87	Paper Check
158968	06/29/2023	20022	Citibank	Issued	\$3,384.92	Paper Check
158969	06/29/2023	20255	Mentru Enterprises	Issued	\$320.00	Paper Check
158970	06/29/2023	20297	The Sherwin Williams Company	Issued	\$85.40	Paper Check
158971	06/29/2023	20447	Super Chef Inc.	Issued	\$1,075.20	Paper Check
158972	06/29/2023	20559	RGTG, LLC	Issued	\$1,093.40	Paper Check
158973	06/29/2023	20612	MT Needle Embroidery, LLc	Issued	\$18.98	Paper Check
158974	06/29/2023	20669	United Rentals (North America)	Issued	\$1,561.03	Paper Check
158975	06/29/2023	20714	Children's Home therapy specialists dba Villa Children's therapy	Issued	\$1,966.40	Paper Check
158976	06/29/2023	20791	Zayas Restaurant Group, Inc	Issued	\$930.14	Paper Check
158977	06/29/2023	20961	Tennis Outlet	Issued	\$1,782.64	Paper Check
158978	06/29/2023	20969	Virtual Technologies Inc.	Issued	\$30,110.00	Paper Check
158979	06/29/2023	20987	Alvaro Elias	Issued	\$5,700.00	Paper Check
158980	06/29/2023	10134	El Paso County	Issued	\$14,595.16	Paper Check
158981	06/29/2023	10139	El Paso Electric Co.	Issued	\$20,768.83	Paper Check
10002234	06/02/2023	20765	Commerce Bank	Issued	\$12,696.94	ACH
10002235	06/02/2023	20765	Commerce Bank	Issued	\$12,624.30	ACH
10002237	06/09/2023	20765	Commerce Bank	Issued	\$30,383.90	ACH
10002238	06/16/2023	20765	Commerce Bank	Issued	\$9,930.37	ACH
10002239	06/22/2023	20012	Texas Child Support Disbursement Unit	Issued	\$311.00	ACH
10002240	06/22/2023	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002241	06/22/2023	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002242	06/22/2023	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002243	06/22/2023	20012	Texas Child Support Disbursement Unit	Issued	\$311.00	ACH
10002244	06/22/2023	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002245	06/22/2023	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH

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10002246	06/22/2023	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
200001101	06/02/2023	10221	Flinn Scientific, Inc.	Issued	\$140.80	Vendor Credit Card
200001102	06/02/2023	10669	Sonitrol Of El Paso	Issued	\$1,563.50	Vendor Credit Card
200001103	06/02/2023	10679	Spectrum Imaging	Issued	\$4,142.55	Vendor Credit Card
200001104	06/02/2023	20199	the prophet corporation	Issued	\$2,863.53	Vendor Credit Card
200001105	06/02/2023	20694	imagestuff.com	Issued	\$147.46	Vendor Credit Card
200001106	06/02/2023	10542	La Estrella	Issued	\$364.00	Vendor Credit Card
200001107	06/09/2023	10027	Amerigas Propane, L.P.	Issued	\$534.98	Vendor Credit Card
200001108	06/09/2023	10105	Continental Termite & Pest Control,	Issued	\$475.00	Vendor Credit Card
200001109	06/09/2023	10603	Oriental Trading Co., Inc.	Issued	\$686.17	Vendor Credit Card
200001110	06/09/2023	10620	Positive Promotions	Issued	\$548.74	Vendor Credit Card
200001111	06/09/2023	10707	TASBO	Issued	\$235.00	Vendor Credit Card
200001112	06/09/2023	10859	Verizon Wireless	Issued	\$170.26	Vendor Credit Card
200001113	06/09/2023	20036	Johnstone Supply	Issued	\$270.25	Vendor Credit Card
200001114	06/16/2023	10070	C & M Plaque & Trophy Inc.	Issued	\$1,402.05	Vendor Credit Card
200001115	06/16/2023	10221	Flinn Scientific, Inc.	Issued	\$486.26	Vendor Credit Card
200001116	06/16/2023	10308	Guitar Center	Issued	\$368.99	Vendor Credit Card
200001117	06/16/2023	20017	School Specialty Inc.	Issued	\$3,879.69	Vendor Credit Card
200001118	06/16/2023	20288	School Mate	Issued	\$748.25	Vendor Credit Card
200001121	06/22/2023	10034	Arspec, Inc.	Issued	\$651.80	Vendor Credit Card
200001122	06/22/2023	10070	C & M Plaque & Trophy Inc.	Issued	\$1,150.90	Vendor Credit Card
200001123	06/22/2023	10595	NCS Pearson, Inc	Issued	\$15,260.75	Vendor Credit Card
200001124	06/22/2023	10611	Pearson Assessments	Issued	\$689.38	Vendor Credit Card
200001125	06/22/2023	10679	Spectrum Imaging	Issued	\$3,240.00	Vendor Credit Card
200001126	06/22/2023	20036	Johnstone Supply	Issued	\$441.33	Vendor Credit Card
200001127	06/22/2023	20135	William V. MacGill & Co	Issued	\$1,359.30	Vendor Credit Card

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200001128	06/22/2023	20265	4imprint, Inc.	Issued	\$418.63	Vendor Credit Card
200001129	06/22/2023	20286	Vex Robotics	Issued	\$659.96	Vendor Credit Card
200001130	06/22/2023	20312	Service Supply	Issued	\$2,137.93	Vendor Credit Card
200001131	06/22/2023	20470	O'Reilly Auto Enterprises LLC	Issued	\$9.98	Vendor Credit Card
200001132	06/22/2023	20490	Blanco Ordonez Mata & Wallace P.	Issued	\$3,701.50	Vendor Credit Card
200001133	06/22/2023	20647	AVID Center	Issued	\$4,500.00	Vendor Credit Card
200001134	06/22/2023	20775	American Refrigeration Supplies, Inc	Issued	\$240.61	Vendor Credit Card
200001135	06/29/2023	10342	Herff Jones	Issued	\$774.32	Vendor Credit Card
200001136	06/29/2023	10669	Sonitrol Of El Paso	Issued	\$2,768.00	Vendor Credit Card
200001137	06/29/2023	10859	Verizon Wireless	Issued	\$170.26	Vendor Credit Card
200001138	06/29/2023	20036	Johnstone Supply	Issued	\$1,283.94	Vendor Credit Card

Total Checks: 320

Total Amount: 773,632.03

<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>Invoice Amount</u>
Citibank	1835-2083	05/23/2023	158739	GT enrichment. Includes teachers, stem stations, use of interactive game	199-11-6499-00-041-21-0-00	28.49
Citibank	597	12/12/2022	158740	service charge	282-11-6499-00-041-30-0-00	714
Citibank	597	12/12/2022	158740	Bowl El Paso - 2 Hours of bowling	282-11-6499-00-041-30-0-00	1,136.00
Citibank	F6H9I59DI	05/03/2023	158741	Play + Eat	282-11-6412-00-001-30-0-00	127.33
Citibank	424	05/12/2023	158757	Hotel for HS Baseball 5/12-13/23	181-36-6412-00-001-91-0-00	127.33
Citibank	415	05/12/2023	158758	Hotel for HS Baseball @ Seminole 5/12/23	181-36-6412-00-001-91-0-00	2,676.66
Citibank	2626	05/17/2023	158759	GT Field Trip Hotel 5/17 Albuquerque - Gonzales	199-11-6412-00-001-21-0-00	403
Citibank	15967685	05/27/2023	158760	Snack Pack	282-11-6499-00-101-30-0-00	47.34
Citibank	NKRU-217	04/29/2023	158761	Flight & Hotel for HEB Reception	199-41-6419-05-702-99-0-00	47.34
Citibank	NKRU-217	04/29/2023	158761	Flight & Hotel for HEB Reception	199-41-6419-03-702-99-0-00	47.32
Citibank	NKRU-217	04/29/2023	158761	Flight & Hotel for HEB Reception	199-41-6419-02-702-99-0-00	47.34
Citibank	NKRU-217	04/29/2023	158761	Flight & Hotel for HEB Reception	199-41-6419-01-702-99-0-00	734.36
Citibank	6155	04/28/2023	158762	Hotel for HEB Reception	199-41-6411-00-701-99-0-00	454
Citibank	206250833	09/30/2022	158763	Full Year Biology Curriculum Bundle	199-11-6399-00-001-30-0-00	127.33
Citibank	419	05/12/2023	158764	Hotel for HS Baseball @ Seminole5 /12/23	181-36-6412-00-001-91-0-00	127.33
Citibank	422	05/12/2023	158765	Hotel for HS Baseball @ Seminole 5/12/23	181-36-6412-00-001-91-0-00	244.5
Citibank	323	05/10/2023	158766	Hotel for HS Track @ Austin, TX 5/10/23	181-36-6412-00-001-91-0-00	387.5
Citibank	15967605	05/27/2023	158767	Movie Tickets	282-11-6499-00-101-30-0-00	111.73
Citibank	00014	05/26/2023	158768	Dyslexia Student Enrichment trip	461-11-6499-00-918-37-0-00	51
Citibank	15958300	05/23/2023	158769	Adult Tickets	282-11-6499-00-101-30-0-00	424
Citibank	15958300	05/23/2023	158769	Child Tickets	282-11-6499-00-101-30-0-00	127.33
Citibank	423	05/12/2023	158770	Hotel For HS Baseball @ Seminole 5/12/23	181-36-6412-00-001-91-0-00	127.33
Citibank	409	05/12/2023	158778	Hotel for HS Baseball @ Seminole 5/12/23	181-36-6412-00-001-91-0-00	244.5
Citibank	401	05/10/2023	158779	Hotel for HS Track Austin, TX 5/10/23	181-36-6412-00-001-91-0-00	244.5
Citibank	402	05/10/2023	158780	Hotel for HS Track 5/10/23	181-36-6412-00-001-91-0-00	244.5
Citibank	302-Track	05/10/2023	158783	Hotel for HS Track @ Austin, TX 5/10/23	181-36-6412-00-001-91-0-00	164.97
Citibank	4TFSLP-1	09/07/2022	158802	Additional charge for flight change-finance	199-41-6411-00-750-99-0-00	816.25
Citibank	15980903	05/31/2023	158803	Movie Tickets	282-11-6499-00-101-30-0-00	56.09
Citibank	INV195448810	03/30/2023	158804	Zoom Subscription Renewal for Superintendent	199-41-6499-00-701-99-0-00	55.24
Citibank	INV190689640	02/28/2023	158805	Zoom Subscription Renewal for Superintendent	199-41-6499-00-701-99-0-00	56.09
Citibank	INV199909303	04/30/2023	158806	Zoom Subscription Renewal for Superintendent	199-41-6499-00-701-99-0-00	164.97
Citibank	4TFSLP-2	09/07/2022	158807	Additional charge for flight change -IT	199-53-6411-00-953-99-0-00	56.09
Citibank	INV204256073	05/30/2023	158808	Zoom Subscription Renewal for Superintendent	199-41-6499-00-701-99-0-00	25.2
Citibank	038216	06/08/2023	158809	Chips	461-11-6499-00-041-11-0-00	11.43
Citibank	038216	06/08/2023	158809	Chips	461-23-6499-00-041-11-0-00	95.83
Citibank	038216	06/08/2023	158809	37 Potato Salad	461-11-6499-00-041-11-0-00	314.13
Citibank	038216	06/08/2023	158809	Brisket Sandwiches	461-11-6499-00-041-11-0-00	402.5

Citibank	324	06/04/2023	158810	Flight and Hotel - TAGT	199-13-6411-00-044-21-0-00	770.4
Citibank	220323020906387	03/22/2023	158843	Stanton Inn Suites UIL Hotel -Laffler	181-36-6412-00-001-99-0-00	20
Citibank	03802-24827135	05/31/2023	158844	For misc items for Finance	199-41-6499-00-750-99-0-00	31.63
Citibank	111-1835209-8414622	06/05/2023	158845	For misc items for Finance	199-41-6499-00-750-99-0-00	2,671.80
Citibank	2VW3ZA	06/16/2023	158846	2023 AVID Summer Institute	281-13-6411-00-101-30-0-00	2,823.84
Citibank	2W5RZH	06/16/2023	158847	2023 AVID Summer Institute	281-13-6411-00-101-30-0-00	23
Citibank	03802-25502588	05/31/2023	158848	For misc items for Finance	199-41-6499-00-750-99-0-00	13.94
Citibank	0722003028770610234	06/10/2023	158849	Misc. items for PD	199-41-6499-00-701-99-0-00	1,943.76
Citibank	4TK9L3	06/01/2023	158850	Rice University Tapia Camps ? Summer Residential	280-11-6412-00-999-30-0-00	23
Citibank	03802-25397877	05/31/2023	158851	For misc items for Finance	199-41-6499-00-750-99-0-00	212.7
Citibank	0706	06/13/2023	158852	2023 CCMR Conference Hotel Rooms June 13-15 Claudia Beanes and	199-13-6411-00-001-11-0-00	463.38
Citibank	0706	06/13/2023	158852	2023 CCMR Conference Hotel Rooms June 13-15 Claudia Beanes and	429-11-6411-09-999-11-0-00	194
Citibank	089072	06/08/2023	158853	Panda Express-Catering	461-11-6499-00-044-11-0-00	576
Citibank	1001	06/05/2023	158902	Play + Eat - Field Trip	282-11-6499-00-041-30-0-00	111.37
Citibank	227331959	05/31/2023	158903	To purchase Pizza for Student Registration Competition	461-11-6499-00-101-11-0-00	299.96
Citibank	185019	06/19/2023	158904	Catering for leadership summit	199-13-6499-00-916-11-0-00	438.72
Citibank	456D7X	06/09/2023	158905	Flights for RYHT Session 6	199-41-6411-00-701-99-0-00	438.72
Citibank	456D7X	06/09/2023	158905	Flights for RYHT Session 6	199-41-6419-06-702-99-0-00	438.72
Citibank	456D7X	06/09/2023	158905	Flights for RYHT Session 6	199-41-6419-05-702-99-0-00	438.72
Citibank	456D7X	06/09/2023	158905	Flights for RYHT Session 6	199-41-6419-02-702-99-0-00	355.96
Citibank	3BKEAB	05/30/2023	158906	42913Houston Summit Flights Silva 6/16	429-13-6411-05-999-11-0-00	2,273.28
Citibank	2FFMJY	06/20/2023	158907	AVID Summer Institute Flight June 25	282-13-6411-00-001-30-0-00	752.96
Citibank	4WUOWA	06/19/2023	158908	AVID Summer Institute Flight June 25	282-13-6411-00-001-30-0-00	137.49
Citibank	45EPNZ	06/09/2023	158909	Flights for RYHT Session 6	199-41-6411-00-701-99-0-00	137.49
Citibank	45EPNZ	06/09/2023	158909	Flights for RYHT Session 6	199-41-6419-06-702-99-0-00	137.49
Citibank	45EPNZ	06/09/2023	158909	Flights for RYHT Session 6	199-41-6419-05-702-99-0-00	137.49
Citibank	45EPNZ	06/09/2023	158909	Flights for RYHT Session 6	199-41-6419-02-702-99-0-00	45.78
Citibank	0221004046500610238	05/10/2023	158910	Misc. items for PD	199-41-6499-00-701-99-0-00	1,613.92
Citibank	36YBUX	06/12/2023	158911	2023 CCMR Conference June 13-15 Flights	429-11-6411-09-999-11-0-00	3,764.80
Citibank	4TEPIG	06/19/2023	158912	AVID Summer Institute Flight June 25	282-13-6411-00-001-30-0-00	368.25
Citibank	5620390A	06/15/2023	158930	Hotel	199-13-6411-00-041-30-0-00	6.75
Citibank	5620390A	06/15/2023	158930	Hotel	199-13-6411-00-041-30-0-00	237.97
Citibank	5620390A	06/15/2023	158930	Hotel	281-13-6411-00-041-30-0-00	121.18
Citibank	5620390A	06/15/2023	158930	Hotel	281-13-6411-00-041-30-0-00	244.72
Citibank	5620390A	06/15/2023	158930	Hotel	281-23-6411-00-041-30-0-00	6.75
Citibank	5620389A	06/15/2023	158931	Hotel	199-13-6411-00-041-30-0-00	368.25
Citibank	5620389A	06/15/2023	158931	Hotel	199-13-6411-00-041-30-0-00	237.97
Citibank	5620389A	06/15/2023	158931	Hotel	281-13-6411-00-041-30-0-00	121.18
Citibank	5620389A	06/15/2023	158931	Hotel	281-13-6411-00-041-30-0-00	244.72

Citibank	5620389A	06/15/2023	158931		Hotel 281-23-6411-00-041-30-0-00	6.75
Citibank	5620388A	06/15/2023	158932		Hotel 199-13-6411-00-041-30-0-00	368.25
Citibank	5620388A	06/15/2023	158932		Hotel 199-13-6411-00-041-30-0-00	237.97
Citibank	5620388A	06/15/2023	158932		Hotel 281-13-6411-00-041-30-0-00	121.18
Citibank	5620388A	06/15/2023	158932		Hotel 281-13-6411-00-041-30-0-00	244.72
Citibank	5620388A	06/15/2023	158932		Hotel 281-23-6411-00-041-30-0-00	27
Citibank	3384470215	06/25/2023	158950	AVID Summer Institute Hotel - June 25	199-13-6411-00-916-11-0-00	951.87
Citibank	3384470215	06/25/2023	158950	AVID Summer Institute Hotel - June 25	282-13-6411-00-001-30-0-00	6.75
Citibank	5620391A	06/15/2023	158951		Hotel 199-13-6411-00-041-30-0-00	368.25
Citibank	5620391A	06/15/2023	158951		Hotel 199-13-6411-00-041-30-0-00	237.97
Citibank	5620391A	06/15/2023	158951		Hotel 281-13-6411-00-041-30-0-00	121.18
Citibank	5620391A	06/15/2023	158951		Hotel 281-13-6411-00-041-30-0-00	244.72
Citibank	5620391A	06/15/2023	158951		Hotel 281-23-6411-00-041-30-0-00	88.35
Citibank	2CSKXF	06/02/2023	158952	ASCA Conference, registration, rental car, hotel and flight	199-13-6411-00-916-11-0-00	441.61
Citibank	2CSKXF	06/02/2023	158952	ASCA Conference, registration, rental car, hotel and flight	289-31-6411-00-999-30-0-00	137.9
Citibank	84589996	06/02/2023	158953	ASCA Conference, registration, rental car, hotel and flight	199-13-6411-00-916-11-0-00	689.29
Citibank	84589996	06/02/2023	158953	ASCA Conference, registration, rental car, hotel and flight	289-31-6411-00-999-30-0-00	27
Citibank	3384372517	06/25/2023	158954	AVID Summer Institute Hotel - June 25	199-13-6411-00-916-11-0-00	951.87
Citibank	3384372517	06/25/2023	158954	AVID Summer Institute Hotel - June 25	282-13-6411-00-001-30-0-00	27
Citibank	3390917842	06/25/2023	158955	AVID Summer Institute Hotel - June 25	199-13-6411-00-916-11-0-00	951.87
Citibank	3390917842	06/25/2023	158955	AVID Summer Institute Hotel - June 25	282-13-6411-00-001-30-0-00	400.2
Citibank	65883	11/28/2022	158956	Lyford/Harlingen ISD Blended Learning Visit	429-13-6411-26-999-11-0-00	27
Citibank	3387863357	06/25/2023	158957	AVID Summer Institute Hotel - June 25	199-13-6411-00-916-11-0-00	951.87
Citibank	3387863357	06/25/2023	158957	AVID Summer Institute Hotel - June 25	282-13-6411-00-001-30-0-00	9.1
Citibank	10071	12/15/2022	158958	Dinner Rolls	461-23-6499-00-101-11-0-00	15.96
Citibank	10071	12/15/2022	158958	Ranch Beans	461-23-6499-00-101-11-0-00	7.98
Citibank	10071	12/15/2022	158958	Ranch Beans	461-23-6499-00-101-11-0-00	4.04
Citibank	10071	12/15/2022	158958	Ranch Beans	461-23-6499-00-101-11-0-00	17.6
Citibank	10071	12/15/2022	158958	Coleslaw	461-23-6499-00-101-11-0-00	8.8
Citibank	10071	12/15/2022	158958	Coleslaw	461-23-6499-00-101-11-0-00	4.08
Citibank	10071	12/15/2022	158958	Coleslaw	461-23-6499-00-101-11-0-00	23.36
Citibank	10071	12/15/2022	158958	BBQ Sauce	461-23-6499-00-101-11-0-00	397.25
Citibank	10071	12/15/2022	158958	Brisket	461-23-6499-00-101-11-0-00	381.96
Citibank	4FCLT3	05/25/2023	158959	2023 CTAT Summer Conference -hotel, flight and rental	199-11-6411-00-001-22-0-00	374.56
Citibank	AON3593507	06/23/2023	158960	2023 AVID Summer Institute	199-13-6411-00-916-11-0-00	4,609.80
Citibank	AON3593507	06/23/2023	158960	2023 AVID Summer Institute	281-13-6411-00-101-30-0-00	400.2
Citibank	65881	11/28/2022	158961	Lyford/Harlingen ISD Blended Learning Visit	429-13-6411-26-999-11-0-00	144.15
Citibank	90480EE002270	11/06/2022	158962	Hotel & Flight for Mr. Garcia - Texas Assessment Conference	199-13-6411-00-916-11-0-00	408.48
Citibank	90480EE002270	11/06/2022	158962	Hotel & Flight for Mr. Garcia - Texas Assessment Conference	279-13-6411-01-916-11-0-00	206.79

Citibank	401101002	01/29/2023	158963	TCEA Convention & Exposition	199-53-6411-00-953-99-0-00	68.93
Citibank	401101002	01/29/2023	158963	TCEA Convention & Exposition	199-11-6411-00-001-22-0-00	568.5
Citibank	2103-595691	01/01/2023	158964	TCEA Convention & Exposition	199-53-6411-00-953-99-0-00	189.5
Citibank	2103-595691	01/01/2023	158964	TCEA Convention & Exposition	199-11-6411-00-001-22-0-00	27
Citibank	3387427002	06/25/2023	158965	AVID Summer Institute Hotel - June 25	199-13-6411-00-916-11-0-00	951.87
Citibank	3387427002	06/25/2023	158965	AVID Summer Institute	282-13-6411-00-001-30-0-00	
Citibank	3387427002	06/25/2023	158965	Hotel - June 25	282-13-6411-00-001-30-0-00	79.85
Citibank	678303	06/29/2023	158966	ASCA Conference, registration, rental car, hotel and flight	199-13-6411-00-916-11-0-00	399.15
Citibank	678303	06/29/2023	158966	ASCA Conference, registration, rental car, hotel and flight	289-31-6411-00-999-30-0-00	27
Citibank	3387961055	06/25/2023	158967	AVID Summer Institute Hotel - June 25	199-13-6411-00-916-11-0-00	951.87
Citibank	3387961055	06/25/2023	158967	AVID Summer Institute Hotel - June 25	282-13-6411-00-001-30-0-00	3,384.92
Citibank	4TQLJJ	06/28/2023	158968	AVID - Flight	281-13-6411-00-044-30-0-00	95.93
Citibank Sams Club	2055290362199209285	05/18/2023	158747	Bilingual emergent parent meeting	263-61-6499-00-999-25-0-00	151.14
Citibank Sams Club	10012624032-1	11/04/2022	158774	Science Classroom Instructional Items	199-11-6399-00-041-30-0-01	163.32
Citibank Sams Club	10040251793	02/13/2023	158781	Career Day Hospitality-JH	199-11-6499-00-041-22-0-00	31.96
Citibank Sams Club	5469904835741594586	06/07/2023	158814	Supplies for partners in education event	461-41-6499-00-727-99-0-00	127.76
Citibank Sams Club	10069995408	03/31/2023	158815	To purchase items for Central Office break room	199-41-6499-00-750-99-0-00	131.72
Citibank Sams Club	374595186362195249235	06/06/2023	158816	Attendance incentives	211-11-6399-00-041-30-0-00	12.48
Citibank Sams Club	15896002835745524566	06/07/2023	158817	Supplies for partners in education event	461-41-6499-00-727-99-0-00	305.68
Citibank Sams Club	10058833986	04/18/2023	158818	Concession Stand Items	461-11-6499-00-044-11-0-00	429.84
Citibank Sams Club	621777849931586118137	06/07/2023	158864	Stage plants for graduation 2023	199-11-6499-00-001-11-2-22	388.36
Citibank Sams Club	10073768579	06/13/2023	158865	Items for leadership summit	199-13-6499-00-916-11-0-00	59.92
Citibank Sams Club	10051381800	05/27/2023	158866	Gifted & Talented items	199-11-6399-00-041-21-0-00	251.96
Citibank Sams Club	10072878268	06/09/2023	158867	To purchase items for Central Office break room	199-41-6399-00-750-99-0-00	297.95
Citibank Sams Club	837858729713962356318	05/31/2023	158878	Purchase food items for senior sunset 2023	865-00-2191-01-001-01-0-00	145.59
Citibank Sams Club	732848479603885926022	11/11/2022	158923	restock break room	199-51-6499-00-951-99-0-00	151.18
Citibank Sams Club	749828150903960396308-	03/31/2023	158924	Hospitality Supplies - Vega	181-36-6499-00-041-91-0-00	174.05
Citibank Sams Club	10068741470	05/26/2023	158925	Snacks for students	461-11-6499-00-101-11-0-00	138.09
Citibank Sams Club	914787491851573158117	11/11/2022	158926	restock break room	199-51-6499-00-951-99-0-00	138.09

Total 7899.72

Post Date	Account #	Year	Amount	Doc ID	Vendor Name	Invoice Date	Paid Date	Check Number
5/19/2023	199-00-2110-02-000-00-0-00	2023	-3907.50	200001087	Blanco Ordonez Mata & Wallace P.C.		5/19/2023	200001087
5/19/2023	281-00-2110-02-000-00-0-00	2023	-1535.96	200001078	Guitar Center		5/19/2023	200001078
5/19/2023	199-00-2110-02-000-00-0-00	2023	-317.25	200001084	Johnstone Supply		5/19/2023	200001084
5/19/2023	199-00-2110-02-000-00-0-00	2023	-312.55	200001080	Lakeshore Learning Materials		5/19/2023	200001080
5/19/2023	199-00-2110-02-000-00-0-00	2023	-568.27	200001086	O'Reilly Auto Enterprises LLC		5/19/2023	200001086
3/24/2023	199-00-2110-02-000-00-0-00	2023	-1101.04	200000999	Positive Promotions		3/24/2023	200000999
5/19/2023	461-00-2110-02-000-00-0-00	2023	-1220.17	200001081	Scholastic Book Fairs		5/19/2023	200001081
5/19/2023	199-00-2110-02-000-00-0-00	2023	-1514.35	200001083	School Specialty		5/19/2023	200001083
5/19/2023	281-00-2110-02-000-00-0-00	2023	-137.70	200001083	School Specialty		5/19/2023	200001083
5/19/2023	281-00-2110-02-000-00-0-00	2023	-38.09	200001082	Staples Advantage		5/19/2023	200001082
5/5/2023	199-00-2110-02-000-00-0-00	2023	-300.00	200001063	TASBO		5/5/2023	200001063
5/19/2023	281-00-2110-02-000-00-0-00	2023	-1744.06	200001085	The Prophet Corporation		5/19/2023	200001085
5/12/2023	199-00-2110-02-000-00-0-00	2023	-1722.01	200001074	4imprint, Inc.		5/12/2023	200001074
5/12/2023	199-00-2110-02-000-00-0-00	2023	-695.55	200001068	Amerigas Propane, L.P.		5/12/2023	200001068
4/14/2023	199-00-2110-02-000-00-0-00	2023	-1487.50	200001031	Blanco Ordonez Mata & Wallace P.C.		4/14/2023	200001031
5/12/2023	281-00-2110-02-000-00-0-00	2023	-155.98	200001073	DEMCO, Inc		5/12/2023	200001073
5/12/2023	199-00-2110-02-000-00-0-00	2023	-276.85	200001072	Johnstone Supply		5/12/2023	200001072
5/12/2023	199-00-2110-02-000-00-0-00	2023	-83.64	200001075	O'Reilly Auto Enterprises LLC		5/12/2023	200001075
5/12/2023	281-00-2110-02-000-00-0-00	2023	-834.50	200001071	School Specialty		5/12/2023	200001071
4/14/2023	199-00-2110-02-000-00-0-00	2023	-2025.25	200001026	Sonitrol Of El Paso		4/14/2023	200001026
1/27/2023	199-00-2110-02-000-00-0-00	2023	-1264.00	200000940	Sonitrol Of El Paso		1/27/2023	200000940
5/12/2023	281-00-2110-02-000-00-0-00	2023	-109.00	200001069	Southern Computer Warehouse		5/12/2023	200001069
5/12/2023	211-00-2110-02-000-00-0-00	2023	-333.89	200001070	Staples Advantage		5/12/2023	200001070
5/12/2023	281-00-2110-02-000-00-0-00	2023	-14.09	200001070	Staples Advantage		5/12/2023	200001070
5/12/2023	199-00-2110-02-000-00-0-00	2023	-3487.04	200001076	Stewart & Stevenson LLC		5/12/2023	200001076
2/2/2023	199-00-2110-02-000-00-0-00	2023	-135.00	200000950	TASBO		2/2/2023	200000950
5/12/2023	865-00-2110-02-000-00-0-00	2023	-660.00	200001077	La Estrella		5/12/2023	200001077
5/26/2023	199-00-2110-02-000-00-0-00	2023	-72.10	200001100	American Refrigeration Supplies, Inc		5/26/2023	200001100
5/26/2023	281-00-2110-02-000-00-0-00	2023	-21058.00	200001099	AVID Center		5/26/2023	200001099
5/26/2023	281-00-2110-02-000-00-0-00	2023	-104.85	200001088	C & M Plaque & Trophy Inc.		5/26/2023	200001088
5/26/2023	199-00-2110-02-000-00-0-00	2023	-475.00	200001089	Continental Termite & Pest Control,		5/26/2023	200001089
5/26/2023	281-00-2110-02-000-00-0-00	2023	-1060.00	200001090	Guitar Center		5/26/2023	200001090
5/26/2023	199-00-2110-02-000-00-0-00	2023	-3440.79	200001095	Johnstone Supply		5/26/2023	200001095
5/26/2023	199-00-2110-02-000-00-0-00	2023	-950.80	200001097	O'Reilly Auto Enterprises LLC		5/26/2023	200001097
5/26/2023	282-00-2110-02-000-00-0-00	2023	-970.05	200001091	Positive Promotions		5/26/2023	200001091
5/26/2023	429-00-2110-02-000-00-0-00	2023	-185.00	200001093	Southern Computer Warehouse		5/26/2023	200001093
5/26/2023	199-00-2110-02-000-00-0-00	2023	-622.00	200001098	Southern Tire Mart, LLC		5/26/2023	200001098
5/26/2023	211-00-2110-02-000-00-0-00	2023	-1095.31	200001094	Staples Advantage		5/26/2023	200001094
5/26/2023	199-00-2110-02-000-00-0-00	2023	-350.00	200001096	Texas Association for the Gifted and Talar		5/26/2023	200001096
6/2/2023	211-00-2110-02-000-00-0-00	2023	-140.80	200001101	Flinn Scientific, Inc.		6/2/2023	200001101
6/2/2023	199-00-2110-02-000-00-0-00	2023	-147.46	200001105	imagestuff.com		6/2/2023	200001105
5/19/2023	211-00-2110-02-000-00-0-00	2023	-450.00	200001079	La Estrella		5/19/2023	200001079
6/2/2023	101-00-2110-02-000-00-0-00	2023	-298.59	200001103	Spectrum Imaging		6/2/2023	200001103
6/2/2023	199-00-2110-02-000-00-0-00	2023	-3729.78	200001103	Spectrum Imaging		6/2/2023	200001103
6/2/2023	211-00-2110-02-000-00-0-00	2023	-114.18	200001103	Spectrum Imaging		6/2/2023	200001103
6/2/2023	281-00-2110-02-000-00-0-00	2023	-2863.53	200001104	The Prophet Corporation		6/2/2023	200001104
8/19/2022	284-00-2110-02-000-00-0-00	2022	-1423.12	200000779	Pearson Assessments		8/19/2022	200000779
8/5/2022	284-00-2110-02-000-00-0-00	2022	-219.80	200000760	Pearson Assessments		8/5/2022	200000760
7/13/2022	224-00-2110-02-000-00-0-00	2022	-232.75	200000729	Pearson Assessments		7/13/2022	200000729
6/16/2022	224-00-2110-02-000-00-0-00	2022	-310.36	200000701	Pearson Assessments		6/16/2022	200000701
Total			-66295.51					



MEMORANDUM

To: Members of the Board of Trustees
From: Luis M. Guerra, Director of Finance
Subject: Quarterly Investment Report – Quarter Ending June 30, 2023
Date: July 27, 2023

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, 2023. 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, 2023, 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, 2023.

The TISD began the quarter with \$7,654,186 in invested funds. This amount decreased to \$7,096,825 mainly resulting from processing assigned fund balance expenditures for various ongoing projects 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 4.7718% and ended with a corporate overnight fund yield of 5.2433%.

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 \$7,654,186 in invested funds and ended the quarter with a balance of \$7,096,825. The decrease mainly due to assigned fund balance expenditures for ongoing projects districtwide.

Investment	Jan-Mar	Apr-June	Change
Lone Star	\$7,526,771	\$6,791,153	(\$735,617)
WestStar	127,415	305,672	178,256
Total	\$7,654,186	\$7,096,825	(\$557,361)

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 \$618,669 in invested funds and ended the quarter with a balance of \$655,452. The increase in invested funds is attributed to tax and interest revenue during the quarter. Tornillo will make a bond payment in the amount of \$223,591.95 due on August 1, 2023.

Investment	Jan-Mar	Apr-June	Change
Lone Star	\$542,086	\$549,089	\$7,003
WestStar	76,583	106,363	29,779
Total	\$618,669	\$655,452	\$36,783

Maintenance Tax Note – Corporate Overnight Fund

The Maintenance Tax Note Fund began the quarter with an invested balance of \$239,734 and ended the quarter with a balance of \$242,832. The increase in invested funds is attributed to interest earnings of \$3,098 received during the quarter.

Conclusion

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, 2023

Description	Maturity Date	6/30/2023 Interest Rate*	3/31/2023 Book Value	6/30/2023 Book Value	3/31/2023 Market Value	6/30/2023 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	5.0845%	\$7,526,770.56	\$6,791,153.12	\$7,525,994.94	\$6,790,637.73	-9.77%	-9.77%	\$ 80,389.57
M & O Tax Note 2008 (197-1107)	On Demand	5.0845%	\$239,734.57	\$242,831.64	\$239,709.87	\$242,813.21	1.29%	1.29%	\$ 3,097.07
Interest & Sinking Fund (599-1107)	On Demand	5.0845%	\$542,086.06	\$549,089.28	\$542,031.93	\$549,049.37	1.29%	1.29%	\$ 7,003.22
Interest & Sinking Fund (599-1107)	On Demand	5.0845%	\$1.73	\$1.76	\$1.73	\$1.76	1.73%	1.73%	\$ 0.03
Total Lone Star Investment Pool:			\$8,308,592.92	\$7,583,075.80	\$8,307,738.47	\$7,582,502.07			\$90,489.89
* Average Interest Rate for the quarter									
WestStar Bank (Cash)									
General Fund (199-1110)	On Demand	0.10%	\$127,415.37	\$305,671.80	\$127,415.37	\$305,671.80	139.90%	139.90%	\$ 60.55
Interest & Sinking Fund (599-1110)	On Demand	0.10%	\$76,583.27	\$106,362.70	\$76,583.27	\$106,362.70	38.89%	38.89%	\$ 23.71
Total WestStar Bank:			\$286,576.28	\$412,034.50	\$286,576.28	\$412,034.50			\$84.26
Total Investments:			\$8,943,653.37	\$7,995,110.30	\$8,944,481.92	\$7,994,536.57			\$90,574.15

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

Asset	Portfolio Weight Average Maturity (WAM)			
	Book Value	Days to Maturity	Maturity Date	WAM
Lonestar Investment Pool	\$7,583,075.80	1.00	7/1/2023	0.9485
WestStar Bank	\$412,034.50	1.00	7/1/2023	0.0515
Total	\$7,995,110.30			1.0000

Investment Objectives (Priority Order):

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



Luis M. Guerra, Investment Officer



Participant #: 71908

Lone Star™ 2023 3rd Quarter
Investment Pool **Quarterly Statement**

Statement Period: 04/01/2023 to 06/30/2023

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	6,791,153.12	1.00	6,791,153.12	6,790,637.73	89.56%
Totals:				6,791,153.12	6,790,637.73	

Account	Fund	Number of Shares	Price Per Share	Account Book Value (USD)	Account Market Value (USD)	% Port.
Interest & Sinking Account	Corporate Overnight Fund	549,089.28	1.00	549,089.28	549,047.61	7.24%
	Government Overnight Fund	1.76	1.00	1.76	1.76	0.00%
Totals:				549,091.04	549,049.37	

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	242,831.64	1.00	242,831.64	242,813.21	3.20%
Totals:				242,831.64	242,813.21	

Totals

Fund	Number of Shares	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	7,583,074.04	1.00	7,583,074.04	100.00 %
Government Overnight Fund	1.76	1.00	1.76	0.00 %
Corporate Overnight Plus Fund	0.00	1.00	0.00	0.00 %
Total Value:			7,583,075.80	100.00 %

Portfolio Transactions

General Fund - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2023	Starting Balance	7,526,770.56			7,526,770.56
04/03/2023	Deposit	7,938,406.37	411,635.81	1.00	411,635.81
04/03/2023	Deposit	7,947,225.63	8,819.26	1.00	8,819.26
04/03/2023	Withdrawal	7,747,225.63	-200,000.00	1.00	-200,000.00
04/05/2023	Deposit	7,750,229.77	3,004.14	1.00	3,004.14
04/05/2023	Withdrawal	7,450,229.77	-300,000.00	1.00	-300,000.00

General Fund - Corporate Overnight Fund (Continued)

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/11/2023	Deposit	7,538,597.27	88,367.50	1.00	88,367.50
04/12/2023	Withdrawal	7,138,597.27	-400,000.00	1.00	-400,000.00
04/14/2023	Withdrawal	6,938,597.27	-200,000.00	1.00	-200,000.00
04/18/2023	Deposit	6,982,920.95	44,323.68	1.00	44,323.68
04/19/2023	Deposit	6,988,362.53	5,441.58	1.00	5,441.58
04/20/2023	Deposit	7,001,834.61	13,472.08	1.00	13,472.08
04/20/2023	Withdrawal	6,401,834.61	-600,000.00	1.00	-600,000.00
04/25/2023	Deposit	6,438,876.61	37,042.00	1.00	37,042.00
04/28/2023	Interest	6,467,562.92	28,686.31	1.00	28,686.31
05/01/2023	Withdrawal	6,267,562.92	-200,000.00	1.00	-200,000.00
05/05/2023	Deposit	6,276,518.73	8,955.81	1.00	8,955.81
05/08/2023	Withdrawal	6,076,518.73	-200,000.00	1.00	-200,000.00
05/09/2023	Deposit	6,133,329.08	56,810.35	1.00	56,810.35
05/10/2023	Withdrawal	5,773,329.08	-360,000.00	1.00	-360,000.00
05/17/2023	Withdrawal	5,573,329.08	-200,000.00	1.00	-200,000.00
05/22/2023	Withdrawal	5,273,329.08	-300,000.00	1.00	-300,000.00
05/24/2023	Withdrawal	4,923,329.08	-350,000.00	1.00	-350,000.00
05/25/2023	Deposit	5,907,966.08	984,637.00	1.00	984,637.00
05/26/2023	Deposit	5,990,944.25	82,978.17	1.00	82,978.17
05/26/2023	Withdrawal	5,790,944.25	-200,000.00	1.00	-200,000.00
05/31/2023	Interest	5,816,702.37	25,758.12	1.00	25,758.12
06/02/2023	Withdrawal	5,516,702.37	-300,000.00	1.00	-300,000.00
06/08/2023	Deposit	5,559,513.34	42,810.97	1.00	42,810.97
06/08/2023	Deposit	5,562,036.34	2,523.00	1.00	2,523.00
06/08/2023	Deposit	5,562,475.38	439.04	1.00	439.04
06/08/2023	Deposit	5,652,987.34	90,511.96	1.00	90,511.96
06/08/2023	Deposit	5,653,161.34	174.00	1.00	174.00
06/08/2023	Deposit	5,815,011.36	161,850.02	1.00	161,850.02
06/08/2023	Deposit	5,880,955.16	65,943.80	1.00	65,943.80
06/08/2023	Deposit	6,006,146.65	125,191.49	1.00	125,191.49
06/08/2023	Deposit	6,012,275.95	6,129.30	1.00	6,129.30
06/08/2023	Deposit	6,032,756.20	20,480.25	1.00	20,480.25
06/08/2023	Deposit	6,038,850.55	6,094.35	1.00	6,094.35
06/08/2023	Withdrawal	5,638,850.55	-400,000.00	1.00	-400,000.00
06/13/2023	Deposit	5,653,944.27	15,093.72	1.00	15,093.72
06/14/2023	Deposit	5,710,444.27	56,500.00	1.00	56,500.00
06/14/2023	Deposit	6,147,635.53	437,191.26	1.00	437,191.26
06/15/2023	Withdrawal	5,897,635.53	-250,000.00	1.00	-250,000.00
06/22/2023	Withdrawal	5,472,635.53	-425,000.00	1.00	-425,000.00
06/23/2023	Deposit	6,488,130.53	1,015,495.00	1.00	1,015,495.00
06/26/2023	Deposit	6,972,399.13	484,268.60	1.00	484,268.60
06/30/2023	Deposit	7,065,207.98	92,808.85	1.00	92,808.85
06/30/2023	Withdrawal	6,765,207.98	-300,000.00	1.00	-300,000.00
06/30/2023	Interest	6,791,153.12	25,945.14	1.00	25,945.14
06/30/2023	Ending Balance	6,791,153.12			6,791,153.12

Interest & Sinking Account - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2023	Starting Balance	542,086.06			542,086.06
04/28/2023	Interest	544,314.11	2,228.05	1.00	2,228.05
05/31/2023	Interest	546,722.85	2,408.74	1.00	2,408.74
06/30/2023	Interest	549,089.28	2,366.43	1.00	2,366.43
06/30/2023	Ending Balance	549,089.28			549,089.28

Interest & Sinking Account - Government Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2023	Starting Balance	1.73			1.73
04/28/2023	Interest	1.74	0.01	1.00	0.01
05/31/2023	Interest	1.75	0.01	1.00	0.01
06/30/2023	Interest	1.76	0.01	1.00	0.01
06/30/2023	Ending Balance	1.76			1.76

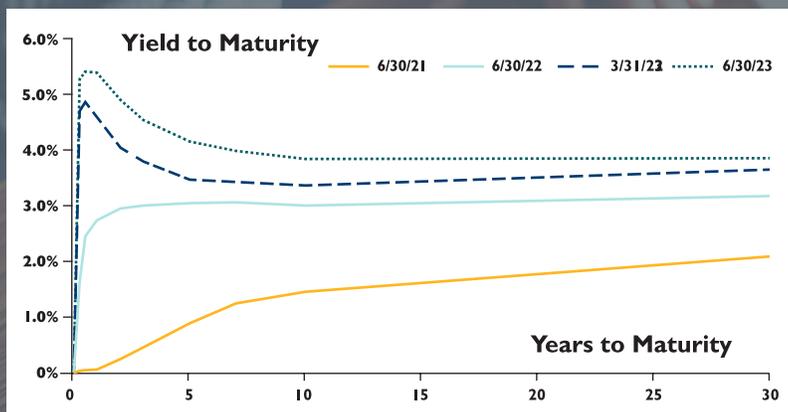
Maintenance Tax Note 2008 - Fund 197 - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2023	Starting Balance	239,734.57			239,734.57
04/28/2023	Interest	240,719.85	985.28	1.00	985.28
05/31/2023	Interest	241,785.10	1,065.25	1.00	1,065.25
06/30/2023	Interest	242,831.64	1,046.54	1.00	1,046.54
06/30/2023	Ending Balance	242,831.64			242,831.64

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.

Quarterly Position Report June 30, 2023

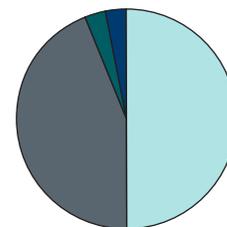


Early in the second quarter, the market's focus briefly shifted from inflation and monetary policy to stress in the regional banking sector and the debt ceiling. After the failures in March of several regional banks, including Silicon Valley Bank, First Republic Bank was seized by the FDIC and sold to JP Morgan. In May, the market shifted its focus to the debt ceiling negotiations. While a technical default on U.S. Treasury debt was viewed as a relatively low probability event, the degree of damage to the financial markets if a default occurred still had the markets spooked. On the last day of May, Congress passed a bill to raise the debt limit. In June, the market was able to regain its focus on the FOMC's inflation battle. For the first time in eleven meetings, the Fed left the target rate unchanged at the June 14 FOMC meeting at the current range of 5.00-5.25%. Many considered it a "hawkish pause" as the members indicated that this was not the end of the tightening cycle. U.S. Treasury yields rose across the curve in the second quarter with the 2-year note leading the way at +87 basis points. Equity prices were higher in the U.S as the S&P 500 index gained over 8% during the quarter. At the end of June, the Fed funds futures market was expecting at least one more hike of 25 basis points with a 34% chance for two more hikes.

Government Overnight Fund Duration 0.06272

	Participant Assets	Market Value
Beginning of Quarter Balance	6,748,791,859.55	6,749,499,566.45
Deposits	1,472,903,494.72	
Withdrawals	(2,623,568,831.09)	
End of Quarter Balance	5,598,126,523.18	5,598,492,334.43

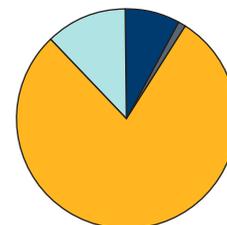
Cash/Repo	50%
Agencies	44%
Treasuries	3%
MM Funds	3%



Corporate Overnight Fund Duration 0.19565

	Participant Assets	Market Value
Beginning of Quarter Balance	4,294,248,281.59	4,293,805,765.08
Deposits	683,237,149.01	
Withdrawals	(1,331,414,240.66)	
End of Quarter Balance	3,646,071,189.94	3,645,794,482.06

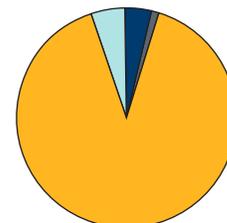
Commercial Paper	79%
Cash/Repo	12%
MM Funds	8%
Agencies	1%



Corporate Overnight Plus Fund Duration 0.22748

	Participant Assets	Market Value
Beginning of Quarter Balance	11,077,506,012.98	11,076,079,147.48
Deposits	4,174,165,290.80	
Withdrawals	(4,887,974,839.45)	
End of Quarter Balance	10,363,696,464.33	10,362,603,073.13

Commercial Paper	90%
Cash/Repo	5%
MM Funds	4%
Agencies	1%



Returns

	April		May		June	
	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield
Govt Overnight Fund	4.82%	4.82%	5.04%	5.11%	5.08%	5.10%
Corp Overnight Fund	5.00%	5.02%	5.21%	5.26%	5.27%	5.29%
Corp Overnight Plus Fund	5.02%	5.04%	5.23%	5.28%	5.30%	5.35%

William Mastrodicasa
William Mastrodicasa

Lone Star Investment Pool Investment Officers

Tammy Davis
Tammy Davis



First Public
12007 Research Blvd.
Austin, Texas 78759
800-558-8875 • firstpublic.com

Fund Performance Update

June 30, 2023

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.

With the debt ceiling resolution passed on the last day of May, the market shifted its focus back to the Federal Open Market Committee's (FOMC) inflation battle. For the first time in eleven meetings, the Federal Reserve (Fed) left the target rate unchanged at the June 14 FOMC meeting at the current range of 5.00% – 5.25%. Many considered it a “hawkish pause” as Committee members indicated this was not the end of the tightening cycle. At the end of June, the market was expecting at least one more hike of 25 basis points with a 34% chance for two more hikes. U.S. Treasury yields in securities maturing beyond six months rose in June with the two-year note leading the way at +49 basis points. June CPI fell to 4.0% in June but remains well above the Fed's target of 2% annual inflation. The unemployment rate rose in May but remains at a strong 3.7%. With inflation still high and a solid labor market, the Fed expects to be able to justify additional policy firming.

Active Participants This Month

Schools and Colleges	583
Other Governmental Entities	83
<i>Total</i>	<i>666</i>

Government Overnight Fund

Return Information

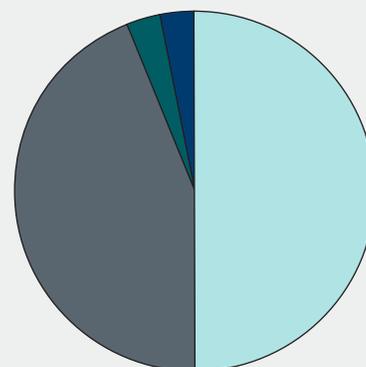
June 30, 2023

Average Monthly Return (a)	5.08%
SEC 7-day Fund Yield (b)	5.10%
Weighted Average Maturity One (c)	23 days
Weighted Average Maturity Two (c)	96 days
Portfolio Maturing beyond One Year	8%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	2,786,802,193.35	2,786,802,193.35
US Treasuries	175,046,456.07	175,011,850.00
Agencies	2,485,148,887.00	2,485,549,304.32
Money Market Funds	151,128,986.76	151,128,986.76
Total Assets	5,598,126,523.18	5,598,492,334.43

Investment Distribution



■ Cash/Repo	50%
■ Agencies	44%
■ Treasuries	3%
■ Money Market	3%

(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

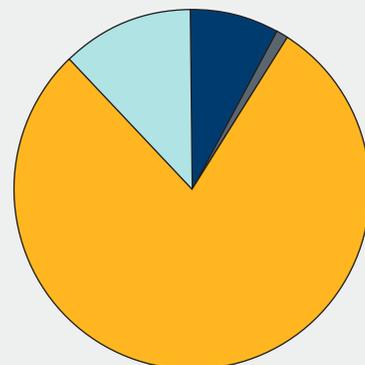
June 30, 2023

Average Monthly Return (a)	5.27%
SEC 7-day Fund Yield (b)	5.29%
Weighted Average Maturity One (c)	26 days
Weighted Average Maturity Two (c)	65 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	425,634,050.24	425,634,050.24
US Treasuries	-	-
Agencies	19,783,100.00	19,784,520.00
Commercial Paper	2,893,158,445.65	2,892,887,817.67
Money Market Funds	307,495,594.05	307,488,094.15
Total Assets	3,646,071,189.94	3,645,794,482.06

Investment Distribution



Commercial Paper	79%
Cash/Repo	12%
Money Market	8%
Agencies	1%

(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

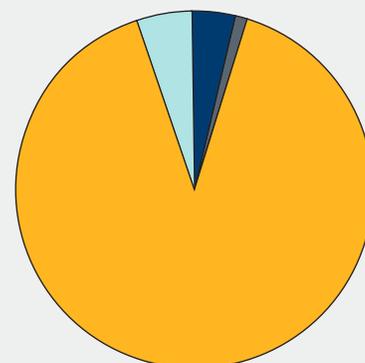
June 30, 2023

Average Monthly Return (a)	5.30%
SEC 7-day Fund Yield (b)	5.35%
Weighted Average Maturity One (c)	35 days
Weighted Average Maturity Two (c)	80 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	569,718,091.94	569,718,091.94
US Treasuries	-	-
Agencies	49,457,750.00	49,461,300.00
Commercial Paper	9,383,644,589.68	9,382,548,671.95
Money Market Funds	360,876,032.71	360,875,009.24
Total Assets	10,363,696,464.33	10,362,603,073.13

Investment Distribution

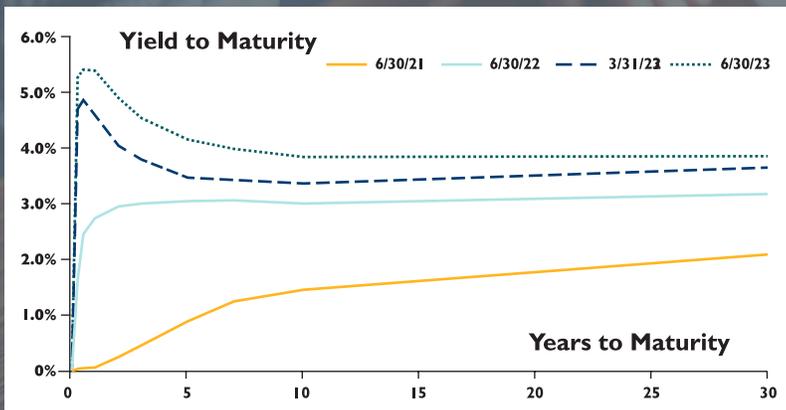


Commercial Paper	90%
Cash/Repo	5%
Money Market	4%
Agencies	1%

(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.

Quarterly Position Report June 30, 2023

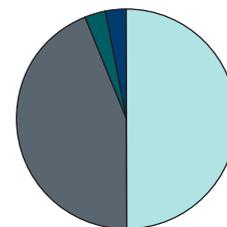
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Government Overnight Fund Duration 0.06272

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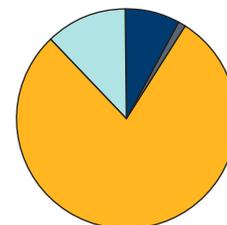
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Agencies	44%
Treasuries	3%
MM Funds	3%



Corporate Overnight Fund Duration 0.19565

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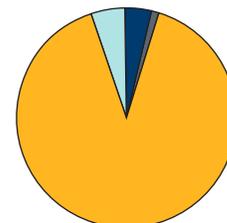
Commercial Paper	79%
Cash/Repo	12%
MM Funds	8%
Agencies	1%



Corporate Overnight Plus Fund Duration 0.22748

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Beginning of Quarter Balance	11,077,506,012.98	11,076,079,147.48
Deposits	4,174,165,290.80	
Withdrawals	(4,887,974,839.45)	
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Agencies	1%



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	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield
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Corp Overnight Fund	5.00%	5.02%	5.21%	5.26%	5.27%	5.29%
Corp Overnight Plus Fund	5.02%	5.04%	5.23%	5.28%	5.30%	5.35%

William Mastrodicasa
William Mastrodicasa

Lone Star Investment Pool Investment Officers

Tammy Davis
Tammy Davis



HB 3: School Safety

- Establishes the Office of School Safety and Security in TEA to working in coordination with the Texas School Safety Center and with regional education service centers to provide ongoing support and oversight of LEA safety practices
- Increased the annual school safety allotment in the FSP: \$15k per campus plus \$10 per ADA
- Requires district employees who regularly interact with students to complete an evidence-based mental health training program.
- Requires districts adopt a policy requiring at least one person acting as an armed security officer be present during regular school hours at each campus.
- Clarifies required data sharing & confidentiality obligations related to student safety records

47

Additional School Safety-related bills

- HB 473, HB 1905, HB 3623, SB 26, SB 838, SB 999, SB 1720
- SB 30: Supplemental appropriation of \$1.1B for school safety facility standards, to ensure full funding for all campuses to come into compliance with minimum safety standards

Implementation Support Videos

School Safety Standards and Funding

July 24

Covers the adopted TAC 19 §61.1031, Commissioner's Rule on School Safety Standards and the latest Facilities Grant opportunity.

House Bill 3 (HB 3) Overview

August 24

Provides an overview of HB 3 and will include some initial guidance and best practices, to include armed officers on campus.

Other School Safety Bills Overview

Early September

Provides an overview the safety bills passed in the 88th legislative session.

48

Additional Webinars

Additional live webinars covering key components of the above school safety bills will be held throughout the fall as guidance continues to be developed.

Tornillo Independent School District

Maintenance Department

Memorandum

To: Board of Trustees

From: Rene Estrada, Maintenance/Transportation Director

Subject: facility's driveway construction

Date: 7/17/2023

History:

The Tornillo Independent School District has remodeled a new cafetorium. The building will require new drop off and trash pickup area.

Rationale:

The Tornillo District has requested bid quotes for the construction of this access road to be constructed

Budget Impact:

The budget impact will be \$ 44,850.00.

This amount will be paid with funds that were previous approved for the construction of the cafetorium.

Administrative Recommendation:

The recommendation to the Board of Trustees is to approve the hiring of Vistacon to construct the new road



Cafetorium

Bus Barn

50

Proposed location for axis road (18 ft. wide, 350 ft. long) and turnaround (25 ft.)

- Sidewalk will be removed
- Rockwall will remain



Basilio A. Silva Jr. P.E
President

Elsa Silva
Vice President

Proposal

7/10/2023

Mr. Rene Estrada
Tornillo Independent School District
300 Oil Mill Dr.
Tornillo, Texas 79853

RE: Road Asphalt Paving

Dear Mr. Estrada

Below, please find the proposal of the above mention project:

Asphalt Paving 18'ft wide	\$	34,000.00
Sidewalk Demolition	\$	1,922.73
Stripping	\$	800.00
Laboratory Fee	\$	2,600.00
Fire line Signs	\$	570.00
Supervision	\$	880.00
Subtotal	\$	40,772.73
Vistacon	\$	4,077.27
Grand Total	\$	44,850.00

Thank you,



Gil Covarrubias/Rebecca Quintero
Project Manager/Project Coordinator

1161 Kessler
El Paso, TX 79912
(915)592-0321

VERGE GENERAL CONTRACTORS

710 Southwood Canutillo, Texas 79835 e-mail franklerma@icloud.com (915)276-0493

July 15th 2023

Rene Estrada
Tornillo Independent School District
19200 Cobb Ave.
Tornillo, Texas 79853
915-765-3060

RE: Gym Road

Mr. Estrada,

Verge General Contractors is pleased to provide our proposal for the construction development requested for the above mentioned project. We have reviewed the plans and specifications and our proposal is as follows:

SCOPE OF WORK:

- **350' X 18' Asphalt Road**
- **25' Landing**
- **6" Road Base**
- **2.5" Asphalt**
- **Demolition of side walk**

Exclusions: **TOTAL: \$45,000.00**

- Temporary/Permanent Fencing, Vapor Barrier/Screenings of Pads
- Shoring/Soil Retention, Unsuitable Soil Removal or Replacement, Archaeological Issues
- Gas/Communication Lines, Meters/Fees, Mechanical/Electrical – Any Utility Relocation
- Testing/Permits/Bonds, Environmental Impact Tests
- Technical Specifications
- Asbestos Abatement, Hazardous Material Handling
- Any Concrete Work
- Any Work Not Mentioned Within the Scope of Work

Please review at your convenience and should you have any questions or comments, please feel free to contact us at (915) 276-0493.

Sincerely,

Frank Lerma

Frank Lerma, L.I.

President and CEO



PROPOSAL

2023-39

Tornillo ISD
LOCATION: Tornillo Intermediate school
ATTENTION: Rene Estrada
Date: July 3, 2023

Dear Customer: Pride G.C. proposes to furnish all labor, materials and equipment to perform the following scope of work for the above referenced project as per proposed scope of work.

Quantity	Description/Scope Of Work	U. Cost	Extended Price
1	Prepare subgrade to incorporate new access road to existitng cafeteria . 18' by 350' aprox to include driveways. Per provided schematic	\$92,000.00	\$92,000.00
	Install new subgrade base to consit of 6 inches thick and 2 inches of asphalt wear surface.		
	Provide density testing services		
	Haul off of excavated materials		
	Import of needed materials to build up road way cross section.		
	Demolition and haul off of existiting sidewalk section.		
	Sub-Total	\$92,000.00	
	Clean and remove all construction debris.	Overhead	\$9,200.00
		Profit	\$18,400.00
		Sub-Total	\$119,600.00
		TOTAL	\$119,600.00

Terms: Net 30

**Exclusions: ANY OTHER MATERIALS, EQUIPMENT OR SCOPE OF WORK NOT LISTED OR INCLUDED ABOVE.
 NO OTHER BUILDING RELATED WORK, NO SITE WORK AND NO EXTERIOR FINISHES,
 ANY ADDITIONAL INSURANCES OR APPLICATION FEES REQUIRED AND NOT SHOWN IN PROPOSAL
 NO MOISTURE BRICK SEALANTS, NO RUST FINISHES**

Sincerely
 Pride General Contractors, LLC
Ramon T Salgado

Ramon T Salgado
 Managing Member

• 700 N. Copia El Paso, TX 79903

• Phone (915) 771-9601

• FAX (915) 771-9600



MEMORANDUM

To: Board of Trustees
From: Rosy Vega-Barrio, Superintendent
Subject: Purchase Intervene K-12
Date: July 21, 2023

HISTORY:

Texas law requires all students who do not achieve approaches or higher on STAAR grades 3 through 8 or EOC assessments be provided accelerated instruction.

[HB 1416 and Accelerated Instruction](#)
[TCLAS – Decision 6](#)

RATIONALE:

The district requested a proposal from Intervene K-12 to provide high impact tutoring to students.

BUDGET IMPACT:

The budget impact will be between \$281,800 and \$670,000 depending on the number of students who require tutoring based on STAAR and EOC scores.

The funds to be used will be from TCLAS – Decision 6.

ADMINISTRATIVE RECOMMENDATION:

Administration is recommending the Board of Trustees approve the purchase of Intervene K-12.

Concern for Educators and Families: Texas students have experienced academic growth post-Covid but learning acceleration is still critically needed, particularly in Math. On the 2022 STAAR, only 52% of students met grade level expectations in Reading Language Arts while only 40% of students met grade level in math.¹

Opportunity: Evidence suggests that high impact tutoring can have a significant impact on outcomes for students.

- A 2020 meta-analysis of 96 studies of high-quality tutoring programs found that students made **5 months of additional progress** on average, a large pooled 0.37 effect size.²
- The average effect of tutoring programs on student achievement is larger than the effects found in approximately 85% of studies evaluating education interventions and equivalent to **moving a student at the 35th percentile of the achievement distribution to the 50th.**³

Accelerated Instruction Requirements: Texas law requires all students who do not achieve approaches or higher on STAAR grades 3 through 8 or EOC assessments be provided accelerated instruction. These requirements, modified by House Bill 4545 from the 87th legislature and recently updated with the passage of House Bill 1416 in the 88th legislature, provide that qualifying students must be:

- Assigned a **TIA designated teacher** for the subsequent school year in the applicable subject area;
- OR
- Provided supplemental instruction aligned with the research on high impact tutoring in the TEKS for the applicable grade levels and subject area in the following manner:
 - **No less than 15 or 30 hours*** depending on student performance and is provided in the summer or at least once per week in the school year;
 - **Limited to two subjects per year**, prioritizing math and RLA;
 - Provided in a group of **no more than four students**, unless the parent or guardian of each student in the group authorizes a larger group;
 - Designed to assist the student in achieving satisfactory performance in the applicable grade level and subject area and includes **effective instructional materials** designed for supplemental instruction;
 - Provided by a **person with training in the applicable instructional materials** for the supplemental instruction and provided by one person for the entirety of their accelerated instruction.

**HB 1416 requires TEA to define requirements for students requiring 30 hours of supplemental instruction through the rulemaking process. TEA will propose rules that will provide that students who fall into the "Low Does Not Meet" category of STAAR performance receive no less than 30 hours of supplemental instruction. The rules will also provide that students in third grade who do not approach grade level or higher will be required to receive 30 hours of supplemental instruction.*

To learn about what has changed in accelerated instruction requirements from HB 1416 and to see the complete list of frequently asked questions, visit the [TEA Accelerated Instruction webpage](#) or reach out to accelerated.instruction@tea.texas.gov with questions.

References:

1. Includes STAAR 3-8 Reading, English I and English II EOC Assessments 2. Includes STAAR 3-8 Mathematics, Algebra I EOC. Source: 2012-2021 Spring STAAR Data
2. Nickow, Andre Joshua, Philip Oreopoulos, and Vincent Quan. (2020). The Impressive Effects of Tutoring on PreK-12 Learning: A Systematic Review and Meta-Analysis of the Experimental Evidence. (EdWorkingPaper: 20-267). Annenberg Institute at Brown University: <https://doi.org/10.26300/eh0c-pc52>;
3. Kraft, M. A. (2020). Interpreting effect sizes of education interventions. Educational Researcher, 49(4), 241-253.

A note for 2023 STAAR Reporting

Final student-level results for the spring 2023 STAAR will be communicated on August 11th, 2023. LEAs may use the [STAAR Early Results Guidance Tables](#) to inform planning for fulfilling accelerated instruction requirements.

What's Changed from HB 4545 to HB 1416?

How did House Bill 1416 Change Accelerated Instruction Requirements?



Accelerated instruction can ensure all students have access to resources and assistance designed to provide the proper academic supports moving forward.

Students who do not achieve approaches or higher on STAAR must be provided accelerated instruction to ensure they are on track for college, career, or the military. These requirements, modified by House Bill 4545 during the 87th regular session, were recently updated with the passage of House Bill 1416 during the 88th regular session. The changes made to accelerated instruction requirements for districts by House Bill 1416 include:

- **Removing the requirement for Accelerated Learning Committees** while requiring an Accelerated Education Plan after the student fails to achieve approaches or higher on two consecutive assessments in the same subject area
- **Limiting tutoring to 2 subjects** and no longer including optional assessment administrations
- Increasing **student-to-tutor ratio from 3:1 to 4:1 ratio** for tutoring group size
- Clarifying that students who take **STAAR-Alt 2, are retained, or take substitute high school assessments** are not subject to requirements
- **Reducing minimum hour requirement** from 30 to 15 for some students*
- Adding Local Education Agencies (LEAs) receiving **compensatory education funding** as criteria for included LEAs (previously LEAs receiving⁵⁶ funding from Strong Foundations Grant Program, CRRSAA or ARP)
- Providing student-to-teacher ratio waivers for use of **approved online curriculum** (approvals available spring 2024)
- Clarifying that **parents may modify or remove supplemental instruction requirements** with a letter to campus administrator
- Clarifying that **parents must be notified of student failure** to perform on applicable tests
- Requiring **TEA to monitor implementation** of accelerated instruction

**HB 1416 requires TEA to define requirements for students requiring 30 hours of supplemental instruction through the rulemaking process. TEA will propose rules that will provide that students who fall into the "Low Does Not Meet" category of STAAR performance receive no less than 30 hours of supplemental instruction. The rules will also provide that students in third grade who do not approach grade level or higher will be required to receive 30 hours of supplemental instruction.*

The enrolled version of HB 1416 can be found in the [HB 1416 bill text](#).



Proposal for High Impact Tutoring and Emergent Bilingual Support in Tornillo ISD



Prepared by:

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Intervene K-12

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<https://intervenek12.com/>

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Company Overview:

Intervene K-12 offers a comprehensive intervention system that combines advances in learning science, intervention best practices, and smart technology to **drive measurable improvement in student outcomes**. We were founded to assist teachers, administrators, and families to support students with sustained academic growth and success over time.

Intervene K-12's services address the following key areas:

- Student academic growth and success
- Building student confidence and inspiring ownership of their learning
- Providing teachers & administrators with tools for efficient and effective interventions
- Equipping educators to accurately identify student gaps by diagnosing misconceptions
- Providing administrators with real-time data to inform instructional effectiveness

Results of Our Work:

Intervene K-12 has a proud track record of success – School districts can rely on our interventions to drive student growth with all students, but especially with struggling students. 79% of students in Intervene K-12 tutoring programs who initially did not meet expectations for grade-level mastery on STAAR, successfully approached or met grade level expectations following our interventions.

On average students receiving Tier II intervention services from Intervene K-12 increased their standardized test scores by nearly 30% from the previous year. While Intervene K-12 serves all students, we are proud to have a particularly strong track record of driving academic growth and attainment among students from historically underserved backgrounds including economically disadvantaged students, Black and Hispanic students, students with disabilities, and English Learners.

HB4545 - Accelerated Learning & Online Tutoring

We understand that this is a challenging time for educators to accelerate learning for students who have fallen behind due COVID-19 or may have already been behind prior to the pandemic. Many of our partners have faced issues with connectivity and communicating with parents and students at home, thus increasing the need for support for students.

Intervene K-12 has supported school districts with RTI via online live instruction for over 5 years. We have become experts in delivering online instruction. We use the latest technology fused with engagement strategies to ensure students interact and receive high quality instruction. As your partner we would be happy to support you with sharing knowledge on best practices in RTI.

Scope of Work/ Proposed Solutions:

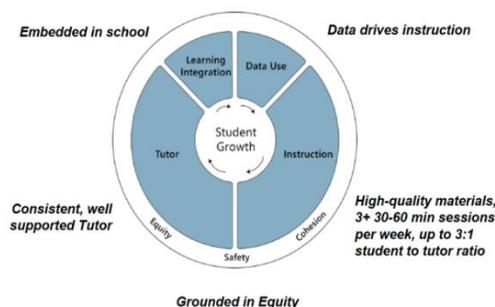
Evidence-Based Interventions & Strategies

Method & Approach – Intervene K-12 is playing a key role in creating national standards for Tier II intervention/ High Impact Tutoring to drive accelerated learning as an advisor with the National Student Support Accelerator housed at Brown University’s Annenberg Institute <https://studentsupportaccelerator.com>

Design Considerations for Effective High Dosage/High Impact Tutoring-

National evidence suggests that an effective intervention model should include the following seven elements:

1. Effective instructors (high quality and trained tutors)
2. Standards-aligned assessments & analytics for evaluation
3. Data-driven instruction
4. Learning integration
5. Equity
6. Safety
7. Cohesion



Intervene K-12 has been providing comprehensive Tier II interventions inside school districts for six years. The elements of delivery that are key to our success have been to include the following:

Assessments – that are aligned to rigorous college and career ready standards which identify students’ mastery of grade level content, as well as key skills or knowledge gaps to be addressed

Content – evidence-based curriculum which presents concepts in varied and creative ways to ensure understanding and student engagement.

Instruction – structured, gradual release pedagogy which is flexible and designed to meet students where they are. Includes a focus on foundational skills and knowledge which can support students to achieve grade-level mastery

Progress Monitoring – regular checks for understanding and formative assessment to drive instruction and inform reporting for teachers, parents, and administrators

Parent & Student Engagement – ongoing support for engaging with parents and caregivers to facilitate student engagement and foster productive dialogue regarding students’ academic progress

Tutoring/Instructional Model

Online Live Small Group Tutoring

Intervene will be delivering live, online, small group tutoring interventions. Interventions consist of data-driven and targeted skill development along with social & emotional learning to support a holistic approach to student growth. Online interventions will include exit quizzes and progress monitoring tools for educators and parents to review student progress.

- (1) Intervene K-12 follows a data-driven intervention model.
- (2) Interventions start with an assessment of skills
- (3) Students are organized into small groups with similar skills gaps including misconceptions and distractors.
- (4) Groups are assigned a course of study to close gaps based on targeted objectives.
- (5) Intervene K-12 schedules a sequence of data reviews and feedback sessions with district partners and stakeholders. In those sessions Intervene K-12 will provide data and insights, request feedback on programming, share student feedback, and adjust delivery as needed to support district partners.
- (6) Intervene K-12 will provide teachers and administrators with dashboards for real-time reporting in between data reviews.



Pre-Test

- ✓ **STAAR/TELPAS-aligned assessments**
- ✓ Includes EB/EL Support
- ✓ Identify Skill Targets
- ✓ **Establish Baseline Data**



Small Group Tutoring

- ✓ **Live Online 3:1 to 5:1 Tutoring**
- ✓ Aligned to TEKS + TELPAS
- ✓ Evidence-Based Pedagogy
- ✓ TX Math & ELA- aligned lessons
- ✓ **Supports RTI/MTSS**



Progress Monitoring

- ✓ **Real-time analytics**
- ✓ SEL Surveys
- ✓ **Teacher and Principal Dashboards**



Post Testing

- ✓ Student growth Reports
- ✓ Attendance Reports
- ✓ **Final Assessments**

Assessments & Reporting

Data Dash- Math, English Language Arts, Social Studies, Science, Biology, and US History

Intervene K-12's Data Dash provides teachers and administrators with tangible, useful, easy to read data. It replaces your traditional data binder and data reports with easy-to-follow visuals that help teachers plan for their next day, week, or unit.

Traditional data reports after benchmark exams give teachers many pages of data with the next steps sometimes being unclear. Data Dash empowers teachers in several ways. Data Dash auto groups students and identifies which objectives and misconceptions may require reteaching. It also identifies foundational gaps in student understanding of grade-level content.

Reporting Features:

- Online student assessments & analyses
- Auto segmentation of students by misconception/ distractor analytics
- Teacher/ Intervention specialist data dashboards (printable)

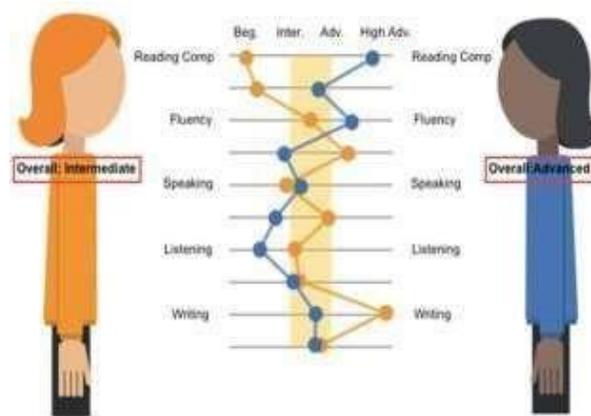


TELPAS Pro- English Language Proficiency Assessments

Intervene K-12's English Language Proficiency program (TELPAS Pro) supports English Learners to master academic English. It is a web-based program designed to both assess students and provide rigorous practice across all four domains of language acquisition.

Areas of Focus:

- **Listening**
- **Speaking**
- **Reading**
- **Writing**



Reporting – Intervene K-12's TELPAS Pro program is aligned to the TELPAS assessment and provides continuously updated data on student proficiency in Listening, Speaking, Reading, & Writing. It gives early indicators of success and provides insights on student academic growth. Intervene K-12's ELP program can also be used to support teacher training on the use of PLDs to inform instruction.

Social and Emotional Learning

Intervene K-12 takes a holistic approach to instruction that includes SEL surveys, assessments, and lessons. Many students have experienced trauma due to the COVID-19 pandemic and it's important to understand students' critical needs and provide this reporting to teachers and administrators.

Why include SEL - One of the most unique elements of Intervene K-12's Program Model is our inclusion of Social & Emotional Learning (SEL) throughout our entire delivery model. According to the peer leader in the field, the Collaborative for Academic, Social, and Emotional Learning (CASEL), social and emotional learning (SEL) is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, learn to show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. Intervene K-12 supports the establishment of trusting and collaborative relationships between tutors, schools, families, and communities and embeds support for SEL in our content to advance this important pillar of educational equity and excellence.

College Career & Military Readiness

Intervene K-12 also works with students at all grade levels to enhance career readiness by integrating profiles of career pathways, salaries, and insights into professional roles. This helps students see themselves as future leaders in their community and encourages them to develop key executive functioning skills like grit, perseverance, and goal setting.

Why Include Workforce Readiness-

Promising new research out of Harvard University's interdisciplinary Project on Workforce highlights important opportunities for corporations, nonprofits, schools, and higher education to engage in more interdisciplinary models to meaningfully connect K-12 education with employment. For our nation to build a future where social and economic opportunity are available for all, it is imperative that we develop equitable pathways that integrate work and learning.

Targeted & Measurable Results

The goal of our partnership is to **drive measurable and sustainable student growth** using Intervene's comprehensive intervention system. Intervene will work to develop relationships, foster buy-in, gather feedback, and adjust delivery as needed to ensure success.

To Measure Student Growth, Intervene will:

- Progress monitor students participating in targeted interventions through exit tickets
- Compare start and end of program student performance from assessment data
- Review data on usage and student engagement

To Monitor program effectiveness, Intervene will provide:

- Real-time data to progress monitor student growth and progress
- Clear and timely communications and transparency of student outcomes
- Reporting on ease of use, relevance to instruction, and the efficacy of the program

Implementation:

In preparation for implementation and throughout service delivery, Intervene K-12 will work closely with Tornillo ISD designated leadership to ensure a seamless and successful engagement. Intervene K-12's implementation team will work through the following details:

- Integration requirements with 3rd party applications and rostering
- Scheduling of students into intervention cohorts
- Administration of assessments and data reviews
- Parent and Student at home support
- Training for administrators and instructional staff

Timeline & Support Model

Pre-Implementation

- Stakeholder Kickoff
- Technology Integrations
- Rostering & Scheduling
- Teacher and Administrator Onboarding

Delivery

- Baselines/ Benchmarks
- Engagement Teams – Parent liaison (If parent participation) and Teacher teams
- Data Review & Instructional plan reviews
- Schedule check-ins, PDs, PLCs, and data reviews

Ongoing Check ins & Partner Support

- Engagement Teams – (Parent & Teacher teams)
- Data Review and Reporting
- Instructional updates & Feedback Sessions

Closing Out:

- Post-Assessments
- Final Reports
- Lessons Learned & Planning for next phase of support

Technology & Equipment

Hardware:

- **Web-enabled device** - Students will need to connect using laptops or desktops with internet access.
- **Camera** – Intervene recommends desktops or laptops include a camera for video/ live interaction in online instruction
- **Headsets** - Students will need a headset and microphone with noise cancellation. Intervene recommends using Califone 3068MUSB, which is widely used for online English assessments.

Accessing the Program:

- **Internet Browser** – Intervene K-12’s programs are web-based. There are no downloads required. Services are best delivered using a Chrome Browser. Students will not be able to access them using Internet Explorer.
- **Internet connection** - broadband wired or wireless (3G or 4G/LTE)
- **Bandwidth Recommendations** - 2 Mbps upload, 2 Mbps download

Pricing:

Tornillo ISD has requested a quote for the delivery of high-impact tutoring services and TELPAS Pro practice and assessments district-wide.

Quote 1 for 24 weeks, 400 students

\$1,675 per student = \$670,000

This has flexibility to have 3 days to 5 days of tutoring with 3:1 to 5:1 student to tutor ratio

Quote 2 for 24 weeks, 3 days a week, 5:1 student for 400 students

\$1051 per student = \$420,400

Quote 3 for 20 weeks, 400 students

\$1,415 per student = \$566,000

This has flexibility to have 3 days to 5 days of tutoring with 3:1 to 5:1 student to tutor ratio

Quote 4 for 20 weeks, 3 days a week, 5:1 student for 400 students

\$895 per student = \$358,000

Quote 5 for 20 weeks, 300 students

\$1146 per student = \$343,00

3 days a week of tutoring with 3:1 student to tutor ratio

Quote 6 for 24 weeks, 200 students

\$1409 per student = \$281,800

3 days a week of tutoring with 3:1 student to tutor ratio

Pricing Bundles Includes

- Small group Intervention/ High-Impact Tutoring
- Data Dash Assessments (Progress Monitoring and Reporting)
- 3rd party Technology Integrations (Rostering & SSO)
- Data Reporting
- TELPAS Pro Pilot assessments and practice are included with no additional charge

Intervene K-12 is an approved vendor with the TEA. We also participate in multiple purchasing cooperatives to streamline procurement.

Tornillo Independent School District

Tornillo High School

Memorandum

To: Board of Trustees

From: Alejandro Olvera/Principal

Subject: Early Graduation

Date: 07/17/2023

History:

TISD wants to ensure that 100% of all students meet graduation requirements.

Rationale:

Tornillo High School implemented the Coyote Academy to provide alternative options for students contemplating leaving our school system. Students could earn all their credits and advance on their courses in order to receive their high school diploma.

Budget Impact:

No budget impacts

Administrative Recommendation:

Tornillo High School is recommending that J.Y.L. be allowed to graduate early and given her high school diploma in the summer of 2023 since she has met the state requirements to graduate with 22 credits.



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. Alejandro Olvera, Principal
Subject: Strong Foundations Grant
Date: July 17th, 2023

HISTORY:

The Texas Education Agency (TEA) is launching a new grant opportunity available to districts for school year 2023–24 to support districts in creating and implementing a math or literacy framework. This grant is one component of the broader Strong Foundations Grant Program (TEC Sec. 29.0881), established through House Bill 4545, that offers multiple years of district support. Tornillo ISD has receive priority access to future TEA planning and implementation supports that are part of the broader Strong Foundations program.

RATIONALE:

For year 2023-2024, Tornillo ISD will participate in developing an English Language Arts Framework to support our efforts to develop a clear, research-based system of values and guidance, ensure alignment of curriculum and instruction systems, and build the why behind instructional changes for all district stakeholders. Tornillo ISD will use this framework to evaluate and improve alignment of instructional materials and professional development supports, while also drawing clear connections to the new changes in the STAAR Redesign.

Benefits:

- 1) Funding for technical assistance to facilitate collective learning series for district and support stakeholder and project management.
- 2) Opportunity to participate in district leader community of practice to hear progress and approach of other districts, similar in profile.
- 3) Funds to support committee members through stipends (7 stipends at \$3,000 for 2 coaches and 5 teachers).
- 4) Access to exemplars of key deliverables that Tornillo can adapt for local context.
- 5) Receive priority for future TEA grant awards aligned to literacy and math supports

BUDGET IMPACT:

The total amount of this Contract includes the TEA-determined 70% of the overall TISD award of \$140,000 for the Strong Foundations Literacy Framework support. The total amount of this Contract shall not exceed \$98,000.

Payment 1 of 4 equals \$24,500.

Invoice dates: July 1, 2023, October 1, 2023, January 1, 2024, and April 1, 2024.

***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.*



ADMINISTRATIVE RECOMMENDATION:

We are recommending the approval of 4 payments of \$24,500 for a total of \$98,000 to the Meadows Center for Preventing Education Risk through the Strong Foundations Grant (23), planning year 2023-24

***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.*



The Meadows Center
FOR PREVENTING EDUCATIONAL RISK
THE UNIVERSITY OF TEXAS AT AUSTIN
COLLEGE OF EDUCATION

Invoice #StrongFF-TISD-JBS-L1

July 3, 2023

To: Tornillo Independent School District (TISD)
Attn: Elizabeth Otero (Assistant Principal)
19200 Cobb Avenue
Tornillo, TX 79853
915-765-3000

For: The following services conducted by The Meadows Center for Preventing Educational Risk (MCPER) related to the Strong Foundations Framework Grant:

1. Support project management and stakeholder engagement.
2. Ensure the turn-key exemplars fit the local context of the TISD vision.
3. Facilitate a collective learning series on the research of how students learn in reading and language arts, including how the Texas Essential Knowledge and Skills (TEKS) are aligned with this research.
4. Assist TISD in creating, editing, and finalizing framework.
5. Provide TISD with additional approved services to support with implementation of the framework.
6. Develop a case study outlining the TISD process from start to finish, highlighting successes and challenges throughout the process.

Ref.: Contract Number **2023_3752**

Costs: The total amount of this Contract includes the TEA-determined 70% of the overall TISD award of \$140,000 for the Strong Foundations Literacy Framework support. The total amount of this Contract shall not exceed **\$98,000**.

Payment 1 of 4 equals \$24,500.

Invoice dates: July 1, 2023, October 1, 2023, January 1, 2024, and April 1, 2024.

Please remit payment of **\$24,500** to the address below (payment 1 of 4).

Make all checks payable to **The University of Texas at Austin**.

Address: The Meadows Center for Preventing Educational Risk
Attention: Olga Macha
College of Education
The University of Texas at Austin
1912 Speedway D4900 SZB 5.110
Austin, TX 78712

Contact: 512-232-2320
Olga Macha: olga.macha@austin.utexas.edu



MEMORANDUM

To: Members of the Board of Trustees
 From: Luis M Guerra, Director of Finance
 Subject: Property Value Discussion
 Date: July 27, 2023

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 FY21	Historical FY22	Current FY23	Budget FY24	
Property values used for local collections (LCPV)	\$ 82,866,610	\$ 81,861,801	\$ 92,663,808	\$ 97,323,713	No Lag
M&O Tax Rate	\$ 1.0029	\$ 0.9315	\$ 0.8994	\$ 0.7950	
Local Collections	\$ 1,160,413	no lag \$ 1,197,354	No Lag \$ 1,249,691	No lag \$ 1,211,328	
Property values used for state calculations (SCPV)	\$ 81,607,769	\$ 92,633,808	\$ 97,323,713	\$ 102,368,646	
WADA	1,541.65	1,560.47	1,495.88	1,446.96	
Wealth per WADA	\$ 52,935	\$ 59,363	\$ 65,061	\$ 70,747	
State Aid FSP	\$ 9,452,744	\$ 9,490,297	\$ 9,214,597	\$ 8,913,278	
Hold Harmless Adjustment	\$ -	\$ -	\$ -	\$ -	
Adjusted State Aid FSP	\$ 9,452,744	\$ 9,490,297	\$ - \$ 9,214,597	\$ 8,913,278	
Total Cost of Tier I	\$ 9,658,166	\$ 9,637,429	\$ 9,345,185	\$ 9,044,261	
Local Share of Tier 1	\$ (750,182) 12.46%	\$ (782,756) 12.90%	\$ (817,325) 8.75%	\$ (807,999) 8.93%	
State Share of Tier 1	\$ 8,454,519 87.54%	\$ 8,393,830 87.10%	\$ 8,527,860 91.25%	\$ 8,236,262 91.07%	

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.



MEMORANDUM

To: Board of Trustees
From: Carlos Garcia, District Safety Supervisor
Subject: HB3 Armed Guard Requirement – Reasonable Assurance
Date: July 21, 2023

HISTORY:

House Bill 3 requires districts to adopt a policy to require an armed security officer at each campus during regular school hours.

[House Bill 3](#)

RATIONALE:

Tornillo ISD has initiated policy update with TASB legal and is in the process of seeking an additional SRO.

BUDGET IMPACT:

None

ADMINISTRATIVE RECOMMENDATION:

Administration is recommending board approve reasonable assurance to hire required SRO per campus as required by HB3



Human Resources Department

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3050
Fax 915.765.3099

MEMORANDUM

To: Board of Trustees
From: Lizeth Carroll, HR/Compliance Director
Subject: Approval for School Resource Officer Funding
Date: July 26, 2023

HISTORY:

House Bill 3 new security requirements include to hire armed officers at every campus in the district. Tornillo ISD already counts with one School Resource Officer. After contacting Commander Urrutia via email. He confirmed he will work with the county attorney to come up with a new agreement. His office will be able to provide a deputy on December, 2023.

RATIONALE:

The Tornillo ISD Finance office will weigh the option of allocating the funding for a second School Resource Officer with either ESSER III or General Funding monies.

BUDGET IMPACT:

There is an approximate budget impact of \$80,000

ADMINISTRATIVE RECOMMENDATION:

The administration recommends approving the funding for a second School Resource Officer.



TORNILLO INDEPENDENT SCHOOL DISTRICT

INNOVATING – EMPOWERING – THRIVING

MINUTES OF REGULAR BOARD MEETING

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

Monday, June 26, 2023

1. (OTHER) First Order of Business

4:04PM –

4:05PM

- A. Establish a quorum and call the meeting to order

The meeting was called to order at 5:30 PM by Board President, Marlene Bullard, and it was established that a quorum was present.

MEMBERS PRESENT:

Marlene Bullard, President
Ida Estrada, Vice President
Hector Lopez via Zoom (4:15 pm)
Maria Saldana
Enrique Vega

MEMBERS ABSENT:

Daniel Dozal
Ofelia Bosquez, Secretary

- 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.

- C. District Mission and Vision

Marlene Bullard, Board President, led the Board of Trustees in the District Mission and Vision.

4:05PM – 2. (OTHER) Superintendent's Report

4:06PM

Mrs. Rosa Vega-Barrio, Superintendent, presented the Board of Trustees with the superintendent's report.

4:06PM – 3. (OTHER) Open Forum – None

4:07PM

4. Lone Star Governance

A. Student Outcome Monitoring: Goal 1 & Goal 2

1. Tornillo Intermediate School – GPM 1.1, 1.2 & 2.1, 2.2

Mrs. Rosa Vega-Barrio, Superintendent, presented the Board of Trustees with updates on GPM 1.1, 1.2 & 2.1, 2.2.

No Action Necessary.

4:07PM –

4:22PM

2. Tornillo Junior High – GPM 1.2 & 2.2

Mrs. Rosa Vega-Barrio, Superintendent, presented the Board of Trustees with updates on GPM 1.2 & 2.2.

No Action Necessary.

3. Tornillo High School – GPM 1.3 & 2.3

Mrs. Rosa Vega-Barrio, Superintendent, presented the Board of Trustees with updates on GPM 1.3 & 2.3.

No Action Necessary.

- 4:22PM – B. (Accountability 1) Review Board's Time Use Tracker
4:24PM Ms. Marlene Bullard, Board President, facilitated the Board's Time Tracker.
No Action Necessary.
- 4:24PM – 5. (ADVOCACY) Community Engagement on Student Outcome Goals - None
- 4:25PM 6. (VISION Y) Information / Reports / Presentations
- 4:25PM – A. 2022-2023 Annual Screening Report
4:26PM Mrs. Rosa Vega-Barrio, Superintendent, presented the Board of Trustees with the 2022-2023 Annual Screening Report.
No Action Necessary.
- 4:26PM – B. 2022-2023 Annual SHAC Report
4:27PM Mrs. Rosa Vega-Barrio, Superintendent, presented the Board of Trustees with the 2022-2023 Annual SHAC Report.
No Action Necessary.
- 4:27PM – C. Financial Reports-Information Only
4:28PM Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Financial Reports for May 2023.
No Action Necessary.
- 4:28PM – D. 2023-2024 School Year Teacher Salary Pay Scale
4:29PM Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the 2023-2024 School Year Teacher Salary Pay Scale.
No Action Necessary.
- 4:29PM – E. 2023-2024 Non-Teacher Pay Scales
4:35PM Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the 2023-2024 Non-Teacher Pay Scales.
No Action Necessary.
7. (VISION Y) Board Items
- 4:35PM – A. Consider Selection of a Delegate and an Alternate to Represent Tornillo ISD at the TASB
4:37PM Delegate Assembly on September 30, 2023 in Dallas
Ida Estrada made the motion and Enrique Vega seconded the motion to select Maria Saldana as the delegate and Marlene Bullard as the alternate to represent Tornillo ISD at the TASB Delegate Assembly on September 30, 2023 in Dallas.
Motion Passed Unanimously.
- 4:37PM – B. Consider Approval of Stipend Chart for the 2023-2024 School Year
4:39PM Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Stipend Chart for the 2023-2024 School Year.
Ida Estrada made the motion and Enrique Vega seconded the motion to approve the Stipend Chart for the 2023-2024 School Year, as presented.
Motion Passed Unanimously.

4:39PM –
4:45PM

- C. Consider Approval of New CNS Clerk Position
Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the New CNS Clerk Position.
No Motion was Made.

4:45PM –
4:47PM

- D. Consider Approval of TCLAS 11 (After School Program) Technical Assistance Supports
Mr. Luis M. Guerra, Director of Finance, presented the TCLAS 11 (After School Program) Technical Assistance Supports to the Board of Trustees.
Marlene Bullard made the motion and Ida Estrada seconded the motion to approve the TCLAS 11 (After School Program) Technical Assistance Supports, as presented.
Motion Passed Unanimously.

8. (STRUCTURE) Consent Agenda

4:47PM –
4:48PM

- A. Purchases > \$25,000 threshold – authorization
1. Consider Approval to Purchase Sharon Wells Math Program
- B. Consider Approval of Minutes from Previous Meetings:
- C. Regular Board Meeting Minutes – May 31, 2023
- D. Consider Approval of Regular Board Meeting Dates for 2023-2024
- E. Consider Approval of the 2023-2024 T-TESS Manual
- F. Consider Approval of TASB Policy Manual Update 121 (1st Reading) affecting the following (LOCAL) Policies:
- 1. CFB(LOCAL): ACCOUNTING – INVENTORIES
 - 2. CLB(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT -MAINTENANCE
 - 3. CRF(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT – UNEMPLOYMENT INSURANCE
 - 4. CVA(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE BIDDING
 - 5. CVB(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE SEALED PROPOSALS
 - 6. DEA(LOCAL): COMPENSATION AND BENEFITS - COMPENSATION PLAN
 - 7. FD(LOCAL): ADMISSIONS
 - 8. FFI(LOCAL): STUDENT WELFARE - FREEDOM FROM BULLYING
- G. Consider Approval of Shared Services Agreement (SSA) with Region 19 for 2023-2024 Migrant Program
- H. Consider Approval of Renewal for District of Innovation
- I. Consider Approval of the 2023-2024 Employee Handbook
Ida Estrada made the motion and Enrique Vega seconded the motion to approve ALL items on Consent Agenda, as presented.
Motion passed unanimously.

4:48PM –
5:06PM

- 9. (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.**

The Board of Trustees entered into Executive Session at 4:48 PM for deliberation.

- A. Discussion Regarding Administration’s Recommendation for PK-8 Assistant Principal Positions

No Action was taken during executive session.

The Board of Trustees reconvened from Executive Session at 5:06 PM.

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

5:06PM –
5:09PM

- A. Discussion and Possible Action Regarding Administration’s Recommendation for PK-8 Assistant Principal Positions

Marlene Bullard made the motion and Ida Estrada seconded the motion to approve Administration’s Recommendation of Dania Sotelo for PK-8 Assistant Principal Position, as presented.

Motion Passed with a 3-0-2 Vote. Abstain: Hector Lopez and Maria Saldana.

Ida Estrada made the motion and Marlene Bullard seconded the motion to approve Administration’s Recommendation of Maria Morales for PK-8 Assistant Principal Position, as presented.

Motion Passed with a 4-0-1 Vote. Abstain: Maria Saldana

11. Next Meeting Tentative Date: July 26, 2023

5:09PM

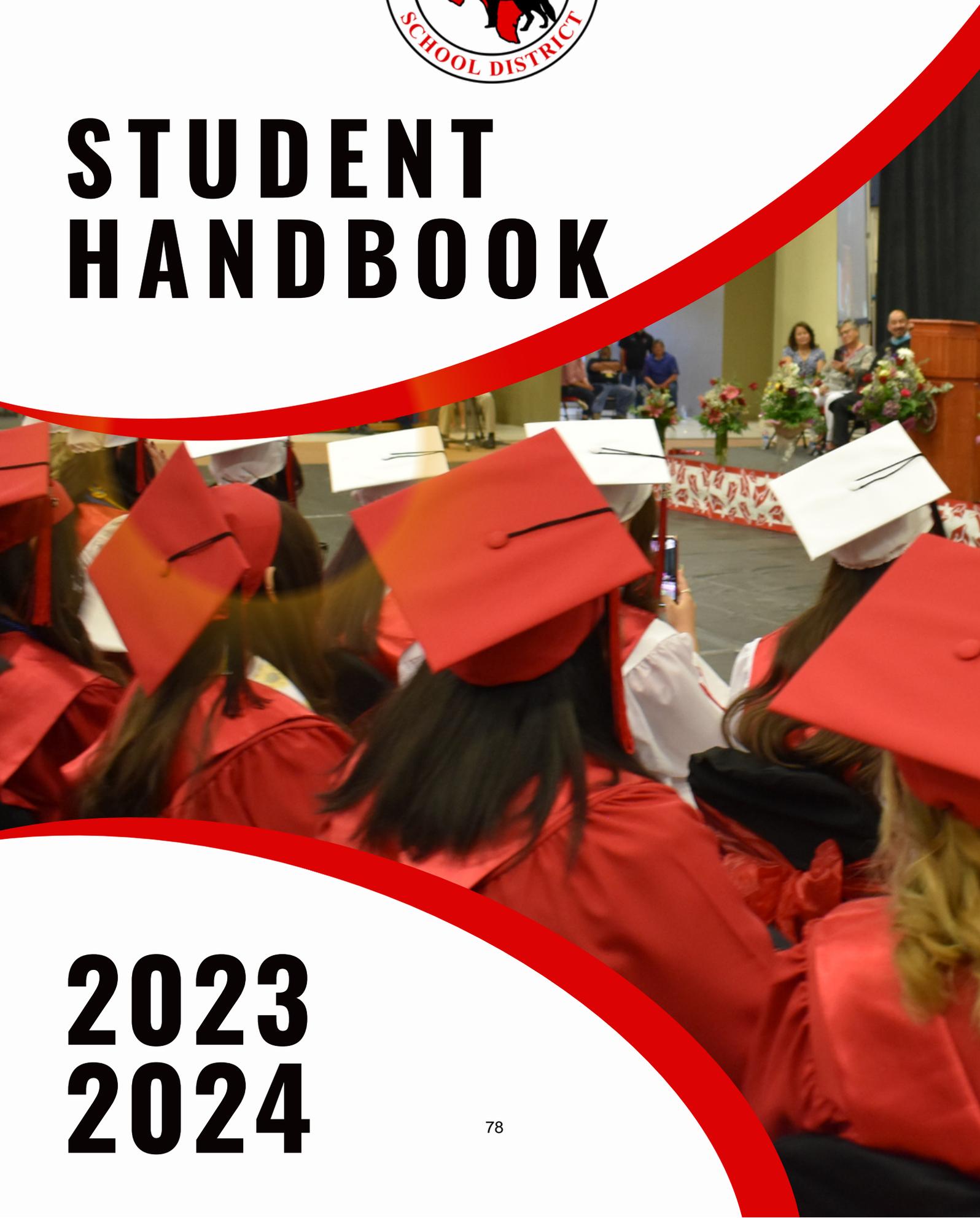
There being no further business, Ofelia Bosquez made the motion and Enrique Vega seconded the motion to adjourn meeting. Motion passed unanimously. Meeting adjourned at 5:09PM.

Marlene Bullard _____ Date
President, Board of Trustees

Ofelia Bosquez _____ Date
Secretary, Board of Trustees



STUDENT HANDBOOK



**2023
2024**

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 Independent School District 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 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 Special Education Department at 915-765-3041.

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 s

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

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

Annual Notification

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

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 policy FNG for information on the grievance and appeals process.

[See **Consent to Human Sexuality Instruction; Dating Violence; 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
- 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)
- 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
- Athletic programs

Note: Also see **Authorized Inspection and Use of Student Records** on page 16.

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 to provide the following information about students:

- Name
- Address
- Telephone listing

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

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

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

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

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

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

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

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

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

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

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

A parent may inspect:

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

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

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

See **Consent to Human Sexuality Instruction** on page 8 and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** for information on a parent's right to remove a student from such instruction.

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

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

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

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

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

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

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

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

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

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

Religious or Moral Beliefs

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

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

Tutoring or Test Preparation

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

- Informal observations
- Evaluative data such as grades earned on assignments or tests

- Results from diagnostic assessments

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

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

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

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

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

Parent Review of Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered, whether instruction is delivered in-person, virtually, or remotely.

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

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

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

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

District Review of Instructional Materials

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

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

For more information about requesting an instructional material review, contact the campus principal.

Notices of Certain Student Misconduct to Noncustodial Parent

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

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

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

Student Records

Accessing Student Records

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

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

Authorized Inspection and Use of Student Records

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

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

- Inspect and review student records within 45 days after the day the school receives a request for access.

- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent.
- [File a complaint \(https://studentprivacy.ed.gov/file-a-complaint\)](https://studentprivacy.ed.gov/file-a-complaint) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

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

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

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

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

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

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

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

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

Legitimate educational interest may include:

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

School officials may include:

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

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

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

You may contact the custodian of records for currently enrolled students at their respective campus.

You may contact the custodian of records for students who have withdrawn or graduated at 915-765-3000.

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

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

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

[See **Report Cards/Progress Reports and Conferences, 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 \(https://www.dodea.edu/partnership/interstatecompact.cfm\)](https://www.dodea.edu/partnership/interstatecompact.cfm) entitles children of military families to flexibility regarding certain district and state requirements, including:

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

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

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

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

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

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

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

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

Safety Transfers/Assignments

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

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

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

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

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

[See policy FDE for more information.]

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

Student Use of a Service/Assistance Animal

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

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

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

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

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

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

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

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

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

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

[See **Credit by Examination for Advancement/Acceleration and Course Credit.**]

A Student Who Is Homeless

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

Please also check the district website for information related to services available in the area that can help families who are 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
- Graduation requirements

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

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

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

For more information on services for students who are homeless, contact the district's homeless education liaison:

Claudia Castro

Parent Liaison

19200 Cobb Ave.

CastroC@tisd.us

915-765-3290

[See **Credit by Examination for Advancement/Acceleration and Course Credit.**]

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

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

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

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

Special Education Referrals

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

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

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the

evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

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

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

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

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 915-765-3041.

Section 504 Referrals

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

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

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is the Diagnostician / SPED / 504 Coordinator at 915-765-3041.

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

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

- [Legal Framework for the Child-Centered Special Education Process](https://fw.escapps.net/Display_Portal?destination=/) (https://fw.escapps.net/Display_Portal?destination=/)
- [Partner Resource Network](http://prntexas.org/) (<http://prntexas.org/>)
- [SPEDTEX: Special Education Information Center](https://www.spedtex.org/) (<https://www.spedtex.org/>)

- [Texas First Project](http://www.texasprojectfirst.org/) (<http://www.texasprojectfirst.org/>)

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

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

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

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

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

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

A Student Who Speaks a Primary Language Other than English

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

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

[See **Emergent Bilingual Students** 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.

Absences/Attendance

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

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

Compulsory Attendance

Prekindergarten

Students enrolled in prekindergarten 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
- Appearing at a governmental office to obtain U.S. citizenship
- Taking part in a US naturalization oath ceremony
- Serving as an election clerk
- Health-care appointments for the student or a child of the student, including absences related to autism services
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician
- For students in the conservatorship of the state:
 - An activity required under a court-ordered service plan; 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 may 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 if the following conditions are met:

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

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

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

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

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

- An early voting clerk, 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 who is absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

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

Ages 6-18

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

The notice will:

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

Each administrator will serve as the truancy prevention facilitator for their respective campus. For any questions about student absences, parents should contact the facilitator or any other campus administrator.

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

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

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

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:

PK – 8 (time) 

High School (time)

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)** days of returning to school, a student who is 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
- 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 positive school culture; building healthy relationships between students and staff; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

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

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student

- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school
- Infringes on the rights of the victim at school

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

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

Bullying is prohibited by the district and could include:

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

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

Students in elementary grades will participate in:

- Instruction designed so that students can recognize bullying behaviors and how to report them
- Age-appropriate discussions that encourage peers to intervene when they observe bullying occur

- Instruction that characterizes bullying as a behavior that results from the student's need to acquire more mature social or coping skills, not an unchangeable trait

Students in secondary grades will participate in:

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

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

Each campus has a committee that addresses bullying by focusing on prevention efforts and health and wellness initiatives. The committee will include parents and secondary students. For more information on this committee, including interest in serving on the committee, contact respective campus principal.

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

A student may anonymously report an alleged incident of bullying on the district website at www.tisd.us.

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

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

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

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

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

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

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

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 areas:

- 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
- Teaching and Education

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, and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

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

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. 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
- 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 contact victims online.

Possible warning signs of sexual trafficking in children include:

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

Additional warning signs of labor trafficking in children include:

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

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

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

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

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

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

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp) (<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>)

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

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

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

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

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 2023 term through the spring 2025 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 the following:

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

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

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

[See **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
- Enrollment in courses taught at other colleges or universities
- Certain Career and Technical Education (CTE) courses.

Under the Financial Aid for Swift Transfer (FAST) program, a student may be eligible to enroll at no cost to the student in dual credit courses at a participating institution of higher education. The FAST program allows students who are or have been educationally disadvantaged at any time during the four years preceding the student's enrollment in a dual credit course to enroll at no cost to the student. The district will determine eligibility upon the student's enrollment in the dual credit course. See the campus counselor for more information.

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

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

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/PolicyOnline/PolicyDetails?key=443&code=FNG#localTabContent>. 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

- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct

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

Social Events

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

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

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

Counseling

The district has a comprehensive school counseling program that includes:

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

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

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
- 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, and 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.]

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
- 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/factfact.html) (<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/factfact.html>)

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

Discrimination

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

Harassment

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

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

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

Sexual Harassment and Gender-Based Harassment

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

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

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

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

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

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

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

Retaliation

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

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

Reporting Procedures

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

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

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

Investigation of Report

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

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

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

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

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

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

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

Discrimination

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

Distance Learning (All Grade Levels)

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

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal 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 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 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, and minimizes safety hazards. 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 Independent School District 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 Independent School District 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, short shorts, crop tops, or strapless shirts
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
6. Shoes with wheels, such as Heelys; Flip-flops, slides, or unsecured shoes

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.

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

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

End-of-Course (EOC) Assessments

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

Emergent Bilingual Students (All Grade Levels)

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

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page 88, may be administered to an emergent bilingual student up to grade 5. In limited circumstances, a student’s LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to emergent bilingual students who qualify for services.

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

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

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

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

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

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

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

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

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

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

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 **10** absences not related to post-district competition, a maximum of **5** absences for post-district competition prior to state, and a maximum of **2** absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.

- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

Standards of Behavior

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

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: 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
- 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)
- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA)

Testing Requirements for Graduation

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

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

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

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

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

In limited circumstances, a student who fails to demonstrate proficiency on up to two of the required assessments may still be eligible to graduate if an individual graduation

committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[See **Standardized Testing**.]

Foundation Graduation Program

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

- Science, Technology, Engineering, and Mathematics (STEM)
- Business and Industry
- Public Service
- Arts and Humanities
- Multidisciplinary Studies

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

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

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
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 one of the following:

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

Personal Graduation Plans

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

The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement is a requirement for a student to be considered for automatic admission to a public four-year college or university in Texas, depending on 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, Teach for Texas Grant Program, and Future Texas Teachers Scholarship Program for scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Certain students who graduate early may also be eligible for the Texas First Scholarship Program.

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
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated

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

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

Health — Physical and Mental

Illness (All Grade Levels)

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

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out

of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

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

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

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

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

Immunization (All Grade Levels)

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

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

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

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

The immunizations required are:

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

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

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

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

[See the DSHS's [Texas School & Child Care Facility Immunization Requirements \(https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization\)](https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

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

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

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

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

More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home \(https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school\)](https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school) and from the Centers for Disease Control and Prevention's website [Head Lice Information for Parents \(https://www.cdc.gov/parasites/lice/head/parents.html\)](https://www.cdc.gov/parasites/lice/head/parents.html).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

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

The district will not purchase nonprescription medication to give to a student.

In accordance with policy FFAC, authorized employees may administer:

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

An elementary or secondary student may possess and self-apply sunscreen to avoid overexposure to the sun. An elementary student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. If a secondary student needs assistance with sunscreen application, please address the need with the school nurse.

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

Asthma and Severe Allergic Reactions

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

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

See also **Food Allergies**.

Unassigned Epinephrine Auto-injectors

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

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

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

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

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

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

For additional information, see FFAC(LOCAL).

Unassigned Medication for Respiratory Distress

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained school personnel to administer a medication for respiratory distress on a school campus or at a school-related activity to a person reasonably believed to be experiencing symptoms of respiratory distress.

The district will provide at each campus school personnel who are trained to administer prescription medication for respiratory distress during regular school hours.

“Unassigned medication for respiratory distress” means albuterol, levalbuterol, or another medication designated by the executive commission of the Health and Human Services Commission for treatment of respiratory distress, prescribed by an authorized health-care provider in the name of the district with a non-patient-specific standing delegation order for the administration of a medication for respiratory distress, and issued by an authorized health-care provider.

For additional information, see FFAC(LOCAL).

Unassigned Opioid Antagonists

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained school personnel at each campus to administer an opioid antagonist, such as Narcan or Naloxone, to an individual who is reasonably believed to be experiencing an opioid-related drug overdose.

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

Steroids (Secondary Grade Levels Only)

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

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

Mental Health Support (All Grade Levels)

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

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

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.uil texas.org/health/info/sudden-cardiac-death) (<https://www.uil texas.org/health/info/sudden-cardiac-death>) for more information.

Spinal Screening Program

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

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

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

Other Examinations and Screenings (All Grade Levels)

[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/texas-school-health/allergies-anaphylaxis) website (<https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis>)

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the

student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.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/PolicyOnline?key=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 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.

Notification of upcoming SHAC meetings, meeting minutes, and agenda will be posted on the district website at www.tisd.us.

[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)

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

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

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

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

During Lunch

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 to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

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

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment.

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 the following:

- Teacher recommendation
- Grades
- Scores on criterion-referenced or state-mandated assessments

- Any other necessary academic information as determined by the district

Elementary and Middle/Junior High Grade Levels

In grades 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.**]

Required State Assessments

STAAR (State of Texas Assessments of Academic Readiness) for Grades 3-8

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

- Mathematics, annually in grades 3-8
- Reading, annually in grades 3-8
- Science in grades 5 and 8
- Social Studies in grade 8

Standardized Testing for a Student Enrolled Above Grade Level

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

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

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

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

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

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

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

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

STAAR and EOC assessments are administered electronically.

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

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

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

Standardized Testing for a Student in Special Programs

Certain students — some with disabilities and some classified as emergent bilingual students — may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

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

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

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

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

Failure to Perform Satisfactorily on STAAR or EOC

If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the subsequent school year by:

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

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

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

Safety (All Grade Levels)

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

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a district employee.
- Follow instructions from teachers and other district employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by submitting 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 offer instruction in CPR and the use of an automated external defibrillator (AED) 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 or AED certification.

The district will annually offer students in grades 7-12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see:

- [Homeland Security's Stop the Bleed \(https://www.dhs.gov/stopthebleed\)](https://www.dhs.gov/stopthebleed)
- [Stop the Bleed Texas \(https://stopthebleedtexas.org/\)](https://stopthebleedtexas.org/)

Emergency Medical Treatment and Information

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

The district may consent to medical treatment, including dental treatment, if necessary, for a student if:

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

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

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

Emergency School Closing Information

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

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes. State law requires parents to update contact information within two weeks after the date the information changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways: local radio and television stations as well as through the districtwide call out system.

[See **Parent Contact Information and 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 district's designated asbestos coordinator: facilities director 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 Independent School District 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.

[See policy CO for more information.]

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

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

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

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

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW

Washington, D.C. 20250-9410; or

2. fax:

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

3. email:

Program.Intake@usda.gov

“This institution is an equal opportunity provider.”

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

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

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the 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 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 suspicionless security procedures, including the use of metal detectors.

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

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

District Property (All Grade Levels)

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

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

Metal Detectors (All Grade Levels)

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

Telecommunications and Other Electronic Devices (All Grade Levels)

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

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

[See **Electronic Devices and Technology Resources** 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, emergent bilingual students, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Diagnostician / SPED / 504 Coordinator at 915-765-3041.

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

Standardized Testing

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

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

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

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

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 **10** 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:

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

If requested by a district employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the district. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on district property may be ejected from district property.

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

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

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

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

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

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

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

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

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

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

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

ESSA is the federal Every Student Succeeds Act.

FERPA refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.

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

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

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

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

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

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.

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

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

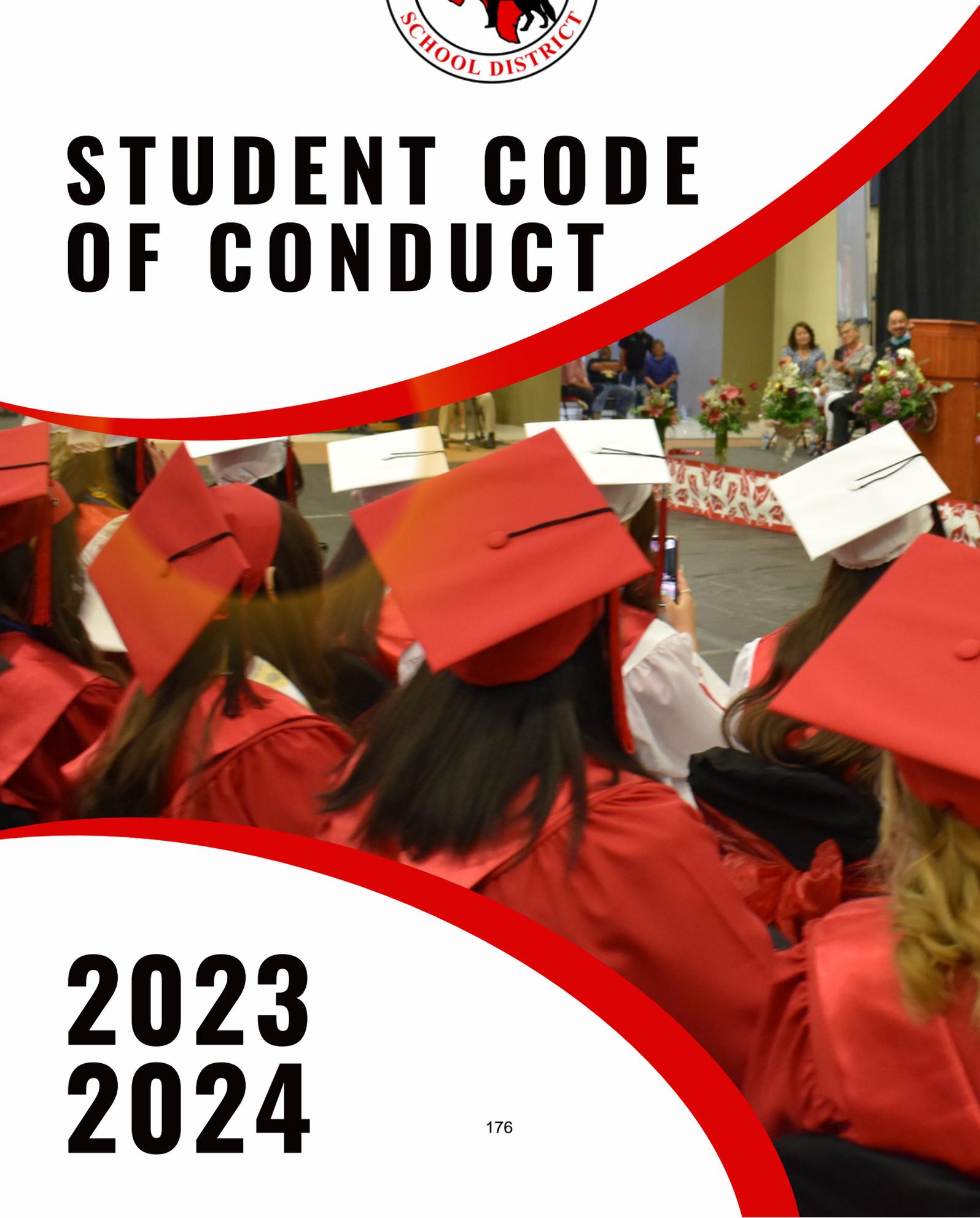
Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	
Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>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.</p> <p>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.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
District Action	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>Discipline</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.

	<p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	<p>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.</p>
<i>Transfers</i>	<p>The principal or designee shall refer to FDB for transfer provisions.</p>
<i>Counseling</i>	<p>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.</p>
Improper Conduct	<p>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.</p>
Confidentiality	<p>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.</p>
Appeal	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.</p>
Records Retention	<p>Retention of records shall be in accordance with CPC(LOCAL).</p>
Access to Policy and Procedures	<p>This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.</p>



STUDENT CODE OF CONDUCT



**2023
2024**

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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Tornillo ISD Student Code of Conduct

Accessibility

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

Purpose

The Student Code of Conduct (“Code of Conduct”), as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Code of Conduct has been adopted by the Tornillo Independent School District board of trustees and developed with the advice of the district-level planning and decision-making committee. It provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code of Conduct remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

In accordance with state law, the Code of Conduct shall be posted at each school campus or shall be available for review at the campus principal’s office. Additionally, the Code of Conduct shall be available at the campus behavior coordinator’s office and posted on the district’s website at www.tisd.us. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Code of Conduct is adopted by the district’s board of trustees, it has the force of policy. In the event of a conflict between the Code of Conduct and the Student Handbook, the Code of Conduct shall prevail.

Please note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the district's authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day;
2. While the student is traveling on district transportation;
3. During lunch periods in which a student is allowed to leave campus;
4. At any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
7. When a student engages in cyberbullying, as defined by Education Code 37.0832;
8. When criminal mischief is committed on or off school property or at a school-related event;
9. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
10. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
11. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
12. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator (CBC). The designated person may be the principal or any other campus administrator selected by the principal. The CBC is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as CBC. Contact information may be found at www.tisd.us.

Threat Assessment and Safe and Supportive School Team

The CBC or other appropriate administrator will work closely with the campus threat assessment and safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at

FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Reporting Crimes

The principal and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

Security Personnel

The board utilizes school resource officers (SROs) and security personnel to ensure the security and protection of students, staff, and property. In accordance with law, the board has coordinated with the CBC and other district employees to ensure appropriate law enforcement duties are assigned to these persons. Provisions addressing the various types of security personnel can be found in the CKE policy series.

“Parent” Defined

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

Participating in Graduation Activities

The district has the right to limit a student’s participation in graduation activities for violating the district’s Code of Conduct.

Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered eligible, a student shall not have engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, SRO, or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

School District Authority and Jurisdiction

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district's grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 calendar days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner.
- Exercise self-discipline.
- Attend all classes regularly and on time.
- Bring appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension**, **DAEP Placement**, **Placement and/or Expulsion for Certain Offenses**, and **Expulsion**, those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting**.

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel.
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline or consequence assigned by a teacher or principal.

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses**.)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP—Placement and/or Expulsion for Certain Offenses.**)
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP—Placement and/or Expulsion for Certain Offenses.**)
- Enter, without authorization, district facilities that are not open for operations.

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm silencer or suppressor;
- *A location-restricted knife;
- *A club;
- *A firearm;
- A stun gun;
- Knuckles;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer, unless it is for an approved use; or

- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses**. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cell phone, or other electronic device in violation of district and campus rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement and Expulsion** for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.

General Conduct Violations

- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Engage in academic dishonesty, which includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code of Conduct.

Discipline Management Techniques

Discipline shall be designed to improve conduct and encourage students to be responsible members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an Admission, Review, and Dismissal (ARD) committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.

Discipline Management Techniques

- Use of supportive and educational programs on tobacco products and referral to cessation services as otherwise mentioned in FFB (LOCAL)
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension (ISS).
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in **Out-of-School Suspension**.
- Placement in a DAEP, as specified in **DAEP**.
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses**.
- Expulsion, as specified in **Expulsion**.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.

- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The CBC shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The CBC shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the CBC shall send written notification by U.S. Mail. If the CBC is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or CBC, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the CBC's office, or the central administration office or through Policy Online® at the following address: www.tisd.us.

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. See policies FFH(LEGAL) and (LOCAL).

Removal from the School Bus

A bus driver may refer a student to the principal's office or the CBC's office to maintain effective discipline on the bus. The principal or CBC must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the CBC may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the CBC's office as a discipline management technique. The CBC shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code of Conduct to maintain effective discipline in the classroom.

Formal Removal

A teacher may initiate a formal removal from class if:

1. A student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the class or with other students' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the CBC or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the CBC or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

A student who has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's consent.

Removal from the Regular Educational Setting

A student who has been formally removed by a teacher for any other conduct may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

Out-of-School Suspension

Misconduct

Students may be suspended for behavior listed in the Code of Conduct as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the CBC or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The CBC shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or

6. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

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

Disciplinary Alternative Education Program (DAEP) Placement

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 6 and secondary classification shall be grades 7–12.

Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code of Conduct.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Any criminal mischief, including a felony.

Disciplinary Alternative Education Program (DAEP) Placement

- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in Title 5 (see **glossary**) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The CBC **may** place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance or dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in **Expulsion**.) (See **glossary** for "under the influence", "controlled substance," and "dangerous drug.")
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision.
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Sells, gives, or delivers to another person or possesses or uses an e-cigarette.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
 - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).

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- Engages in expellable conduct and is six to nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion**.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 1. The student receives deferred prosecution (see **glossary**),
 2. A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
 3. The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

Removals to a DAEP shall be made by the CBC.

Conference

When a student is removed from class for a DAEP offense, the CBC or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the CBC or appropriate administrator shall provide the student:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal; and
- An opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Disciplinary Alternative Education Program (DAEP) Placement

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Placement Order

After the conference, if the student is placed in a DAEP, the CBC shall write a placement order. A copy of the DAEP placement order and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in a DAEP and the length of placement is inconsistent with the guidelines included in this Code of Conduct, the placement order shall give notice of the inconsistency.

DAEP at Capacity

If a DAEP is at capacity at the time the CBC is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the CBC is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal and which is required for

Disciplinary Alternative Education Program (DAEP) Placement

graduation. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The CBC shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the CBC or the board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code of Conduct.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Disciplinary Alternative Education Program (DAEP) Placement

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the CBC's office, the central administration office, or through Policy Online® at the following address: www.tisd.us.

Appeals shall begin at Level One with the campus principal/administrator.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's IEP or Section 504 plan.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the placement in the program shall continue through graduation, and the student shall not be allowed to participate in the graduation ceremony and related graduation activities.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the CBC or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication (see **glossary**), or deferred prosecution will be initiated, or
2. The court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

Disciplinary Alternative Education Program (DAEP) Placement

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the CBC may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the CBC or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall decide on a case-by-case basis whether to continue the placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state. The district may place the student in the district's DAEP or a regular classroom setting.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Disciplinary Alternative Education Program (DAEP) Placement

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Students

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Placement and/or Expulsion for Certain Offenses

Certain Felonies

Regardless of whether DAEP placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or CBC makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must have:

- Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

Placement and/or Expulsion for Certain Offenses

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the CBC or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 20.)

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
- Breach of computer security. (See **glossary**.)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled substance, or a dangerous drug, A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for “under the influence.”)
- Selling, giving, or delivering another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Manslaughter.
- Criminally negligent homicide.
- Aggravated robbery.
- Continuous sexual abuse of a young child or disabled individual.
- Felony controlled substance or dangerous drug offenses, not including THC.
- Unlawfully carrying on or about the student’s person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code of Conduct, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Penal Code 1.07; or
4. Conduct that constitutes the offense of:
 - a. Public lewdness under Penal Code 21.07;
 - b. Indecent exposure under Penal Code 21.08;
 - c. Criminal mischief under Penal Code 28.03;
 - d. Hazing under Education Code 37.152; or
 - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Under Federal Law

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

Note: Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
 - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.) *Note:* A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and

Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]

- A location-restricted knife, as defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See **glossary**.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or disabled individual.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of a controlled substance or a dangerous drug.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Process

If a student is believed to have committed an expellable offense, the CBC or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the superintendent authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the superintendent shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the CBC or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - a. 65 years of age or older, or
 - b. A disabled person.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as a crime that involves:

1. Starting a fire or causing an explosion with intent to destroy or damage:
 - a. Any vegetation, fence, or structure on open-space land; or
 - b. Any building, habitation, or vehicle:
 - (1) Knowing that it is within the limits of an incorporated city or town,
 - (2) Knowing that it is insured against damage or destruction,
 - (3) Knowing that it is subject to a mortgage or other security interest,
 - (4) Knowing that it is located on property belonging to another,
 - (5) Knowing that it has located within it property belonging to another, or
 - (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
3. Intentionally starting a fire or causing an explosion and in so doing:
 - a. Recklessly damaging or destroying a building belonging to another, or
 - b. Recklessly causing another person to suffer bodily injury or death.

Assault is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes school district property or information or commits a breach of any other computer, computer network, or computer system.

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

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

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

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

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk.

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Education Code 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for

the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable [firearm](#); or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;

- c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
- d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
- e. Making a telephone call and intentionally failing to hang up or disengage the connection;
- f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
- g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
- h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law; or
- i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

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

- 1. Any type of physical brutality;
- 2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- 3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or
- 4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated. **Hit list** is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Possession means to have an item on one's person or in one's personal property, including, but not limited to:

1. Clothing, purse, or backpack;
2. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;
3. Telecommunications or electronic devices; or
4. Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

1. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice: An explosive weapon;
 - a. A machine gun;
 - b. A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device; or
6. An improvised explosive device.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information and must consider the information furnished in the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

Self-defense is the use of force against another to the degree a person reasonably believes is immediately necessary to protect himself or herself.

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a. Public lewdness under Penal Code 21.07;
 - b. Indecent exposure under Penal Code 21.08;
 - c. Criminal mischief under Penal Code 28.03;
 - d. Hazing under Education Code 37.152; or
 - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete schoolwork as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.

- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;

- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

Tobacco Product includes any product that is made or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or snus. This definition also includes e-cigarettes if and where not otherwise specified. See **e-cigarette** on page 39.

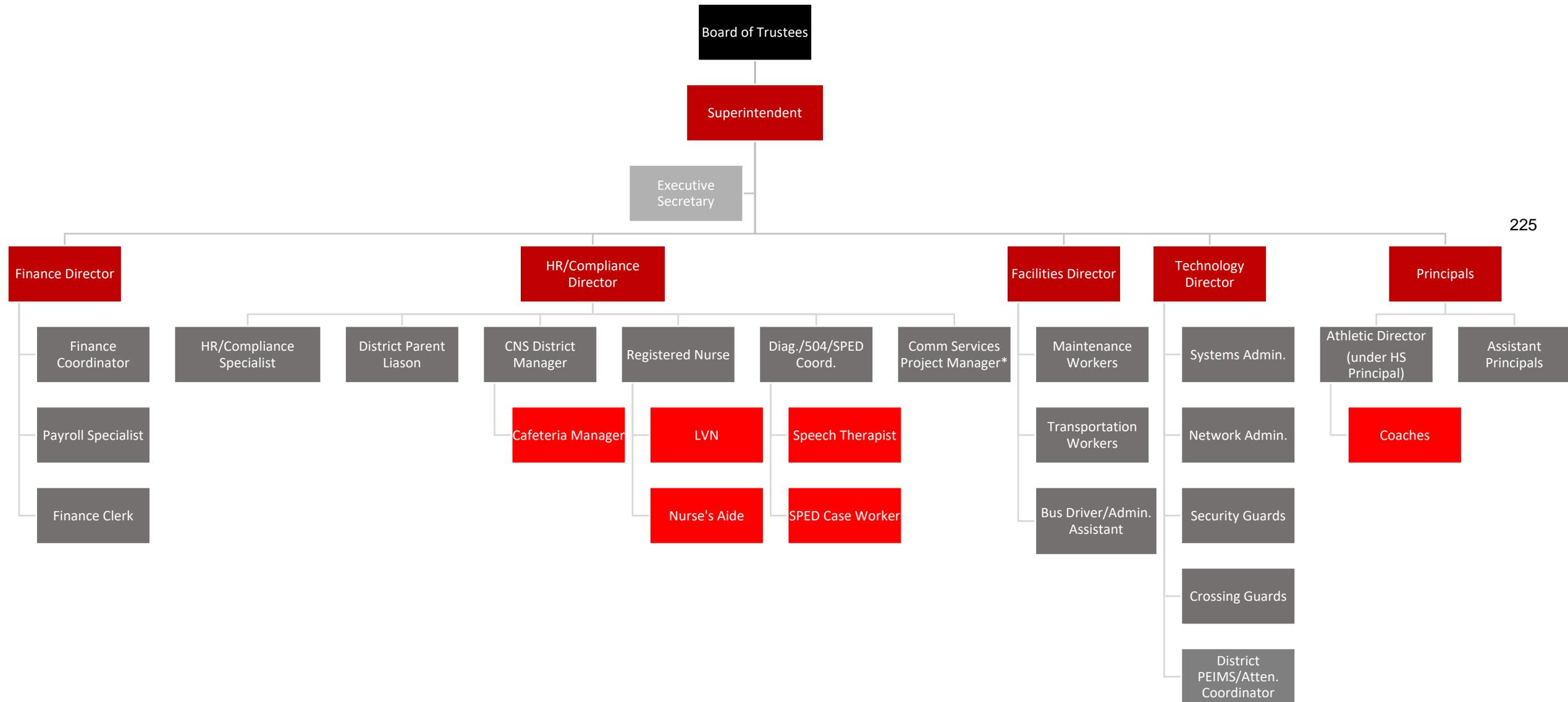
Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person’s physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student “under the in-fluence” need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one’s body, by any means, a prohibited substance.

Zip gun is defined by Penal Code 46.01 as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.



*Grant Funded Positions





(LOCAL) Policies Packet

For your convenience, this file contains *only* the local policies from your school district's TASB update packet.

What is in this packet?

- Instruction sheet for recommended (LOCAL) policies
- Explanatory Notes for recommended (LOCAL) policies
- Clean copies of recommended (LOCAL) policies
- Annotated (redlined) copies of recommended (LOCAL) policy changes

This is not the full update packet.

To retrieve your district's full update packet, log in to Policy Online™ and visit My Policy Manual > Local Manual Updates > Numbered Updates.

What is in the full update packet?

The full update packet contains:

- A summary of the overall policy update
- (LEGAL) policies and (EXHIBIT) documents that describe the statutory framework in which your local policies must operate
- Instructions and Explanatory Notes for every policy change, not just the (LOCAL) policies
- Guidance on how to:
 - Present recommended policy changes to the board
 - Keep minutes
 - Notify TASB of board action
 - Maintain your historical record
 - Update your administrative regulations

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Instruction Sheet
TASB Localized Policy Manual Update 121

Tornillo ISD

Code	Type	Action To Be Taken	Note
CFB	(LOCAL)	Replace policy	Revised policy
CLB	(LOCAL)	Replace policy	Revised policy
CRF	(LOCAL)	Replace policy	Revised policy
CVA	(LOCAL)	Replace policy	Revised policy
CVB	(LOCAL)	Replace policy	Revised policy
DEA	(LOCAL)	Replace policy	Revised policy
FD	(LOCAL)	Replace policy	Revised policy
FFI	(LOCAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 121

Tornillo ISD

CFB(LOCAL) ACCOUNTING: INVENTORIES

Revisions regarding the capitalization threshold are based on amended guidance from *GASB Implementation Guide 2021-1*, Question 5.1, regarding the capitalization of assets with individual acquisition costs below the threshold if the assets in the aggregate are significant. The amended guidance applies to reporting periods beginning after June 15, 2023.

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

Administrative Code rules regarding integrated pest management (IPM) were amended to include district-owned residential property among the district facilities subject to the IPM requirements. Although the changes to the rules add "residential property" to the buildings and grounds subject to IPM requirements, it is our understanding from the Texas Department of Agriculture that this inclusion is intended to apply only to district-owned residential property that is primarily used as student housing. As requested by TDA, revisions include such residential property among the district facilities subject to the district's IPM program.

CRF(LOCAL) INSURANCE AND ANNUITIES MANAGEMENT: UNEMPLOYMENT INSURANCE

There are no significant revisions to the text on reasonable assurance; however, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

CVA(LOCAL) FACILITIES CONSTRUCTION: COMPETITIVE BIDDING

Policy BJA(LOCAL) authorizes the superintendent to delegate responsibilities to other employees of the district as permitted by law; thus, it is not necessary to include a reference to the superintendent's designee at Specifications. In addition, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

CVB(LOCAL) FACILITIES CONSTRUCTION: COMPETITIVE SEALED PROPOSALS

As noted above, policy BJA(LOCAL) authorizes the superintendent to delegate responsibilities to other employees of the district as permitted by law; thus, it is not necessary to include a reference to the superintendent's designee at Specifications. In addition, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

DEA(LOCAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN

To eliminate the possibility of confusion about the frequency of pay, we recommend replacing *bimonthly* with the more specific and widely used *semi-monthly*. Other revisions are recommended for clarification and consistency with policy style.

The [Legal Issues in Update 121](#) memo describes common legal concerns and best practices specific to this policy's topic.

FD(LOCAL) ADMISSIONS

Recommended revisions to this policy at Transition Assistance reflect the repeal and replacement of an Administrative Code provision regarding awarding credit to a student who is homeless or in substitute care. Under the new rule, a district must adopt a policy to ensure credit has been awarded appropriately prior to enrollment. Other changes provide greater flexibility for the district with regard to requiring proof of residency by removing specific requirements and referring to administrative regulations.

Explanatory Notes

TASB Localized Policy Manual Update 121

Tornillo ISD

The [Legal Issues in Update 121](#) memo describes common legal concerns and best practices specific to this policy's topic.

FFI(LOCAL)

STUDENT WELFARE: FREEDOM FROM BULLYING

The [Minimum Standards for Bullying Prevention](#), completed by TEA on January 31, 2023, include a requirement for policy provisions on reporting bullying incidents. Existing policy language addresses reporting by students and staff. The enclosed revisions are recommended to address the new minimum standards.

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be \$5,000.

The Superintendent shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

**Integrated Pest
Management
Program**

The District is committed to following integrated pest management (IPM) guidelines as required by Chapter 1951 of the Occupations Code and Title 4, Chapter 7 of the Administrative Code in all pest control activities that take place on District property.

Definition

IPM is a pest management strategy that relies on accurate identification and scientific knowledge of target pests, reliable monitoring methods to assess pest presence, preventative measures to limit pest problems, and thresholds to determine when corrective control measures are needed. Under IPM, whenever economical and practical, multiple control tactics shall be used to achieve the best control of pests. These tactics shall include, but are not limited to, the judicious use of pesticides.

Standards

The District's IPM program shall govern the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities, including residential property primarily used as student housing.

IPM Coordinator

The Superintendent shall designate the IPM coordinator(s), who shall be registered with the Texas Department of Agriculture. The IPM coordinator(s) shall receive training in accordance with law and shall provide training to District employees, as necessary.

Application Time
Frame

The IPM coordinator(s), in addition to the responsibilities set out in CLB(LEGAL), shall coordinate with appropriate District administrators or other designated and trained employees regarding pesticide or herbicide applications in accordance with law. The IPM coordinator(s) shall determine when an emergency situation exists and an exception to the 48-hour notice requirement may be made.

No Unauthorized
Application

If the IPM coordinator is a licensed applicator, the IPM coordinator may apply pesticides in accordance with law. No other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a District facility, including residential property primarily used as student housing, without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's IPM program.

INSURANCE AND ANNUITIES MANAGEMENT
UNEMPLOYMENT INSURANCE

CRF
(LOCAL)

**Reasonable
Assurance**

The District shall issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following school year. [See DCD and DCE]

FACILITIES CONSTRUCTION
COMPETITIVE BIDDING

CVA
(LOCAL)

Specifications

The Superintendent shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.

Bid Process

All bids shall be submitted in sealed envelopes, plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

Safety Record

If the District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be defined as a bidder's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder's insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.

FACILITIES CONSTRUCTION
COMPETITIVE SEALED PROPOSALS

CVB
(LOCAL)

Specifications

The Superintendent shall prepare a request for proposals for any construction project for which competitive sealed proposals are sought.

Process

All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposal and the time of the deadline for submission. Proposals shall be opened at the time specified. All offerors shall be invited to attend the proposal opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

Withdrawal and
Late Proposals

Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered.

Proposal
Acceptance

The District may reject any and all proposals.

Safety Record

If the safety record of offerors is considered in selecting a proposal, the record shall be defined as an offeror's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the offeror's insurance carrier, and a loss history covering all lines of insurance coverage carried by the offeror.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The classification of each job title within the compensation plan shall be based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or semi-monthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. Any pay adjustments for individual employees shall be determined within the approved budget following established procedures.

*Midyear Pay
Increases*

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements.]

Noncontract
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure. [See EB for the authority to close schools.]

Persons Age 21 and Over

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

Registration Forms

The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.

Proof of Residency

In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency. The District may investigate stated residency as necessary.

Minor Living Apart

Person Standing in Parental Relation

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

Misconduct

A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

Exceptions

Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.

Extracurricular Activities

The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

Students Not Enrolled

A student enrolled in a private school, including a homeschool, shall not be eligible for concurrent enrollment in the District nor for participation in curricular or extracurricular activities, except as required by law. [See EEL and FM]

Nonresident Student in Grandparent's After-School Care

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.

"Accredited" Defined

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

Grade-Level Placement

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

Transfer of Credit

Accredited Texas Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or Nonaccredited Schools

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

Transition Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See EI]

Withdrawal

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

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

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

Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Minimum Standards	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>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.</p> <p>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.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action	
Bullying	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	<p>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.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.



(LOCAL) Policy Comparisons

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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

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

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529	800.580.1488

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be ~~\$5,000~~\$5,000.

The Superintendent shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

**Integrated Pest
Management
Program**

The District is committed to following integrated pest management (IPM) guidelines as required by Chapter 1951 of the Occupations Code and Title 4, Chapter 7 of the Administrative Code in all pest control activities that take place on District property.

Definition

IPM is a pest management strategy that relies on accurate identification and scientific knowledge of target pests, reliable monitoring methods to assess pest presence, preventative measures to limit pest problems, and thresholds to determine when corrective control measures are needed. Under IPM, whenever economical and practical, multiple control tactics shall be used to achieve the best control of pests. These tactics shall ~~possibly~~ include, but are not limited to, the judicious use of pesticides.

Standards

The District's IPM program shall govern the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities, including residential property primarily used as student housing.

IPM Coordinator

The Superintendent shall designate the IPM coordinator(s), who shall be registered with the Texas Department of Agriculture. The IPM coordinator(s) shall receive training in accordance with law and shall provide training to District employees, as necessary.

Application Time
Frame

The IPM coordinator(s), in addition to the responsibilities set out in CLB(LEGAL), shall coordinate with appropriate District administrators or other designated and trained employees regarding pesticide or herbicide applications in accordance with law. The IPM coordinator(s) shall determine when an emergency situation exists and an exception to the 48-hour notice requirement may be made.

No Unauthorized
Application

If the IPM coordinator is a licensed applicator, the IPM coordinator may apply pesticides in accordance with law. No other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a District facility, including residential property primarily used as student housing, without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's IPM program.

INSURANCE AND ANNUITIES MANAGEMENT
UNEMPLOYMENT INSURANCE

CRF
(LOCAL)

**Reasonable
Assurance**

The District shall issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following school year. [See DCD and DCE]

FACILITIES CONSTRUCTION
COMPETITIVE BIDDING

CVA
(LOCAL)

Specifications

The Superintendent ~~or designee~~ shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.

Bid Process

All bids shall be submitted in sealed envelopes, plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

Safety Record

If the District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be defined as a bidder's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder's insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.

FACILITIES CONSTRUCTION
COMPETITIVE SEALED PROPOSALS

CVB
(LOCAL)

Specifications

The Superintendent ~~or designee~~ shall prepare a request for proposals for any construction project for which competitive sealed proposals are sought.

Process

All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposal and the time of the deadline for submission. Proposals shall be opened at the time specified. All offerors shall be invited to attend the proposal opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

Withdrawal and
Late Proposals

Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered.

Proposal
Acceptance

The District may reject any and all proposals.

Safety Record

If the safety record of offerors is considered in selecting a proposal, the record shall be defined as an offeror's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the offeror's insurance carrier, and a loss history covering all lines of insurance coverage carried by the offeror.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

	<p>The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA]- The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]</p>
Pay Administration	<p>The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify classification of each job title within the compensation plan shall be based on the qualifications, duties, and market value of the position.</p>
Annualized Salary	<p>The District shall pay all salaried employees over 12 months in equal monthly or bimonthly semi-monthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.</p>
Pay Increases	<p>The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine Any pay adjustments for individual employees; shall be determined within the approved budget following established procedures.</p>
Mid-Year Midyear Pay Increases	<p>A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements].]</p>
Contract Employees	
Noncontract Employees	<p>The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.</p>
Pay During Closing	<p>If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure. [See EB for the authority to close schools].]</p>

ADMISSIONS

FD
(LOCAL)

Persons Age 21 and Over	The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.
Registration Forms	The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.
Proof of Residency	At the time of initial registration and on an annual basis thereafter In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.
Minor Living Apart	A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.
Person Standing in Parental Relation	
Misconduct	A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.
Exceptions	Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.
Extracurricular Activities	The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.
Students Not Enrolled	A student enrolled in a private school, including a homeschool, shall not be eligible for concurrent enrollment in the District nor for participation in curricular or extracurricular activities, except as required by law. [See EEL and FM]
Nonresident Student in Grandparent's After-School Care	The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent. The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.

“Accredited” Defined	For the purposes of this policy, “accredited” shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.
Grade-Level Placement	The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.
Accredited Schools	
Nonaccredited Schools	A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include: <ol style="list-style-type: none">1. Scores on achievement tests, which may be administered by appropriate District personnel.2. Recommendation of the sending school.3. Prior academic record.4. Chronological age and social and emotional development of the student.5. Other criteria deemed appropriate by the principal.
Transfer of Credit	Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.
Accredited Texas Public Schools	
Other Accredited or Nonaccredited Schools	Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student’s records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.
Transition Assistance	In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student’s available records and other relevant information to determine transfer of ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment. [See EI]

Withdrawal

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

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

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

Bullying Prohibited

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

Examples

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

Minimum Standards

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

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

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

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>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.</p> <p>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.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action	
Bullying	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</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>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

***Human Resources Department***

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3050
Fax 915.765.3099

MEMORANDUM

To: Members of the Board of Trustees
From: Lizeth Carroll, HR/Compliance Director
Subject: Consider Approval of 2023-2024 Substitute Handbook
Date: July 26, 2023

HISTORY:

The Tornillo ISD Substitute Handbook was developed to ensure individuals who serve as substitutes in the district have a resource which provides information on policies and procedures as well as general information that may be helpful to substitutes. The Substitute Handbook has been updated for the 2023-2024 school year and is meant for information purposes and is not meant to serve as a contract or an assurance of employment.

RATIONALE:

The purpose of Substitute Handbook is to provide Tornillo Independent School District Employees with a resource document that includes pertinent information on policies and procedures that will pave the way for employees to have a successful year.

BUDGET IMPACT:

In order to minimize the budget impact, the TISD Substitute Handbook will be primarily distributed electronically to Substitutes. However, there will be some hard copies of the TISD Substitute Handbook printed for those substitutes who request a hard copy.

ADMINISTRATIVE RECOMMENDATION:

The recommendation is for the Board of Trustees to approve the 2023-2024 TISD Substitute Handbook as presented.



2023-2024
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 2023-2024 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 PreK-8 (Pre-K 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 46% 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 50% by June 2024.
- Students graduating college, career and military ready will increase from 78% in June 2019 to 90% 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 5:30 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
Luis Vega	Athletic Director
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
Myrna Lopez-Patti	PK-8 School Principal
Elizabeth Otero	High School Assistant Principal
Angie Morales	PreK-8 School Assistant Principal
Dania Sotelo	PreK-8 School Assistant Principal
Raymond Bonilla	CTE Coordinator
Chris Escarsega	Network Administrator
Hugo Fuentes	Systems Administrator
Claudia Beanes	High School Counselor
Alicia Alvarado	PreK-8 School Counselor
Maria Hernandez	PreK-8 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
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
PkeK-8 School	765-3350/3450
High School	765-3550

School Calendar

TISD 2023-2024 Academic Calendar

July 2023						
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 2023						
S	M	T	W	T	F	S
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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		
September 2023						
S	M	T	W	T	F	S
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October 2023						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
November 2023						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
December 2023						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY	
07/03 - 07/07	District Closed
07/10 - 07/14	Student Registration
07/24 - 07/26	District Staff Development
07/27	P/T Conference
07/31	1st Semester Begins / Classes Begin
SEPTEMBER	
09/04	Holiday - Labor Day
09/19	P/T Conference for EL
09/20	P/T Conference for JH
09/21	P/T Conference for HS
OCTOBER	
10/02 - 10/05	Extended Year/COVID Makeup Days
10/09 - 10/13	District Closed
10/16 - 10/18	Teacher Planning / No School for Students
NOVEMBER	
11/20 - 11/24	Holiday - Thanksgiving
DECEMBER	
12/05 - 12/14	Testing - STAAR
12/15	1st Semester Ends, Early Release for Students/Teachers
12/20 - 12/29	Holiday - District Closed
JANUARY	
01/01 - 01/02	Holiday - District Closed
01/03 - 01/05	Teacher Planning / No School for Students
01/08	2nd Semester Begins / Classes Begin
01/15	Holiday - MLK/COVID-Weather Makeup Days
FEBRUARY	
02/20	P/T Conference for EL
02/21	P/T Conference for JH
02/22	P/T Conference for HS
MARCH	
03/04 - 03/08	Extended Year/COVID Makeup Days
03/11 - 03/15	Holiday - Spring Break
03/18 - 03/20	Teacher Planning / No School for Students
03/29	Holiday - Good Friday
APRIL	
04/02 - 04/05	Testing - STAAR
04/30	Testing STAAR
MAY	
05/01 - 05/17	Testing - STAAR
05/27	Holiday - Memorial Day/COVID-Weather Makeup Days
05/31	2nd Semester Ends, Early Release for Students/Teachers
JUNE	
06/01	Teacher Workday
06/17 - 06/21	Testing

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
February 2024						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29		
March 2024						
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30	31					
April 2024						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May 2024						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
June 2024						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

KEY

- State Testing
- S Staff/Student Wellness Days
- Staff Development/Teacher Planning
- Holiday
- Extended Year
- Parent / Teacher Conferences
- Flex day / Workday
- Smart Snack Exemption Days

Instructional Minutes : State Minimum: 75,500 (PK-12th), 78,886

Weeks	Days	Minutes
1st	44	HS:20240 MS 6th-8th:20240 MS 3rd-5th:20460 EL:20460
2nd	45	HS:20470 MS 6th-8th:20470 MS 3rd-5th:20693 EL:20693
3rd	45	HS:20700 MS 6th-8th:20700 MS 3rd-5th:20925 EL:20925
4th	33	HS:14720 MS 6th-8th:14720 MS 3rd-5th:14880 EL:14880
	167	HS:76130 MS 6th-8th:76130 MS 3rd-5th:76958 EL:76958

- ★ Open House
- [] 9 Weeks Begins/Ends
- Weather Makeup Day
- ◇ New Employee Orientation
- ♦ Pay Day
- ↘ Early Release Students Only
- ↙ Early Release Students & Teachers

Board Approved: 3/29/2023
Revised: 3/23/2023

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 2023-2024 school year follows:

**Tornillo Independent School District
2023 - 2024 Payroll Schedule**

Pay Period Start	Pay Period End	Payroll Due-Date	Pay Date
6/16/2023	6/30/2023	Tue, 7/4/2023	Fri, 7/14/2023
7/1/2023	7/15/2023	Mon, 7/17/2023	Mon, 7/31/2023
7/16/2023	7/31/2023	Wed, 8/2/2023	Tue, 8/15/2023
8/1/2023	8/15/2023	Thu, 8/17/2023	Thu, 8/31/2023
8/16/2023	8/31/2023	Tue, 9/5/2023	Fri, 9/15/2023
9/1/2023	9/15/2023	Mon, 9/18/2023	Fri, 9/29/2023
9/16/2023	9/30/2023	Mon, 10/2/2023	Fri, 10/13/2023
10/1/2023	10/15/2023	Tue, 10/17/2023	Tue, 10/31/2023
10/16/2023	10/31/2023	Thu, 11/2/2023	Wed, 11/15/2023
11/1/2023	11/15/2023	Fri, 11/17/2023	Thu, 11/30/2023
11/16/2023	11/30/2023	Mon, 12/4/2023	Fri, 12/15/2023
12/1/2023	12/15/2023	Mon, 12/18/2023	Fri, 12/29/2023
12/16/2023	12/31/2023	Tue, 1/2/2024	Mon, 1/15/2024
1/1/2024	1/15/2024	Wed, 1/17/2024	Wed, 1/31/2024
1/16/2024	1/31/2024	Fri, 2/2/2024	Thu, 2/15/2024
2/1/2024	2/15/2024	Mon, 2/19/2024	Thu, 2/29/2024
2/16/2024	2/28/2024	Fri, 3/1/2024	Fri, 3/15/2024
3/1/2024	3/15/2024	Mon, 3/18/2024	Fri, 3/29/2024
3/16/2024	3/31/2024	Tue, 4/2/2024	Mon, 4/15/2024
4/1/2024	4/15/2024	Wed, 4/17/2024	Tue, 4/30/2024
4/16/2024	4/30/2024	Thu, 5/2/2024	Wed, 5/15/2024
5/1/2024	5/15/2024	Fri, 5/17/2024	Fri, 5/31/2024
5/16/2024	5/31/2024	Mon, 6/3/2024	Fri, 6/14/2024
6/1/2024	6/15/2024	Mon, 6/17/2024	Fri, 6/28/2024
6/16/2024	6/30/2024	Tue, 7/2/2024	Mon, 7/15/2024

Revised 05/10/2023

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.

- Professional attire is required at all time during school days, school events, and activities.
- Campus administration will determine the use of wearing jeans on Fridays.
- 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 (Maintenance department, Child Nutrition 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 familiarize²⁹⁴ 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

Restated and Amended Facilities Lease Agreement

Basic Information

Date: July ___, 2023

This Restated and Amended Lease Agreement is entered pursuant to paragraph D.20 of the original agreement and replaces any and all prior agreements.

Landlord:

Tornillo Independent School District, a Texas independent school district (“Landlord” or “TISD”)

Landlord’s Address:

Tornillo Independent School District
19200 Cobb Ave.
Tornillo, Texas 79853
Attn: Superintendent

Tenant:

Education Service Center – Region 19 Head Start Program
 (“Tenant” or “Region 19”)

Tenant’s Address:

Education Service Center – Region 19
6611 Boeing Drive
El Paso, Texas 79925
Att’n: Executive Director

Premises:

Name of Building: Tornillo Elementary School

Street address/suite: 19200 Gabby Street

City, state, zip: Tornillo, Texas 79853

Premises are more particularly described and depicted in Exhibit A (floor plan)

Initial Term: 10 years

Commencement Date: September 1, 2019

Termination Date: August 31, 2033 (subject to options to extend)

Base Rent: \$2,400.00 per month

Security Deposit: \$0

Permitted Use:

To operate a certain Head Start Program and reasonably related uses offered by Region 19 for the benefit of the children, families, faculty and community in and surrounding the Tornillo Independent School District in the Premises.

Tenant's Insurance: As required by Insurance Addendum.

Landlord's Insurance: As required by Insurance Addendum.

Tenant's Rebuilding Obligations: If the Premises are damaged by fire or other elements, Tenant will be responsible for repairing or rebuilding the following leasehold improvements: All partitions, walls, ceiling systems, wiring, light fixtures, floors, finishes, wall coverings, floor coverings, signs, doors, hardware, windows, window coverings, plumbing, heating, ventilating, and air-conditioning equipment, and other improvements originally installed in the Premises by Tenant.

A. Definitions

A.1. "Agent" means agents, contractors, employees, licensees, and, to the extent under the control of the principal, invitees.

A.2. "Building Operating Hours" means 8:00 A.M. to 8:00 P.M. Monday through Saturday, except holidays.

A.3. "Common Areas" means all facilities and areas of the Building and Parking Facilities and the related land that are intended and designated by Landlord from time to time for the common, general, and nonexclusive use of all tenants or users of the Building. Landlord has the exclusive control over and right to manage the Common Areas. Common Areas shall be limited to those areas shown in Exhibit B.

A.4. "Essential Services" means the following services: (a) air-conditioning and heating to the Premises reasonable for the Permitted Use (exclusive of air-conditioning or heating for electronic data-processing or other specialized equipment) during Building Operating Hours and at such other times at such additional cost as Landlord and Tenant may agree on; (b) hot and cold water for lavatory and drinking purposes; (c) janitorial service and periodic window washing for Common Areas; (d) electric current for normal office machines, outpatient clinic equipment, and the Building's standard lighting reasonable for the Permitted Use; and (e) lighting in Common Areas and fluorescent lights in the Building's standard light fixtures on the Premises. Essential Services shall not include internet and telephone service, which shall be provided for by Tenant at its sole cost, expense and risk.

A.5. "Injury" means (a) harm to or impairment or loss of property or its use, (b) harm to or death of a person, or (c) "personal and advertising injury" as defined in the form of liability insurance Tenant is required to maintain.

A.6. "Parking Facility" means the facility or area described in the attached parking facility rider.

A.7. "Rent" means Base Rent plus any other amounts of money payable by Tenant to Landlord.

B. Tenant's Obligations

B.1. Tenant agrees to -

B.1.a. Lease the Premises for the entire Term beginning on the Commencement Date and ending on the Termination Date.

B.1.b. Subject to tenant improvements to be constructed at the Premises at Tenant's sole cost and expense in accordance with this lease, accept the Premises in their present condition "AS IS," the Premises being currently suitable for the Permitted Use.

B.1.c. Obey (i) all laws relating to Tenant's use, maintenance of the condition, and occupancy of the Premises and Tenant's use of any Common Areas in the Building; (ii) any requirements imposed by utility companies serving or insurance companies covering the Premises or Building; and (iii) any rules and regulations for the Building and Common Areas adopted by Landlord.

B.1.d. Pay annually, in advance, on the first (1st) day of the first month of Landlord's fiscal year, the Base Rent to Landlord at Landlord's Address.

B.1.e. Utilize the Premises, and provide such programs and services to the general public, as stated in the Permitted Use.

B.1.f. Reimburse Landlord for all utility services used by Tenant on a monthly basis based on Tenant's Proportionate Sharing Ratio. Tenant shall obtain and pay for its internet and telephone service and related equipment. Tenant's telecommunications network and firewall shall be maintained, and remain throughout the lease term, independent of Landlord's telecommunications network and firewall.

B.1.g. Install at its sole cost and expense any fire and intrusion alarm systems Tenant is required to install in the Premises. Landlord and Tenant shall share access codes for the intrusion alarm.

B.1.h. Exclusively bear the cost and expense of any professional development classes or training necessary for TISD'S employees concerning new academic practices in relation to the

operation of the Head Start Program. TISD will not unreasonably withhold collaboration with Region 19 for such development classes or training in relation to the operation of the Head Start Program.

B.1.i. Allow Landlord to enter the Premises to perform Landlord's obligations and inspect the Premises.

B.1.j. Repair, replace, and maintain any part of the Premises that Landlord is not obligated to repair, replace, or maintain, normal wear excepted.

B.1.k. Submit in writing to Landlord any request for repairs, replacement, and maintenance that are the obligations of Landlord.

B.1.l. Obtain and pay for its own janitorial services for the Premises.

B.1.m. Vacate the Premises and return all keys to the Premises on the last day of the Term.

B.1.n. On request, execute an estoppel certificate that states the Commencement Date and Termination Date of the lease, identifies any amendments to the lease, describes any rights to extend the Term or purchase rights, lists defaults by Landlord, and provides any other information reasonably requested.

B.1.o. Arrange with Landlord in advance for any heating, air-conditioning, or electrical needs in excess of the services provided by Landlord and pay for such additional services as billed by Landlord.

B.1.p. TO THE GREATEST EXTENT ALLOWABLE BY LAW, INDEMNIFY, DEFEND, AND HOLD LANDLORD AND ITS BOARD OF TRUSTEES, TRUSTEES, AGENTS, HARMLESS FROM ANY INJURY (AND ANY RESULTING OR RELATED CLAIM, ACTION, LOSS, LIABILITY, OR REASONABLE EXPENSE, INCLUDING ATTORNEY'S FEES AND OTHER FEES AND COURT AND OTHER COSTS) OCCURRING IN ANY PORTION OF THE PREMISES. **THE INDEMNITY CONTAINED IN THIS PARAGRAPH (i) IS INDEPENDENT OF TENANT'S INSURANCE, (ii) WILL NOT BE LIMITED BY COMPARATIVE NEGLIGENCE STATUTES OR DAMAGES PAID UNDER THE WORKERS' COMPENSATION ACT OR SIMILAR EMPLOYEE BENEFIT ACTS, (iii) WILL SURVIVE THE END OF THE TERM, AND (iv) WILL APPLY EVEN IF AN INJURY IS CAUSED IN WHOLE OR IN PART BY THE ORDINARY NEGLIGENCE OR STRICT LIABILITY OF LANDLORD BUT WILL NOT APPLY TO THE EXTENT AN INJURY IS CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF LANDLORD AND LIENHOLDER, AND THEIR RESPECTIVE AGENTS.**

B.1.q. RELEASE OF LIABILITY: TENANT DOES HEREBY RELEASE AND DISCHARGE THE LANDLORD, ITS BOARD OF TRUSTEES, OFFICIALS, AGENTS AND EMPLOYEES OF AND FROM ANY JUDGMENT, CLAIM, EXPENSE, LOSS, CAUSE OF ACTION OR LIABILITY WHATSOEVER ARISING FROM OR RELATING TO THIS LEASE,

THE CONDITION OF THE PREMISES OR THE BUILDINGS AND IMPROVEMENTS LOCATED ON THE PREMISES, AND THE CONDUCT OF ANY ACTIVITIES OR PROGRAMS BY TENANT ON THE PREMISES; IT BEING THE INTENT OF THE PARTIES THAT LANDLORD, ITS BOARD OF TRUSTEES, OFFICIALS, AGENTS, AND EMPLOYEES SHALL NEVER BE LIABLE TO TENANT FOR ANY DAMAGE OR LOSS TO THE BUILDINGS, IMPROVEMENTS OR PROPERTY ON THE PREMISES OR TO ANY PERSON PARTICIPATING IN TENANT'S PROGRAMS, OR AFFILIATED WITH OR EMPLOYED BY TENANT WHO MAY BE INJURED ON THE PREMISES OR INJURED BY ENTERING OR LEAVING THE PREMISES ACROSS LANDLORD'S OTHER PROPERTY. IT IS THE INTENT OF THE PARTIES THAT TENANT INDEMNIFY LANDLORD, ITS BOARD OF TRUSTEES, OFFICIALS, AGENTS AND EMPLOYEES AGAINST ANY CLAIMS FOR DAMAGE OR LOSS BY ANY PERSON PARTICIPATING IN THE PROGRAMS AND ACTIVITIES OF TENANT, AFFILIATED WITH OR EMPLOYED BY TENANT WHO MAY BE DAMAGED OR INJURED ON THE PREMISES OR WHILE ENTERING OR LEAVING THE PREMISES ACROSS LANDLORD'S OTHER PROPERTY.

B.1.r. Ensure the safe and secure keeping of keys assigned to Tenant at all times. Tenant shall not make any copies of any keys provided to Tenant by Landlord or its agents. If any of such keys is misplaced or otherwise unaccounted for Tenant shall IMMEDIATELY inform Landlord. Tenant shall pay Landlord a \$150 administrative fee for each key Landlord replaces for the benefit of Tenant, including the Master Key (as defined below). In addition, Tenant shall pay all costs incurred by Landlord related to the replacement of the Master Key.

B.2. Tenant agrees not to -

B.2.a. Use the Premises for any purpose other than the Permitted Use.

B.2.b. Create a nuisance.

B.2.c. Interfere with any other tenant's normal business operations or Landlord's management of the Building.

B.2.d. Permit any waste.

B.2.e. Use the Premises in any way that would increase insurance premiums, or void insurance on the Building.

B.2.f. Change Landlord's lock system.

B.2.g. Alter the Premises.

B.2.h. Allow a lien to be placed on the Premises.

B.2.i. Assign this lease or sublease any portion of the Premises without Landlord's written consent.

C. Landlord's Obligations

C.1. Landlord agrees to -

C.1.a. Lease to Tenant the Premises for the entire Term beginning on the Commencement Date and ending on the Termination Date, subject to any right to terminate or options to extend in accordance with this lease.

C.1.b. Obey all laws relating to Landlord's operation of the Building and Common Areas.

C.1.c. Provide the Essential Services.

C.1.d. Return the Security Deposit, if any, to Tenant, less itemized deductions, if any, on or before the sixtieth (60th) day after the date Tenant surrenders the Premises.

C.1.e. Provide Tenant with invoices for all heating, air-conditioning, and electrical charges in excess of the Essential Services for which Landlord requests reimbursement.

C.1.f. Provide Tenant four sets of keys, of which only one key shall be a "master key" ("Master Key") that provides access by way of the main entrance of the Tornillo Elementary School.

C.2. Landlord agrees not to -

C.2.a. Interfere with Tenant's possession of the Premises as long as Tenant is not in default.

D. General Provisions

Landlord and Tenant agree to the following:

D.1. Alterations. Tenant shall make no alterations in or additions or improvements in or to, or install any equipment in or maintain signs advertising its business on the Premises without, in each case, obtaining the written advance approval of Landlord. Landlord may impose reasonable conditions to its approval. If any alterations, additions, or improvements in or to the Premises are made necessary by reason of the special use and occupancy of the Premises by Tenant, Tenant agrees that it will make all such alterations, additions, and improvements in or to the Premises at its own expense and in compliance with all building codes, ordinances, and governmental regulations pertaining to such work, use, or occupancy. Tenant agrees that it will hold Landlord harmless against all expenses, liens, claims, and damages to either property or person that may or might arise because any repairs, alterations, additions, or improvements are made. Any physical additions or improvements to the Premises made by Tenant will become the property of Landlord. Landlord may require that Tenant, at the end of the Term and at Tenant's expense, remove any physical additions and improvements, repair any alterations, and restore the Premises to the condition existing at the Commencement Date, normal wear excepted.

D.2. Abatement. Tenant's covenant to pay Rent and Landlord's covenants are independent. Except as otherwise provided, Tenant will not be entitled to abate Rent for any reason.

D.3. Insurance. Tenant and Landlord will maintain the respective insurance coverages described in the attached Insurance Addendum.

D.4. Release of Claims/Subrogation. TO THE EXTENT PERMITTED BY LAW, LANDLORD AND TENANT RELEASE EACH OTHER AND LIENHOLDER, AND THEIR RESPECTIVE BOARD OF TRUSTEES, TRUSTEES, AND AGENTS, FROM ALL CLAIMS OR LIABILITIES FOR DAMAGE TO THE PREMISES OR BUILDING, DAMAGE TO OR LOSS OF PERSONAL PROPERTY WITHIN THE BUILDING, AND LOSS OF BUSINESS OR REVENUES THAT ARE COVERED BY THE RELEASING PARTY'S PROPERTY INSURANCE OR THAT WOULD HAVE BEEN COVERED BY THE REQUIRED INSURANCE IF THE PARTY FAILS TO MAINTAIN THE PROPERTY COVERAGES REQUIRED BY THIS LEASE. THE PARTY INCURRING THE DAMAGE OR LOSS WILL BE RESPONSIBLE FOR ANY DEDUCTIBLE OR SELF-INSURED RETENTION UNDER ITS PROPERTY INSURANCE. LANDLORD AND TENANT WILL NOTIFY THE ISSUING PROPERTY INSURANCE COMPANIES OF THE RELEASE SET FORTH IN THIS PARAGRAPH AND WILL HAVE THE PROPERTY INSURANCE POLICIES ENDORSED, IF NECESSARY, TO PREVENT INVALIDATION OF COVERAGE. THIS RELEASE WILL NOT APPLY IF IT INVALIDATES THE PROPERTY INSURANCE COVERAGE OF THE RELEASING PARTY. **THE RELEASE IN THIS PARAGRAPH WILL APPLY EVEN IF THE DAMAGE OR LOSS IS CAUSED IN WHOLE OR IN PART BY THE ORDINARY NEGLIGENCE OR STRICT LIABILITY OF THE RELEASED PARTY OR ITS AGENTS BUT WILL NOT APPLY TO THE EXTENT THE DAMAGE OR LOSS IS CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE RELEASED PARTY OR ITS AGENTS.**

D.5. Casualty/Total or Partial Destruction

D.5.a. If the Premises are damaged by casualty, Landlord shall have no obligation to restore the Premises and, subject to Tenant's option to satisfy its Rebuilding Obligations as provided below, may terminate this lease by written notice delivered to Tenant. Tenant shall have the option to satisfy its Rebuilding Obligations at its sole cost and expense by providing Landlord written notice of same within ten (10) days after the casualty ("Rebuilding Obligation Notice") and the lease shall continue as written. Tenant shall satisfy its Rebuilding Obligations within sixty (60) days after the date of the Rebuilding Obligation Notice.

D.5.b. If Landlord chooses not to restore, this lease will terminate. If Landlord chooses to restore, Landlord will notify Tenant of the estimated time to restore and give Tenant an option to terminate this lease by notifying Landlord within ten (10) days. If Tenant does not terminate this lease, the lease will continue and Landlord will restore the Premises as provided in D.5.a. above.

D.5.c. To the extent the Premises are untenable after the casualty and this lease is not terminated, the Rent will be adjusted as may be fair and reasonable.

D.6. Condemnation/Substantial or Partial Taking

D.6.a. If the Premises cannot be used for the purposes contemplated by this lease because of condemnation or purchase in lieu of condemnation, this lease will terminate.

D.6.b. Tenant will have no claim to the condemnation award or proceeds in lieu of condemnation.

D.7. Default by Landlord/Events. Defaults by Landlord are failing to comply with any provision of this lease within thirty (30) days after written notice and failing to provide Essential Services to Tenant within thirty (30) business days after written notice.

D.8. Default by Landlord/Tenant's Remedies. Tenant's remedies for Landlord's default are to terminate this lease.

D.9. Default by Tenant/Events. Defaults by Tenant are (a) failing to pay timely Rent, (b) abandoning the Premises or vacating a substantial portion of the Premises, and (c) failing to comply within ten (10) days after written notice with any provision of this lease other than the defaults set forth in (a) and (b). In the event Tenant fails at any time to provide the services stated in this lease, TISD may provide written notice of such breach to Region 19 and Region 19 shall have thirty (30) days to cure the breach.

D.10. Default by Tenant/Landlord's Remedies. Landlord's remedies for Tenant's default are to (a) enter and take possession of the Premises; (b) enter the Premises and perform Tenant's obligations; and (c) terminate this lease by written notice and sue for damages. Landlord may enter and take possession of the Premises by self-help, by picking or changing locks if necessary, and may lock out Tenant or any other person who may be occupying the Premises, until the default is cured, without being liable for damages.

D.11. Default/Waiver. It is not a waiver of default if the nondefaulting party fails to declare immediately a default or delays in taking any action. Pursuit of a remedy does not preclude pursuit of another remedy.

D.12. Landlord's Obligation to Cover Costs Under the Lease Limited. Notwithstanding anything herein to the contrary, Landlord may terminate or suspend its obligation to cover any costs of utilities or other services under this lease at any time in its sole discretion at the expiration of each TISD'S budget period occurring during the term of this lease or otherwise in the event of non-appropriation by TISD of funds for its payment obligations hereunder.

D.13. Security Deposit. If Tenant defaults, Landlord may use the Security Deposit, if any, to pay arrears of Rent, to repair any damage or injury, or to pay any expense or liability incurred by Landlord as a result of the default.

D.14. Holdover. If Tenant does not vacate the Premises following termination of this lease, Tenant will become a tenant at will and must vacate the Premises on receipt of notice from

Landlord. No holding over by Tenant, whether with or without the consent of Landlord, will extend the Term.

D.15. Annual Evaluation of Tenant's Services and Landlord's Obligations. The success and future direction of the programs and services provided by Region 19 and TISD'S obligations under this lease shall be re-evaluated at least annually by Landlord's administration and Tenants executives to determine whether changes or amendments to this lease are necessary or advisable. The parties shall negotiate in good faith any amendments to this lease and its exhibits accordingly.

D.16 Early Termination. Region 19 may terminate this lease, for any reason, by providing not less than ninety (90) days advance written notice to TISD ("90-Day Notice Period"). If Region 19 terminates the lease after commencing, but before completing, its tenant improvements, Tenant shall restore the Premises to its original condition at its sole cost and expense on or before the end of the 90-Day Notice Period.

D.17. Attorney's Fees. If either party retains an attorney to enforce this lease, the party prevailing in litigation is entitled to recover reasonable attorney's fees and other fees and court and other costs.

D.18. Venue. Exclusive venue is in the county in which the Premises are located.

D.19. Entire Agreement. This lease, its exhibits, addenda and riders, are the entire agreement of the parties concerning the lease of the Premises by Landlord to Tenant. There are no representations, warranties, agreements, or promises pertaining to the Premises or the lease of the Premises by Landlord to Tenant, and Tenant is not relying on any statements or representations of any agent of Landlord, that are not in this lease and any exhibits, addenda, and riders.

D.20. Amendment of Lease. This lease may be amended only by an instrument in writing signed by Landlord and Tenant.

D.21. Limitation of Warranties. THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY, OF FITNESS FOR A PARTICULAR PURPOSE, OR OF ANY OTHER KIND ARISING OUT OF THIS LEASE, AND THERE ARE NO WARRANTIES THAT EXTEND BEYOND THOSE EXPRESSLY STATED IN THIS LEASE.

D.22. Notices. Any notice required or permitted under this lease must be in writing. Any notice required by this lease will be deemed to be given (whether received or not) the earlier of receipt or three (3) business days after being deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address shown in this lease. Notice may also be given by regular mail, personal delivery, courier delivery, or e-mail and will be effective when received. Any address for notice may be changed by written notice given as provided herein.

D.23. Use of Common Areas. Tenant will have the nonexclusive right to use the Common Areas subject to any reasonable rules and regulations that Landlord may prescribe.

D.24. Abandoned Property. Landlord may retain, destroy, or dispose of any property left on the Premises at the end of the Term.

D.25. In-kind contribution. Landlord shall allow Tenant to claim as non-federal share of program expenses the fair rental value of the property

D.26. Asbestos. Buildings or structures located on the Premises may contain asbestos-containing material or presumed asbestos-containing material as defined by OSHA regulations. Tenant has inspected the Premises and conducted such tests and inspections as Tenant deems necessary or desirable. Tenant will provide Landlord with copies of all such test results and inspections. Tenant will comply with all rules and regulations relating to asbestos in performing any maintenance, housekeeping, construction, renovation, or remodeling of the premises, and Tenant will bear all costs related to removal and disposal of asbestos from the Premises.

D.27 NO WAIVER OF SOVEREIGN IMMUNITY. NOTWITHSTANDING ANY PROVISIONS HEREIN CONTAINED TO THE CONTRARY, NEITHER LANDLORD NOR TENANT WAIVES ANY RIGHTS TO SOVEREIGN IMMUNITY.

D.28 Region 19 Employee Background Checks. Region 19 shall submit to Landlord information for all Region 19 employees occupying the Premises for purposes of background checks by TISD and Region 19, or Region 19 may submit to Landlord copies of background checks on said employee. All Region 19 employees with disqualifying convictions must be immediately removed from the Premises. It is understood and agreed between the parties that noncompliance by Region 19 with this paragraph D.29 may be grounds for termination of this lease.

D.29 Mediation of Disputes. The parties to this lease agree to negotiate in good faith in an effort to resolve any dispute related to the agreement that may arise between the parties. If the dispute cannot be resolved by negotiation between the parties to the dispute, they shall submit the dispute to mediation before resorting to litigation. If the need for mediation arises, the parties to the dispute shall choose a mutually acceptable mediator and shall share the cost of mediation services equally.

LANDLORD:

Tornillo Independent School District, a Texas independent school district,

By: _____
Rosy Vega-Barrio, Superintendent

Date: _____

TENANT:

Education Service Center – Region 19,

By: _____
Dr. Armando Aguirre, Executive Director

Date: _____

Education Service Center Head Start Program

By: _____
Socorro Rodriguez, Director

Date: _____

Insurance Addendum

1. Region 19 agrees to maintain in force during the original and any extended term of this lease a policy or policies of comprehensive public liability insurance including property damage, written by one or more responsible insurance companies approved by TISD and licensed to do business in Texas, insuring Region 19 against loss of life, bodily injury and/or property damage with respect to the Premises and the business operated by Region 19 in the Premises, in which the limit of public liability shall be not less than \$1,000,000.00 single bodily injury and in which the limit of property damage liability shall be not less than \$1,000,000.00.

2. Each such policy shall be noncancellable for any cause without first giving TISD thirty (30) days prior written notice. TISD its officers, agents and employees shall be named as an additional insureds on all said policy or policies of insurance.

3. Subject to all of the foregoing, the insurance coverage required to be furnished by Region 19 hereunder may be in a blanket policy covering all of Region 19's operations.

4. A copy of each such policy, or a certificate of such insurance together with a receipt showing all premiums paid thereon annually shall be delivered to TISD upon the commencement of the term of this license and annually thereafter throughout the original and any extended term of this license.

Parking Facility Rider to Lease

Parking Facility: Surface parking lot as shown in Exhibit B

Number of Reserved Spaces: _____

Number of Nonreserved Spaces: _____

General Provisions

1. Tenant leases from Landlord, for the Term, the parking spaces indicated above in the Parking Facility.
2. Tenant may not assign or sublet any parking space without Landlord’s prior written consent.

LANDLORD:

Tornillo Independent School District, a Texas independent school district,

By: _____
Rosa Vega-Barrio, Superintendent

Date: _____

TENANT:

Education Service Center – Region 19,

By: _____
Dr. Armando Aguirre, Executive Director

Date: _____

Education Service Center Head Start Program

By: _____
Socorro Rodriguez, Director

Date: _____

EXHIBIT A
PREMISES FLOOR PLAN AND PARKING FACILITY RIDER TO LEASE
(SEE ATTACHED)



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	HP	ProOne 400 G1 AiO	MXL5341C8P	6773
Computer	HP	EliteDesk 800 G3 DM	8CG8150947	11667
Computer	Dell	OptiPlex 3050 AIO	CW6Y0Q2	8901
Computer	Dell	OptiPlex 3050 AIO	CW6Z0Q2	7888
Computer	Dell	OptiPlex 3050 AIO	CW7S0Q2	7893
Computer	Dell	OptiPlex 3050 AIO	CW7T0Q2	7889
Computer	Dell	OptiPlex 3050 AIO	CW7V0Q2	7887
Computer	Dell	OptiPlex 3050 AIO	CW7W0Q2	7886
Computer	Dell	OptiPlex 3050 AIO	CW7X0Q2	7892
Computer	Dell	OptiPlex 3050 AIO	CW7Z0Q2	7891
Computer	Dell	OptiPlex 3050 AIO	CW8S0Q2	7890
Computer	HP	Compaq Pro 6300	MXL3481BDY	5889
Computer	HP	Compaq Pro 6300	MXL3481BDZ	5891
Computer	HP	Compaq Pro 6300	MXL3500R9B	5892
Computer	HP	Compaq Pro 6300	MXL3500R9C	5887
Computer	HP	Compaq Pro 6300	MXL3500R9D	5890
Computer	HP	Compaq Pro 6300	MXL3500R9F	5893
Computer	HP	Compaq Pro 6300	MXL3500R9G	5885
Computer	HP	Compaq Pro 6300	MXL3500R9H	5888
Computer	HP	Compaq Pro 6300	MXL3500R9J	5884
Computer	HP	Compaq Pro 6300	MXL3500R9K	5886
Computer	HP	ProDesk 400 G1 SFF	2UA5162PV7	7578
Computer	Dell	OptiPlex 3050 AIO	B7C7RP2	7883
Computer	Dell	OptiPlex 3050 AIO	CW7Y0Q2	8904
Computer	HP	ProDesk 400 G2.5 SFF	2UA5272FRB	6052
Computer	HP	ProDesk 400 G2.5 SFF	2UA5272FRN	6033
Computer	HP	Pro 3500 MT	MXL3020CN8	5712
Computer	HP	ProDesk 400 G1 SFF	2UA5151WKT	6279
Computer	HP	ProDesk 400 G1 SFF	2UA5162PS4	6064
Computer	HP	ProDesk 400 G2.5 SFF	2UA5272FQQ	6032
Computer	HP	ProDesk 400 G1 SFF	2UA5162PTM	7574
Computer	HP	ProDesk 400 G1 SFF	2UA5162PV0	7573
Computer	HP	ProDesk 400 G1 SFF	2UA4410P93	6047
Computer	HP	ProDesk 400 G1 SFF	2UA4410P97	6046
Computer	HP	ProDesk 400 G1 SFF	2UA5162PP3	7577
Computer	HP	ProDesk 400 G1 SFF	2UA5162PSZ	8579
Computer	HP	ProDesk 400 G1 SFF	2UA5162PT0	6079
Computer	HP	ProDesk 400 G1 SFF	2UA5162PVC	6080
Computer	HP	ProDesk 400 G1 SFF	2UA4410P9W	6055
Computer	HP	ProDesk 400 G1 SFF	2UA4410PB5	6050
Computer	HP	ProDesk 400 G1 SFF	2UA4410P9K	6051
Computer	HP	ProDesk 400 G1 SFF	2UA4410PBD	6053
Computer	HP	ProDesk 400 G1 SFF	2UA4410PBL	6044
Computer	HP	ProDesk 400 G1 SFF	2UA5162PNQ	7995
Computer	HP	ProDesk 400 G1 SFF	2UA5162PPS	8497
Computer	HP	ProDesk 400 G1 SFF	2UA5162PPX	8498

Computer	HP	ProDesk 400 G1 SFF	2UA5162PQ1	7997
Computer	HP	ProDesk 400 G1 SFF	2UA5162PQ5	8504
Computer	HP	ProDesk 400 G1 SFF	2UA5162PQ6	8496
Computer	HP	ProDesk 400 G1 SFF	2UA5162PQH	8506
Computer	HP	ProDesk 400 G1 SFF	2UA5162PQJ	7993
Computer	HP	ProDesk 400 G1 SFF	2UA5162PQM	8502
Computer	HP	ProDesk 400 G1 SFF	2UA5162PQQ	6367
Computer	HP	ProDesk 400 G1 SFF	2UA5162PQR	7994
Computer	HP	ProDesk 400 G1 SFF	2UA5162PQS	6263
Computer	HP	ProDesk 400 G1 SFF	2UA5162PQT	7996
Computer	HP	ProDesk 400 G1 SFF	2UA5162PR4	8503
Computer	HP	ProDesk 400 G1 SFF	2UA5162PR7	8501
Computer	HP	ProDesk 400 G1 SFF	2UA5162PRG	8499
Computer	HP	ProDesk 400 G1 SFF	2UA5162PRH	6682
Computer	HP	ProDesk 400 G1 SFF	2UA5162PRQ	8507
Computer	HP	ProDesk 400 G1 SFF	2UA5162PTD	7572
Computer	HP	ProDesk 400 G1 SFF	2UA5162PV6	6060
Computer	HP	ProDesk 400 G1 SFF	2UA5162PT6	6086
Computer	HP	ProDesk 400 G1 SFF	2UA5162PTG	7571
Computer	HP	ProDesk 400 G1 SFF	2UA4410P9G	6042
Computer	HP	ProDesk 400 G2.5 SFF	2UA5272FPN	6048
Computer	HP	ProDesk 400 G2.5 SFF	2UA5272FQ1	6041
Computer	HP	ProDesk 400 G2.5 SFF	2UA5272FR6	11529
Computer	HP	Sprout	3CR6090N04	7558
Computer	HP	ProDesk 400 G2.5 SFF	2UA5262ZFX	6036
Computer	HP	ProDesk 400 G2.5 SFF	2UA5272FR4	6037
Computer	HP	ProDesk 400 G1 SFF	2UA5162PSM	7576
Computer	HP	ProDesk 400 G2.5 SFF	2UA54817FL	7405
Computer	HP	500B MT	MXL12610K1	5209
Computer	HP	ProDesk 400 G1 SFF	2UA5162PTS	7846
Computer	HP	Sprout	3CR61104S5	7400
Computer	HP	Sprout	3CR61104SD	7399
Computer	HP	Sprout	3CR61104RV	7401
Computer	HP	EliteDesk 800 G2 DM	MXL6291FD7	9427
Computer	Dell	OptiPlex 990	GVD57V1	7753
Computer	HP	ProDesk 400 G1 SFF	2UA51125WW	7387
Computer	HP	EliteDesk 800 G3 DM	8CG8123JPM	9430
Computer	HP	EliteDesk 800 G3 DM	8CG8123NDG	9431
Computer	HP	EliteDesk 800 G2 DM	MXL6291FDP	9471
Computer	HP	EliteDesk 800 G2 DM	MXL6291FDZ	11866
Computer	HP	ProDesk 400 G1 SFF	2UA5162PR9	6265
Computer	HP	ProDesk 400 G2.5 SFF	2UA54817H8	7425
Computer	HP	ProDesk 400 G2.5 SFF	2UA54817C4	7944
Computer	HP	EliteDesk 800 G2 DM	MXL8291FDY	0
Computer	HP	EliteDesk 800 G2 DM	2UA7032NSC	9434
Computer	HP	EliteDesk 800 G2 DM	2UA7032NSL	9470
Computer	HP	EliteDesk 800 G3 DM	8CG7182FDK	7912

Computer	HP	EliteDesk 800 G3 DM	8CG7182FFY	9437
Computer	HP	EliteDesk 800 G3 DM	8CG71922BH	9429
Computer	HP	EliteDesk 800 G3 DM	8CG71922BS	9439
Computer	HP	EliteDesk 800 G3 DM	8CG7250L2K	9435
Computer	HP	EliteDesk 800 G3 DM	8CG7250M4N	11862
Computer	HP	EliteDesk 800 G3 DM	8CG8123NHV	9438
Computer	HP	EliteDesk 800 G2 DM	MXL6261GV5	11865
Computer	HP	EliteDesk 800 G2 DM	MXL6291FDK	9432
Computer	HP	EliteDesk 800 G2 DM	MXL6291FDT	9428
Computer	HP	EliteDesk 800 G2 DM	MXL6291FDY	0
Computer	HP	ProDesk 400 G1 SFF	2UA45125MX	6122
Computer	HP	ProDesk 400 G1 SFF	2UA45125NR	7939
Computer	HP	ProDesk 400 G1 SFF	2UA51125X4	6121
Computer	HP	ProDesk 400 G1 SFF	2UA51125XD	7699
Computer	HP	ProDesk 400 G1 SFF	2UA5151WG8	6257
Computer	HP	ProDesk 400 G1 SFF	2UA5151WJ0	6246
Computer	HP	ProDesk 400 G1 SFF	2UA5162PNN	6249
Computer	HP	ProDesk 400 G1 SFF	2UA5162PR2	6256
Computer	HP	ProDesk 400 G1 SFF	2UA5162PR6	6262
Computer	HP	ProDesk 400 G1 SFF	2UA5162PRM	6254
Computer	HP	ProDesk 400 G2.5 SFF	2UA5471V4Y	7369
Computer	HP	ProDesk 400 G2.5 SFF	2UA5481762	7365
Computer	HP	ProDesk 400 G2.5 SFF	2UA54817DT	7364
Computer	HP	ProDesk 400 G2.5 SFF	2UA54817GF	11505
Computer	HP	EliteDesk 800 G2 DM	2UA644352C	9425
Computer	HP	ProDesk 400 G2.5 SFF	MXL5501QPN	7366
Computer	HP	ProDesk 400 G2.5 SFF	MXL5501QW6	7367
Computer	HP	ProDesk 400 G3 SFF	MXL630135P	7705
Computer	HP	ProDesk 400 G3 SFF	MXL630138R	7704
Computer	HP	ProDesk 400 G3 SFF	MXL630138Z	11508
Computer	HP	ProDesk 400 G1 SFF	2UA45125ND	11170
Computer	HP	ProDesk 400 G1 SFF	2UA45125NL	11168
Computer	HP	ProDesk 400 G1 SFF	2UA5151WK8	11169
Computer	HP	ProDesk 400 G1 SFF	2UA51125X1	11171
Computer	HP	ProDesk 400 G3 SFF	MXL630134H	11172
Computer	HP	ProDesk 400 G1 SFF	2UA5162PRL	6250
Computer	HP	ProOne 400 G1 AiO	MXL5350RP0	6776
Computer	HP	EliteDesk 800 G3 DM	8CG8259ZVK	9436
Computer	HP	Pro 3400 MT	MXL2100GNJ	5722
Computer	HP	Pro 3500 MT	MXL3421TNK	5837
Computer	HP	ProDesk 400 G1 SFF	2UA5151WGZ	6283
Computer	HP	ProDesk 400 G1 SFF	2UA5151WHM	6270
Computer	HP	ProDesk 400 G1 SFF	2UA5151WHW	6271
Computer	HP	ProDesk 400 G1 SFF	2UA5151WJ8	6685
Computer	HP	ProDesk 400 G1 SFF	2UA5151WJG	6284
Computer	HP	ProDesk 400 G1 SFF	2UA5151WJH	8397
Computer	HP	ProDesk 400 G1 SFF	2UA5151WJK	6273

Computer	HP	ProDesk 400 G1 SFF	2UA5151WJW	6276
Computer	HP	ProDesk 400 G1 SFF	2UA5151WKL	6281
Computer	HP	ProDesk 400 G1 SFF	2UA5151WKN	8398
Computer	HP	ProDesk 400 G1 SFF	2UA5162PNT	8500
Computer	HP	ProDesk 400 G1 SFF	2UA5162PPT	7998
Computer	HP	ProDesk 400 G1 SFF	2UA5162PQC	7662
Computer	HP	ProDesk 400 G1 SFF	2UA5162PRK	8508
Computer	HP	EliteDesk 800 G3 DM	8CG71922BG	11861
Computer	HP	EliteDesk 800 G3 DM	8CG71922BN	11859
Computer	HP	EliteDesk 800 G3 DM	8CG72977P5	7864
Computer	HP	EliteDesk 800 G3 DM	8CG8123NKW	7947
Computer	Dell	OptiPlex 990	GVD87V1	7751
Computer	HP	EliteOne 800 G3 AIO	MXL7253434	11860
Document Camera	SMART Technologies	Document Camera 450	A102HW16A0254	6378
Document Camera	SMART Technologies	Document Camera 450	A102HW36A0350	6663
Document Camera	SMART Technologies	Document Camera 450	A102HW36A0358	7868
Document Camera	SMART Technologies	Document Camera 450	A102HW36A0362	6657
Document Camera	SMART Technologies	Document Camera 450	A102HW36A0493	6653
Document Camera	SMART Technologies	Document Camera 450	A102HW36A0563	6660
Document Camera	SMART Technologies	Document Camera 450	A102HW36A0565	6650
Document Camera	SMART Technologies	Document Camera 450	A102HW36A0566	6662
Document Camera	SMART Technologies	Document Camera 450	A102HW48A0148	6587
Document Camera	SMART Technologies	Document Camera 450	A102HW48A0162	6597
Document Camera	SMART Technologies	Document Camera 450	A102HW48A0011	6667
Interactive Board	SMART Technologies	M600	G012HW10P0370	6056
Interactive Board	SMART Technologies	M600	G012HW10P0055	6031
Interactive Board	SMART Technologies	SPNL-4070	M102IW47A3284	7934
Interactive Display	InFocus	INF6502	CBBB64600179	7933
Interactive Display	InFocus	INF6502	CBBB64800424	7687
Interactive Display	InFocus	INF6502	CBBB64800477	7692
Interactive Display	InFocus	INF6502	CBBB65000314	7691
Interactive Display	InFocus	INF6502	CBBB65000324	7932
Interactive Display	InFocus	INF6502	CBBB65000344	7711
Interactive Display	InFocus	INF6502	CBBB65100030	7929
Interactive Display	InFocus	INF6502	CBBB65100043	7547
Interactive Display	InFocus	INF6502	CBBB73100426	7935
Interactive Display	InFocus	IN6501C	CDQF61000046	7329
Interactive Display	InFocus	IN6501C	CDQF61000047	7690
Interactive Display	InFocus	IN6501C	CDQF61000050	7321
Interactive Display	InFocus	INF6502	CELB64700167	8311
Interactive Display	InFocus	INF6500e	CFFB65000088	7628
Interactive Display	InFocus	INF6500e	CFFB65000234	7583
Interactive Display	InFocus	INF6500e	CFFB65000242	7712
Interactive Display	InFocus	INF6502	CBBB65000387	7931
Interactive Display	InFocus	INF6500e	CFFB65000183	7623
Interactive Display	InFocus	INF6502	CBBB65000290	7686
Interactive Display	SMART Technologies	SPNL-6065	K012KW12U0041	7904

Interactive Display	SMART Technologies	SPNL-6065	K012KW12U0073	7902
Interactive Display	SMART Technologies	SPNL-6065-V2	K012KW12U0081	7896
Interactive Display	SMART Technologies	SPNL-6065-V2	K012KW12U0099	7942
Interactive Display	SMART Technologies	SPNL-4070	M102HW26A3339	7689
Interactive Display	SMART Technologies	SPNL-4070	M102HW28A3121	7698
Interactive Display	SMART Technologies	SPNL-6065	K012KW12U0101	8277
Interactive Projector	Epson	BrightLink Pro 1430Wi	V47F5X0459L	9027
Interactive Projector	Epson	BrightLink Pro 1430Wi	V47F580696L	7554
Interactive Projector	Epson	BrightLink Pro 1430Wi	V47F580702L	9026
Interactive Projector	SMART Technologies	LightRaise 60wi2	B012GJ21S0172	7684
Interactive Projector	SMART Technologies	LightRaise 60wi	Q012FW44D0460	5832
Interactive Projector	Epson	BrightLink Pro 1430Wi	V47f5y0119I	6669
Laptop	HP	ProBook 450	2CE35006LQ	5894
Laptop	HP	ProBook 655 G2	5CG6310GH1	7679
Laptop	HP	ProBook 655 G2	5CG6310GTC	7678
Laptop	HP	ProBook 655 G2	5CG6310GTG	7677
Laptop	HP	ProBook 655 G2	5CG6310GV5	7681
Laptop	Dell	Latitude 3190 2-in-1	123P533	9252
Laptop	Dell	Latitude 3190 2-in-1	13JS633	9171
Laptop	Dell	Latitude 3190 2-in-1	140M533	9212
Laptop	Dell	Latitude 3190 2-in-1	15Q9ZY2	9091
Laptop	Dell	Latitude 3190 2-in-1	18L9ZY2	9083
Laptop	Dell	Latitude 3190 2-in-1	2H6BZY2	9078
Laptop	Dell	Latitude 3190 2-in-1	2MJT3Z2	9105
Laptop	Dell	Latitude 3190 2-in-1	34L9ZY2	9051
Laptop	Dell	Latitude 3190 2-in-1	4MQT3Z2	9058
Laptop	Dell	Latitude 3190 2-in-1	56PS3Z2	9053
Laptop	Dell	Latitude 3190 2-in-1	5NQT3Z2	9072
Laptop	Dell	Latitude 3190 2-in-1	65GL533	9244
Laptop	Dell	Latitude 3190 2-in-1	6NT9ZY2	9041
Laptop	Dell	Latitude 3190 2-in-1	6XBT3Z2	9074
Laptop	Dell	Latitude 3190 2-in-1	74HS3Z2	9044
Laptop	Dell	Latitude 3190 2-in-1	8QNJ433	9209
Laptop	Dell	Latitude 3190 2-in-1	8QQT3Z2	9071
Laptop	Dell	Latitude 3190 2-in-1	90RS633	9335
Laptop	Dell	Latitude 3190 2-in-1	962BZY2	9084
Laptop	Dell	Latitude 3190 2-in-1	9HBW3Z2	9104
Laptop	Dell	Latitude 3190 2-in-1	9WBT3Z2	9094
Laptop	Dell	Latitude 3190 2-in-1	DVGV3Z2	9048
Laptop	Dell	Latitude 3190 2-in-1	FMBT3Z2	9100
Laptop	Dell	Latitude 3190 2-in-1	FWBT3Z2	9109
Laptop	Dell	Latitude 3190 2-in-1	G86Y633	9196
Laptop	Dell	Latitude 3190 2-in-1	HQQT3Z2	9068
Laptop	Dell	Latitude 3190 2-in-1	JLJT3Z2	9110
Laptop	Dell	Latitude 3190 2-in-1	JZNS3Z2	9103
Laptop	Dell	Latitude 3190 2-in-1	BVBT3Z2	11161
Laptop	Dell	Latitude 3190 2-in-1	C23S3Z2	10060

Laptop	Dell	Latitude 3190 2-in-1	DGJT3Z2	9097
Laptop	Dell	Latitude 3190 2-in-1	23HV3Z2	10904
Laptop	Dell	Latitude 3190 2-in-1	HDQT3Z2	10421
Laptop	Dell	Latitude 3190 2-in-1	H2HS3Z2	12630
Laptop	Dell	Latitude 3190 2-in-1	HOPS3Z2	11868
Laptop	Dell	Latitude 3190 2-in-1	7ZGS3Z2	11875
Laptop	Dell	Latitude 3190 2-in-1	2QT9ZY2	11867
Laptop	Dell	Latitude 3190 2-in-1	8SQW3Z2	12004
Laptop	Dell	Latitude 3190 2-in-1	BZ4T3Z2	10830
Laptop	Dell	Latitude 3190 2-in-1	5KJT3Z2	11869
Laptop	Dell	Latitude 3190 2-in-1	H4PS3Z2	10853
Laptop	Dell	Latitude 3190 2-in-1	B2PS3Z2	11870
Laptop	Dell	Latitude 3190 2-in-1	30CBZY2	10889
Laptop	Dell	Latitude 3190 2-in-1	F2PS3Z2	11872
Laptop	Dell	Latitude 3190 2-in-1	JYGW3Z2	10865
Laptop	Dell	Latitude 3190 2-in-1	CXGV3Z2	10833
Laptop	Dell	Latitude 3190 2-in-1	BKQT3Z2	11842
Laptop	Dell	Latitude 3190 2-in-1	2TBT3Z2	10862
Laptop	Dell	Latitude 3190 2-in-1	323S3Z2	10107
Laptop	Dell	Latitude 3190 2-in-1	71JBZY2	11844
Laptop	Dell	Latitude 3190 2-in-1	FT3V3Z2	11159
Laptop	Dell	Latitude 3190 2-in-1	F23S3Z2	11879
Laptop	Dell	Latitude 3190 2-in-1	CWBT3Z2	11874
Laptop	Dell	Latitude 3190 2-in-1	CXVWZ33	10442
Laptop	Dell	Latitude 3190 2-in-1	70353F3	10997
Laptop	Dell	Latitude 3190 2-in-1	4CQV3Z2	10365
Laptop	Dell	Latitude 3190 2-in-1	3HG9ZY2	10920
Laptop	Dell	Latitude 3190 2-in-1	48FK433	9255
Laptop	Dell	Latitude 3190 2-in-1	9LSWL13	9230
Laptop	Dell	Latitude 3190 2-in-1	BFVM533	9303
Laptop	Dell	Latitude 3190 2-in-1	DZXF633	9188
Laptop	Dell	Latitude 3190 2-in-1	JSXCZH3	11251
Laptop	Dell	Latitude 3190 2-in-1	6GBJ433	9206
Laptop	Dell	Latitude 3190 2-in-1	JK7P533	9384
Laptop	Dell	Latitude 3190 2-in-1	59TL533	9247
Laptop	Dell	Latitude 3190 2-in-1	GLND1J3	11334
Laptop	Dell	Latitude 3390	gsq58I2	7971
Laptop	HP	ProBook 4540s	2CE30201B5	6102
Laptop	Dell	Latitude 3190 2-in-1	97VZ633	9382
Laptop	Dell	Latitude 3120	29CLHR3	12039
Laptop	HP	Presario 2500	CNF3443KLL	2423
Laptop	HP	ProBook 655 G1	5CG52825MB	7301
Laptop	Dell	Latitude 3190 2-in-1	48GM533	9290
Laptop	Dell	Latitude 3190 2-in-1	2T3RL13	9296
Laptop	Dell	Latitude 3190 2-in-1	F80M533	9333
Laptop	Dell	Latitude 3190 2-in-1	DQ0K433	9307
Laptop	Dell	Latitude 3190 2-in-1	5SRM533	12001

Laptop	Dell	Latitude 3190 2-in-1	3ZYR633	9178
Laptop	Dell	Latitude 3190 2-in-1	FCDK433	11857
Laptop	Dell	Latitude 3190 2-in-1	8K4J433	12073
Laptop	Dell	Latitude 3190 2-in-1	2YQSP13	9324
Laptop	Dell	Latitude 3190 2-in-1	6YYR633	9174
Laptop	Dell	Latitude 3190 2-in-1	25RSP13	12077
Laptop	Dell	Latitude 3190 2-in-1	7S0VP13	9226
Laptop	Dell	Latitude 3190 2-in-1	7BXJ433	9228
Laptop	Dell	Latitude 3190 2-in-1	9PFR633	11855
Laptop	Dell	Latitude 3190 2-in-1	GTPJ433	9371
Laptop	Dell	Latitude 3190 2-in-1	14HN533	11856
Laptop	Dell	Latitude 3190 2-in-1	2RTZ633	9238
Laptop	Dell	Latitude 3190 2-in-1	4FWN533	9187
Laptop	Dell	Latitude 3190 2-in-1	D04Q533	9256
Laptop	Dell	Latitude 3190 2-in-1	8F7R633	12040
Laptop	Dell	Latitude 3190 2-in-1	F38R633	9381
Laptop	Dell	Latitude 3190 2-in-1	9SMX633	9379
Laptop	Dell	Latitude 3190 2-in-1	GTPS633	9331
Laptop	Dell	Latitude 3190 2-in-1	5KVQ533	11850
Laptop	Dell	Latitude 3190 2-in-1	5JJ0Q13	9223
Laptop	Dell	Latitude 3190 2-in-1	DBZWL13	9313
Laptop	Dell	Latitude 3190 2-in-1	8MLWL13	12041
Laptop	Dell	Latitude 3190 2-in-1	FNT0Q13	12070
Laptop	Dell	Latitude 3190 2-in-1	4XYL533	9374
Laptop	Dell	Latitude 3190 2-in-1	9W2K433	9260
Laptop	Dell	Latitude 3190 2-in-1	39FP533	9376
Laptop	Dell	Latitude 3190 2-in-1	GF7K433	11884
Laptop	Dell	Latitude 3190 2-in-1	B0FR633	9245
Laptop	Dell	Latitude 3190 2-in-1	3N8P533	9385
Laptop	Dell	Latitude 3190 2-in-1	JMOK433	9305
Laptop	Dell	Latitude 3190 2-in-1	884Q633	9314
Laptop	Dell	Latitude 3190 2-in-1	10FV733	12036
Laptop	Dell	Latitude 3190 2-in-1	178J433	9332
Laptop	Dell	Latitude 3190 2-in-1	47WN533	9218
Laptop	Dell	Latitude 3190 2-in-1	J9XH433	12074
Laptop	Dell	Latitude 3190 2-in-1	BTHY333	12617
Laptop	Dell	Latitude 3190 2-in-1	6V10733	9237
Laptop	Dell	Latitude 3190 2-in-1	3T5M533	9278
Laptop	Dell	Latitude 3190 2-in-1	5V6K433	9191
Laptop	Dell	Latitude 3190 2-in-1	CMZ4M13	9289
Laptop	Dell	Latitude 3190 2-in-1	5VZR633	9172
Laptop	Dell	Latitude 3190 2-in-1	D1SP533	9224
Laptop	Dell	Latitude 3190 2-in-1	61ZR633	9192
Laptop	Dell	Latitude 3190 2-in-1	C4ZH433	9377
Laptop	Dell	Latitude 3190 2-in-1	9X8T733	9383
Laptop	Dell	Latitude 3190 2-in-1	JLRS633	9380
Laptop	Dell	Latitude 3190 2-in-1	FGOY633	9173

Laptop	Dell	Latitude 3190 2-in-1	67SP533	9286
Laptop	Dell	Latitude 3190 2-in-1	1R9Q633	11858
Laptop	Dell	Latitude 3190 2-in-1	H3FK433	12072
Laptop	Dell	Latitude 3190 2-in-1	25VM533	9301
Laptop	Dell	Latitude 3190 2-in-1	B7FM533	12071
Laptop	Dell	Latitude 3190 2-in-1	8V0M533	9291
Laptop	Dell	Latitude 3190 2-in-1	G8SR633	9243
Laptop	Dell	Latitude 3190 2-in-1	JCPP533	9240
Laptop	Dell	Latitude 3190 2-in-1	68W4M13	9391
Laptop	Dell	Latitude 3190 2-in-1	BHSL533	11885
Laptop	Dell	Latitude 3190 2-in-1	CG0Y633	12619
Laptop	Dell	Latitude 3190 2-in-1	BGLK433	9231
Laptop	Dell	Latitude 3190 2-in-1	GGYRL13	9189
Laptop	HP	ProBook 655 G1	5CG422FSC6	7392
Laptop	HP	ProBook 655 G1	5CG5163G2N	7305
Laptop	HP	ProBook 655 G1	5CG44255ZH	6317
Laptop	HP	ProBook 655 G1	CNU411CH2R	5715
Laptop	HP	ProBook 655 G1	5CG52034MR	6149
Laptop	Dell	Latitude 3190 2-in-1	JQTT733	9330
Laptop	Dell	Latitude 3190 2-in-1	19TR633	9312
Laptop	Dell	Latitude 3190 2-in-1	1NHT733	9310
Laptop	Dell	Latitude 3190 2-in-1	6RMJ433	9246
Laptop	Dell	Latitude 3190 2-in-1	7ZRK533	9293
Laptop	Dell	Latitude 3190 2-in-1	852R633	9169
Laptop	Dell	Latitude 3190 2-in-1	C9HN533	9227
Laptop	Dell	Latitude 3190 2-in-1	JDSR633	9175
Laptop	Dell	Latitude 3190 2-in-1	793N533	9229
Laptop	Dell	Latitude 3190 2-in-1	80JJ433	9222
Laptop	Dell	Latitude 3190 2-in-1	FX0ZN13	9211
Laptop	Dell	Latitude 3190 2-in-1	4C9RL13	9217
Laptop	Dell	Latitude 3190 2-in-1	6RNN533	9253
Laptop	Dell	Latitude 3190 2-in-1	HLVSP13	11886
Laptop	Dell	Latitude 3190 2-in-1	8WLR633	9378
Laptop	Dell	Latitude 3190 2-in-1	FWZQ533	9213
Laptop	Dell	Latitude 3190 2-in-1	4L4J433	9207
Laptop	Dell	Latitude 3190 2-in-1	JXPJ433	9328
Laptop	Dell	Latitude 3190 2-in-1	J7FR633	9372
Laptop	Dell	Latitude 3190 2-in-1	H6YK533	9264
Laptop	Dell	Latitude 3190 2-in-1	GJ3RL13	9225
Laptop	Dell	Latitude 3190 2-in-1	5QZL533	9221
Laptop	Dell	Latitude 3190 2-in-1	78PQ533	9325
Laptop	Dell	Latitude 3190 2-in-1	10PN533	9292
Laptop	Dell	Latitude 3190 2-in-1	1L44L13	9306
Laptop	Dell	Latitude 3190 2-in-1	J52Q533	9299
Laptop	Dell	Latitude 3190 2-in-1	5W1Q533	9337
Laptop	Dell	Latitude 3190 2-in-1	3F7J433	9265
Laptop	Dell	Latitude 3190 2-in-1	7XKK433	9236

Laptop	Dell	Latitude 3190 2-in-1	63TK533	9294
Laptop	Dell	Latitude 3190 2-in-1	5HYX333	9271
Laptop	Dell	Latitude 3190 2-in-1	89ZWL13	9280
Laptop	Dell	Latitude 3190 2-in-1	3SBXL13	9263
Laptop	Dell	Latitude 3190 2-in-1	HQS0Q13	9203
Laptop	Dell	Latitude 3190 2-in-1	403P533	9392
Laptop	Dell	Latitude 3190 2-in-1	3ZZL533	9270
Laptop	Dell	Latitude 3190 2-in-1	1JTL533	9190
Laptop	Dell	Latitude 3190 2-in-1	16B1Q13	9202
Laptop	Dell	Latitude 3190 2-in-1	7T9Q633	9250
Laptop	Dell	Latitude 3190 2-in-1	HS8T733	9181
Laptop	Dell	Latitude 3190 2-in-1	7881Q13	11014
Laptop	Dell	Latitude 3190 2-in-1	66JS633	9180
Laptop	Dell	Latitude 3190 2-in-1	4RZ4M13	9285
Laptop	Dell	Latitude 3190 2-in-1	3MV3M13	9304
Laptop	Dell	Latitude 3190 2-in-1	1L9M533	9282
Laptop	Dell	Latitude 3190 2-in-1	CYNRL13	9274
Laptop	Dell	Latitude 3190 2-in-1	D52P533	9234
Laptop	Dell	Latitude 3190 2-in-1	2QLR633	9242
Laptop	Dell	Latitude 3190 2-in-1	3CJN533	9329
Laptop	Dell	Latitude 3190 2-in-1	C8DM533	9316
Laptop	Dell	Latitude 3190 2-in-1	1N5S633	9183
Laptop	Dell	Latitude 3190 2-in-1	FHKSP13	9287
Laptop	Dell	Latitude 3190 2-in-1	BV1P533	9283
Laptop	Dell	Latitude 3190 2-in-1	DVDM533	9198
Laptop	Dell	Latitude 3190 2-in-1	1PPVL13	9277
Laptop	Dell	Latitude 3190 2-in-1	6W8RL13	9275
Laptop	Dell	Latitude 3190 2-in-1	8RSWL13	9318
Laptop	Dell	Latitude 3190 2-in-1	DM46L13	12002
Laptop	Dell	Latitude 3190 2-in-1	HXLR633	9170
Laptop	Dell	Latitude 3190 2-in-1	B6XJ433	9214
Laptop	Dell	Latitude 3190 2-in-1	2DGP533	10977
Laptop	Dell	Latitude 3190 2-in-1	4QQ0Q13	9262
Laptop	Dell	Latitude 3190 2-in-1	1T8P533	9375
Laptop	Dell	Latitude 3190 2-in-1	9DSR633	9197
Laptop	Dell	Latitude 3190 2-in-1	2R4J433	9241
Laptop	Dell	Latitude 3190 2-in-1	1N3T633	9194
Laptop	Dell	Latitude 3190 2-in-1	720M533	9319
Laptop	Dell	Latitude 3190 2-in-1	HGXN533	9268
Laptop	Dell	Latitude 3190 2-in-1	83MP533	12038
Laptop	Dell	Latitude 3190 2-in-1	2YYR633	9326
Laptop	Dell	Latitude 3190 2-in-1	CJ4J433	9204
Laptop	Dell	Latitude 3190 2-in-1	20NT733	9193
Laptop	Dell	Latitude 3190 2-in-1	5Q5M533	9281
Laptop	Dell	Latitude 3190 2-in-1	5TPN533	9232
Laptop	Dell	Latitude 3190 2-in-1	C00M533	9239
Laptop	Dell	Latitude 3190 2-in-1	30NJ433	9267

Laptop	Dell	Latitude 3190 2-in-1	F3JN533	9261
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Laptop	Dell	Latitude 3190 2-in-1	2BXTP13	9327
Laptop	Dell	Latitude 3190 2-in-1	371L533	9321
Laptop	Dell	Latitude 3190 2-in-1	CJQS633	9182
Laptop	Dell	Latitude 3190 2-in-1	9QPS633	9195
Laptop	Dell	Latitude 3190 2-in-1	73JVL13	9269
Laptop	Dell	Latitude 3190 2-in-1	470M533	9220
Laptop	Dell	Latitude 3190 2-in-1	9G5L533	12618
Laptop	Dell	Latitude 3190 2-in-1	CYTJ433	9308
Laptop	Dell	Latitude 3190 2-in-1	769J433	9219
Laptop	Dell	Latitude 3190 2-in-1	7YVQ633	11887
Laptop	Dell	Latitude 3190 2-in-1	G2YH433	9276
Laptop	Dell	Latitude 3190 2-in-1	6KXQ533	9417
Laptop	Dell	Latitude 3190 2-in-1	JWXH433	9254
Laptop	Dell	Latitude 3190 2-in-1	B6SH433	9317
Laptop	Dell	Latitude 3190 2-in-1	B9QYN13	11122
Laptop	Dell	Latitude 3190 2-in-1	2BFP533	9251
Laptop	Dell	Latitude 3190 2-in-1	2T9P533	9297
Laptop	Dell	Latitude 3190 2-in-1	48JN533	12037
Laptop	Dell	Latitude 3190 2-in-1	66JN533	9295
Laptop	Dell	Latitude 3390	HSQ58L2	7976
Laptop	Dell	Latitude 3190 2-in-1	JFQT3Z2	12631
Laptop	Dell	Latitude 3190 2-in-1	GL6BZY2	12629
Laptop	Dell	Latitude 3190 2-in-1	JC3S3Z2	9113
Laptop	Dell	Latitude 3190 2-in-1	JT3V3Z2	9062
Laptop	Dell	Latitude 3190 2-in-1	8G9V3Z2	11883
Laptop	Dell	Latitude 3190 2-in-1	CNBT3Z2	9064
Laptop	Dell	Latitude 3190 2-in-1	D4QV3Z2	9075
Laptop	Dell	Latitude 3390	7tq58l2	7955
Laptop	Dell	Latitude 3390	ctq58l2	7969
Laptop	Dell	Latitude 3190 2-in-1	1CC0Q13	9266
Laptop	Dell	Latitude 3190 2-in-1	2MSWL13	9208
Laptop	Dell	Latitude 3190 2-in-1	5HQT3Z2	9080
Laptop	Dell	Latitude 3190 2-in-1	3HBJ433	9248
Laptop	Dell	Latitude 3190 2-in-1	7ZHBZY2	9047
Laptop	Dell	Latitude 3390	BSQ58L2	7954
Laptop	Dell	Latitude 3190 2-in-1	99TK533	9386
Laptop	Dell	Latitude 3190 2-in-1	GHQT3Z2	9115
Laptop	Dell	Latitude 3190 2-in-1	DJ89633	9210
Laptop	Dell	Latitude 3390	8JR3MW2	7078
Laptop	Dell	Latitude 3190 2-in-1	5B2BZY2	11882
Laptop	Dell	Latitude 3190 2-in-1	BWWV3Z2	11871
Laptop	Dell	Latitude 3190 2-in-1	H69S3Z2	12005
Laptop	Dell	Latitude 3190 2-in-1	GKJT3Z2	10364
Laptop	Dell	Latitude 3190 2-in-1	58QV3Z2	11841
Laptop	Dell	Latitude 3190 2-in-1	40PS3Z2	11880

Laptop	Dell	Latitude 3190 2-in-1	GVWV3Z2	11878
Laptop	Dell	Latitude 3190 2-in-1	2DQV3Z2	11877
Laptop	Dell	Latitude 3190 2-in-1	6MJT3Z2	11851
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Laptop	Dell	Latitude 3190 2-in-1	CG9V3Z2	11846
Laptop	Dell	Latitude 3190 2-in-1	1QQT3Z2	11873
Laptop	Dell	Latitude 3190 2-in-1	H2YT3Z2	11881
Laptop	Dell	Latitude 3190 2-in-1	CNQT3Z2	11840
Laptop	Dell	Latitude 3190 2-in-1	F3HS3Z2	10449
Laptop	Dell	Latitude 3190 2-in-1	2C20733	9400
Laptop	Dell	Latitude 3190 2-in-1	2DBT733	9415
Laptop	Dell	Latitude 3190 2-in-1	2Q5S733	9421
Laptop	Dell	Latitude 3190 2-in-1	335W733	9418
Laptop	Dell	Latitude 3190 2-in-1	45CQ633	9403
Laptop	Dell	Latitude 3190 2-in-1	488R633	9399
Laptop	Dell	Latitude 3190 2-in-1	56DY633	9423
Laptop	Dell	Latitude 3190 2-in-1	6G3R633	9395
Laptop	Dell	Latitude 3190 2-in-1	6ZZP633	9407
Laptop	Dell	Latitude 3190 2-in-1	7CFR633	9422
Laptop	Dell	Latitude 3190 2-in-1	7L0Y633	9416
Laptop	Dell	Latitude 3190 2-in-1	7NZV733	9408
Laptop	Dell	Latitude 3190 2-in-1	896S633	9413
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Laptop	Dell	Latitude 3190 2-in-1	9HKS633	9397
Laptop	Dell	Latitude 3190 2-in-1	9HZR633	9406
Laptop	Dell	Latitude 3190 2-in-1	9P0W733	9398
Laptop	Dell	Latitude 3190 2-in-1	9XZR633	9410
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Laptop	Dell	Latitude 3190 2-in-1	BPTX633	9414
Laptop	Dell	Latitude 3190 2-in-1	BV6W733	9396
Laptop	Dell	Latitude 3190 2-in-1	CGQY633	9411
Laptop	Dell	Latitude 3190 2-in-1	CNKS633	9420
Laptop	Dell	Latitude 3190 2-in-1	CRTX633	9404
Laptop	Dell	Latitude 3190 2-in-1	F39T733	9402
Laptop	Dell	Latitude 3190 2-in-1	G1YS633	9409
Laptop	Dell	Latitude 3190 2-in-1	G8CQ633	9412
Laptop	Dell	Latitude 3190 2-in-1	HCFR633	9336
Laptop	Dell	Latitude 3190 2-in-1	J3YY633	9405
Printer	HP	LaserJet 1018	CNB2T07020	3550
Printer	HP	LaserJet P1606dn	VND3C89507	5490
Projector	Epson	PowerLite 98H	VTAK5Y00068	6673
Projector	InFocus	IN2114	BEHB9500123	0
Projector	Epson	PowerLite 95	P9FK3601208	0
Projector	Epson	PowerLite 98	U48K4403554	0
Projector	Epson	PowerLite 98	U48K4Y00346	6302
Projector	Epson	BrightLink Pro 1430Wi	V11H665520	6740
Projector	Epson	PowerLite 98H	VTAK5Y00126	6574

Projector	Epson	PowerLite 98H	VTAK5Y00143	6569
Projector	Epson	EX3240	WDPK5804428	6654
Tablet	Apple	iPad Mini	DMPQW9D8FCM9	10064
Tablet	Apple	iPad Mini	DMPR20FJFCM9	10066
Tablet	Apple	iPad Mini	F9FRJB1UFCM9	10062
Tablet	Apple	iPad Mini	F9FRJC0YFCM9	10061
Tablet	Apple	iPad Mini	F9FRJCVSFCM9	10063
Tablet	Apple	iPad Mini	F9FRJCZAFCM9	10065
Tablet	Apple	iPad Mini 4	F9FTMMYAGHKJ	0
Wireless Headset	Logitech	H820e	2022TF082308	10036



MEMORANDUM

To: Members of the Board of Trustees
From: Luis M Guerra, Director of Finance
Subject: Budget Amendment - Administration
Date: July 26, 2023

Budget Amendment Request

- 1. Requesting a budget amendment to allocate to various functions as the result of estimated 2022-2023 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	(\$43,200)
199.13.6144.00.999.99.0.00	\$12,000
199.21.6144.00.999.99.0.00	\$9,700
199.23.6144.00.999.99.0.00	\$4,000
199.31.6144.00.999.99.0.00	\$6,500
199.33.6144.00.999.99.0.00	\$1,000
199.34.6144.00.999.99.0.00	\$3,000
199.41.6144.00.999.99.0.00	\$5,000
199.61.6144.00.999.99.0.00	\$2,000

- 2. Requesting a budget change from Function 41-Administration and Function 71-Debt Service For the implementation of GASB 87 leases.

Increase

199.71.6512.00.999.99.0.00	\$2,500
199.71.6522.00.999.99.0.00	\$ 500

Decrease

199.41.6299.00.750.99.0.00	\$3,000
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Board President: _____ Date: _____

Board Secretary: _____ Date: _____

**IN THE STATE OF TEXAS
COUNTY OF EL PASO**

**INTERLOCAL AGREEMENT
FOR THE ESTABLISHMENT AND OPERATION OF
EL PASO COUNTY JUVENILE ALTERNATIVE EDUCATION PROGRAMS
PURSUANT TO CHAPTER 37 OF THE TEXAS EDUCATION CODE
MEMORANDUM OF UNDERSTANDING**

This Interlocal Agreement is made by and between the El Paso County Juvenile Board, hereinafter referred to as the "Board", and the Ysleta Independent School District, hereinafter referred to as "YISD", Ysleta Board of Trustees, hereinafter referred to as "YISD Board"; El Paso Independent School District, Anthony Independent School District, Canutillo Independent School District, Socorro Independent School District, Fabens Independent School District, San Elizario Independent School District, Tornillo Independent School District and Clint Independent School District hereinafter collectively referred to as "Districts" and individually as "Participating District" and are joined for purposes of establishing the respective responsibilities of the Board and the Districts. Nothing herein shall create a direct contractual relationship between the Districts and YISD in its capacity as provider agent or provider of Juvenile Justice Alternative Education Program (JJAEP) services.

The purpose of this Agreement is for the establishment by the Board of a JJAEP approved by the Texas Juvenile Justice Department and operated by the YISD, for the Districts' students as permitted by § 37.011(e) of the Tex. Educ. Code. This Agreement will serve to combine into one system the operational, programmatic, and educational standards for the JJAEP required by the Tex. Educ. Code, § 37.011(e) and Title 37 of the Tex. Admin. Code, Chapter 348. (37 TAC § 348). The JJAEP shall serve, and the El Paso County Juvenile Probation Department shall be responsible for funding only placements of students enrolled at the Participating Districts who have been expelled from school for conduct for which expulsion is mandatory under Tex. Educ. Code § 37.007(a), (d) and (e). The academic mission of the program is to enable students to perform at grade level. The program shall be located at YISD's Cesar Chavez Academy, 7814 Alameda Ave, El Paso, Texas, 79915.

DUTIES OF THE JUVENILE BOARD AND JJAEP ADMINISTRATOR

For provision of JJAEP services as consideration for YISD's operation of the educational component of the JJAEP and acting provider for the JJAEP, the Juvenile Board, by and through the County of El Paso, agrees to pay YISD, the amount approved per day by the Texas Juvenile Justice Department for each YISD or other Participating District student's enrollment in the JJAEP, utilizing state-appropriated funds from the Texas Juvenile Justice Department funds for the applicable school year, and pass-through funding provided by the Participating Districts. Texas Juvenile Justice Department funds include settle up funds due to unexpended year end balances. It is understood by the YISD that the daily rate of compensation for educational services is determined by the State of Texas and is subject to change throughout the year. Said fee will be paid to the attention of YISD's Chief Financial Officer on a quarterly basis, with the first payment due December 15 of the applicable school year, with all fees paid no later than 60 days following the conclusion of the respective school year.

The Board and the JJAEP Administrator will monitor compliance and performance and will conduct an annual JJAEP Performance Review between the conclusion of the school year and prior to the next school year to determine JJAEP effectiveness. The JJAEP Administrator will also conduct an annual JJAEP Management Review of the overall JJAEP operations before the beginning of the next year. The JJAEP Administrator will provide copies of both reports to the YISD School Board President, Trustees, and the Superintendent within 30 days of Juvenile Board review.

DUTIES OF YISD AND THE DISTRICTS

Specifically, YISD shall provide facilities, personnel, and services necessary to operate, on the Board's behalf, a JJAEP approved by the Texas Juvenile Justice Department as outlined under Texas Administrative Code, Chapter 348, as permitted by § 37.011(e) of the Tex. Educ. Code ("JJAEP Services"). The educational components of the JJAEP shall be subject to the policies adopted by the YISD Board of Trustees. YISD shall follow the programmatic and process components of the JJAEP as outlined in the El Paso County JJAEP Policies and Procedures and Texas Administrative Code Standards under Chapter 348. Based on the current capacity under building code regulations, YISD is required to have no more than 32 students placed at JJAEP at one time; therefore, YISD shall have no obligation to enroll in JJAEP more than 32 students ("capacity").

YISD agrees to continue the provision of personnel and services necessary to operate the JJAEP and implement a Continuity of Operations Plan (C.O.O.P) for online instruction that can provide educational services in accordance with the Texas Education Code, Texas Education Agency, Texas Administrative Code (Chapter 348), the Texas Juvenile Justice Department, Department of Public Health and the Local Health Authority. Such C.O.O.P. must address any changes to the JJAEP educational components in the event of a pandemic or natural disaster. YISD agrees to provide a copy of YISD JJAEP Plan of Action that outlines instructional time (synchronous/asynchronous, traditional, hybrid, online), student and staff safety plan, transportation, meal and searches plans, attendance recording keeping plan, and other matters related to operations before the beginning of SY 2023-2024 and as the plan is revised throughout the school year in relation to JJAEP matters.

With respect to each Participating District, to include YISD, each Participating District agrees to fulfill requirements pursuant to this Agreement and as outlined in the El Paso County JJAEP Policies and Procedures and Texas Administrative Code Standards in order to facilitate a successful transition to and from the JJAEP.

TERMS OF PLACEMENT DUE TO EXPULSION

In order to be expelled for placement in the JJAEP, Participating District must expel students pursuant to a mandatory expulsion offense listed in § 37.007(a), (d), or (e) of the Texas Education Code. A list of the applicable **MANDATORY EXPULSIONS OFFENSE CODES** is included in (**EXHIBIT "A"**) attached hereto. Furthermore, to be accepted for placement in the JJAEP, a student must be expelled for a minimum of 75 school days. The maximum term may not exceed 180 program days, except for an expulsion involving a firearm, for which the maximum term is one calendar year. The maximum term may not exceed one calendar year unless the student has been expelled for longer than one calendar year, in accordance with law and Participating District policy. Pursuant to Section

37.011(k)(3) of the Texas Education Code, a student may be placed in the JJAEP if the student engages in serious misbehavior as defined in 37.007(c). However, under this Agreement, El Paso County and YISD shall only accept students expelled for mandatory offenses as outlined in Exhibit A.

In order to be accepted for placement in JJAEP, a student must be aged ten (10) and over and in grade 6 or higher. The Participating District will fully consider all mitigating factors, exhaust all appeals and alternative DAEP placement before determination is made to place the student in JJAEP. The Participating District is aware and agrees that eligible elementary students shall be placed and will receive educational services with middle school students at Cesar Chavez Academy's Middle School. Such placement in JJAEP will not exceed twenty (20) school days, and enrollment of any elementary school student will not require YISD to add or reassign staff to meet teacher to student ratios on secondary levels. All Participating Districts acknowledge and accept that, YISD may, but is not required to separate middle school students from high school students at JJAEP.

The Participating District must provide a copy of the expulsion notice and all information to the El Paso County Juvenile Probation Department pursuant to § 37.007 of the Texas Education Code and § 52.041 of the Texas Family Code no later than two (2) school days after the final appeal hearing is concluded and decision to expel is upheld. Failure to provide such written notice shall result in the child remaining in the Participating District's educational program. Expulsion packet must include the expulsion notice and parent notification containing the student's name, student's DOB, student's ID #, the TSDS number, Law Enforcement Agency (LEA) report number, expulsion term (specific end date), review date, and any special programs such as SPED or 504 documentation.

Upon JJAEP formal acceptance by JJAEP Administrator, the Participating District agrees to immediately provide all necessary school withdrawal and educational records, to include transcripts and any special education paperwork, to the JJAEP Campus to ensure the development of an appropriate and timely JJAEP entry educational plan within three (3) school days of the JJAEP acceptance determination. Required school records are outlined in the **JJAEP SCHOOL RECORDS REQUEST FORM (EXHIBIT "B")**.

The Participating District(s) and JJAEP campus agree to timely and collaboratively facilitate the completion of the JJAEP Intake at the JJAEP campus within seven (7) to ten (10) school days of JJAEP acceptance. The aim will be to minimize a student's unnecessary delay or lapse in JJAEP attendance or access to educational services under JJAEP. Although a student may be accepted into JJAEP, enrollment in the JJAEP may be delayed due to capacity limits or other special circumstances. In those situations, the parties agree to provide at least three (3) school days advance notice prior to the scheduled intake. Any youth placed in the sending school's Disciplinary Alternative Education Program (DAEP), while pending intake or placed on the waiting list for JJAEP placement, will be credited those days towards their JJAEP term of placement.

For students who are expelled and accepted into the JJAEP but do not enroll under the JJAEP due to parents withdrawing the student, the student will remain eligible for JJAEP expulsion upon enrolling back into a formal school district. The expelling district, however, would need to hold another expulsion hearing and provide a new expulsion term along with the required expulsion packet.

Participating Districts shall adhere to the guidelines established under Texas Education Code §§ 37.302-.303, 37.304, 37.305, 37.306, 37.309-.310, and 37.311 with regard to students placed in a JJAEP due to an offense which requires them to register as a sex offender. Participating Districts must adhere to the expulsion term established guidelines aforementioned in this Agreement.

In the event that JJAEP enrollment is at 90% of capacity, a waiting list shall be established for acceptance into JJAEP. Pending acceptance, Participating Districts may place expelled students in their own district's DAEP. Students shall be accepted into JJAEP in the order placed on the waiting list; provided, however, that a student will be accepted only if there are a minimum of 45 days remaining in the term of expulsion. A student whose expulsion involved violence, a felony terroristic threat, or a firearm will have priority on the waiting list and will be accepted for placement in JJAEP up to the 100% capacity limit. Additionally, JJAEP will not accept any referrals within the last three weeks of YISD's instructional school year. Any referrals submitted during this time shall be denied placement and the referred student will remain the responsibility of the Participating District to place in its own DAEP setting for the remainder of the school year.

SPECIAL CIRCUMSTANCES AFFECTING LENGTH OF PLACEMENT

YISD agrees to provide capacity for 32 students. However, the Parties agree that special circumstances arise in the event that JJAEP enrollment is at 90% of capacity, or if any one Participating District has more than 67% of the students enrolled in JJAEP. In such case, the Parties agree that YISD, may limit the length of a student's placement at JJAEP to a maximum of 100 school days, and the "75-day placement review" may occur at any earlier date acceptable to the Participating District. Such limitation shall not apply to a student with an expulsion involving a firearm or who is determined by the Participating District with the concurrence of the JJAEP Administrator to present an ongoing threat to the safety of other students or to district employees.

In the event a student enrolled in the JJAEP commits an infraction that violates the YISD or JJAEP Student Code of Conduct, YISD may take disciplinary action as per the JJAEP Student Code of Conduct. Such action may extend the student's term of expulsion and JJAEP placement.

TERMS OF EXIT

A JJAEP student must be removed from the JJAEP program upon completion of the earliest of the following: completion of the court ordered supervision or deferred prosecution terms and conditions, completion of the expulsion term which was the basis of the JJAEP placement, Participating District decision to remove the JJAEP student from JJAEP placement due to 75 day (or earlier if special circumstances exist) placement review hearing decision; decline or dismissal of the JJAEP felony charge by Court or Prosecutor, withdrawal from JJAEP by student's parent, or withdrawal from JJAEP due to "Inactive" Status of 30 consecutive school days. Except in cases where a parent, guardian, or custodian withdraws a student, the JJAEP must notify the student's parent, guardian, or custodian in writing of the student's withdrawal from the JJAEP prior to the withdrawal date unless the date is not known prior to the withdrawal. The JJAEP must maintain this documentation.

Participating District agrees to attend and cooperate with YISD in the JJAEP Exit Transition Meeting to jointly develop an appropriate written exit plan from the JJAEP and transition plan to reintegrate the student to his/her home school. An academic review will be provided to include a review of courses attended, credits earned, credits pending, discipline and behavior progress or follow up areas, state assessment and/or IOWA skills test scores (Pre and Post), and attendance records for JJAEP term. As part of the JJAEP Exit Transition Meeting, Participating District agrees to initiate the development of the student's return schedule, outline strategies that will be implemented upon the students return to home school and link the student to the CIS (if applicable), the graduation coach, the at-risk coordinator or designated Participating District staff charged with support and reentry services. In order to promote successful transition and long-term success, said JJAEP Exit Transition Meeting will occur prior to a youth's withdrawal from the JJAEP and will include the home school (returning) Campus Administrator or designee, YISD Campus Administrator, assigned Probation Officer or JPD representative, the student and the student's parent or guardian.

For a student expelled and placed in a JJAEP for a term of 75 school days or more, Participating Districts agree to attend a review upon a student's 75th school day in a JJAEP placement to consider early removal from the JJAEP Program based on youth's progress and/or other factors that may compel an early release from the JJAEP. On a case-by-case basis, upon the commencement of the school year, the JJAEP will hold, and participating districts will attend a placement review for returning JJAEP students that carried over from prior school year, have met the 75th day placement day in JJAEP and are recommended for early release based on progress and/or other factors. The JJAEP agrees to facilitate placement review hearings and coordinate with the student's home district/campus.

CURRICULUM AND ATTENDANCE

YISD shall provide a JJAEP which will serve the YISD and Participating Districts' students, complies with all applicable requirements under Chapter 37, Tex. Education Code, the State Board of Education, Texas Administrative Code (Chapter 348) and the Texas Juvenile Justice Department, including, but not limited to, a curriculum in English Language Arts, Mathematics, Science, Social Studies, Self-Discipline, and a high school equivalency program that meets requirements under Texas Administrative Code, Chapter 348.206 (b)(3) and administration of assessment instruments under Subchapter B, Chapter 39 (State Assessment) of the Texas Education Code. All students enrolled in the JJAEP must take the statewide assessment as required under Section 39.023 of the Texas Education Code. YISD and participating districts agree to the use of the online version of the Iowa Test of Basic Skills (ITBS), a nationally standardized achievement test and development of an academic plan to best meet a student's educational needs based, in part, on the data gathered from the ITBS. Each student serving a minimum of 75 school days shall be pre-tested no more than 10 school days after the student is enrolled into the JJAEP and each student serving a minimum of 65 school days in the JJAEP will be post-tested prior to exit from the JJAEP.

YISD shall work with student and parents to review the student's academic progress at least twice during JJAEP Placement and establish a specific graduation plan for the student (as applicable for high school students). At a minimum, an educational review will occur at the JJAEP Intake and at

the JJAEP Exit Transition Meeting. YISD shall require during the intake meeting the participation and input from the student's corresponding counselor or assistant principal from the Participating District to assist in making the decision to retain or promote the student in conformance with applicable law and pursuant to YISD Policy. YISD reserves the right to conduct transition or grade placement conferences to better determine grade promotion for any students placed at JJAEP near the end of the school year.

The JJAEP shall operate at least seven hours a day for 180 school days equaling 75,600 minutes of school. These minutes include lunch and passing times; the amount does not include early release, bad weather, or waiver days. A JJAEP student is noted as present if the student attends instructional time for a minimum of 4 hours per day. Attendance days are verified using sign-in sheets and attendance records for each enrolled JJAEP student. If a JJAEP student is detained/incarcerated, absent for a minimum of 10 consecutive school days, documented as a runaway, has an extended illness or medical reason, admitted on an inpatient basis into services, the student will be noted as inactive status; the total for the report period and account for each day each student is maintained as enrolled and not counted as absent or present from the JJAEP. A student that is maintained on inactive status for 30 consecutive school days shall be withdrawn on the 31st inactive day.

The JJAEP must provide the Juvenile Probation Department with monthly attendance records of all students enrolled in the JJAEP. YISD agrees to complete the **JJAEP MONTHLY ACTIVITY REPORT (MAR) (EXHIBIT "C")** on a monthly basis on or before the 3rd calendar day of each month. If the 3rd calendar day of a month falls on a weekend or holiday, the report is due the next business day. YISD agrees that subsequent payments pursuant to this Agreement shall be paid based upon the information reported on the JJAEP attendance records and Monthly Activity Report (MAR).

YISD agrees to serve youth up to the compulsory school attendance age, which has been raised to the age of the student's 19th birthday and utilize attendance procedures that encourage campus staff to reach out to families and determine the root causes of failure to attend school. Parents/Guardians should immediately be notified of any unexplained absence, followed by other interventions such as phone calls and/or home visits to find the issue behind repeated unexcused absences. If an issue is identified as preventing a student from attending school, the JJAEP Campus Administrator or designee should determine whether there is any Truancy Prevention Measures (TPM) and adhere, to the extent possible to the El Paso County Truancy Prevention Plan to address the underlying risk factors that lead to truancy. TPM may include a plan to target the specific behavior contributing to the truancy; counseling; mediation; or in school or out-of-school suspension. If truancy measures as outlined in the El Paso County Truancy Prevention Plan fail, then YISD shall refer students to the District Attorney's Office or Truancy Court authorities in accordance with the timelines for JJAEP youth, which is within two (2) school days. YISD must have written policies and procedures that specify which staff member is responsible for reporting absences by email transmission to the sending school and frequency. JJAEP Administrator must be copied on said email transmission.

YISD agrees to provide written notification of school matters to a JJAEP student who is 18 years or older and acknowledges notification is not required to be given to a parent unless: 1. Student has provided written consent, 2. Student has a disability and has provided consent as outlined under Chapter 1357, Estates Code, or 3. Student is a dependent student as defined in Section 152 of Internal

Revenue Code, and notification is received under the Individuals with Disabilities Education Act before the student reached 18 years of age.

PLACEMENT OF STUDENTS WITH DISABILITIES/ ADMISSIONS, REVIEW AND DISMISSAL

YISD shall provide educational services to those students eligible under the Individuals with Disabilities Education Act (IDEA), § 504 of the Rehabilitation Act of 1973 and English as a Second Language (ESL). The placement of a student with a disability who receives special education services into the JJAEP must be made in compliance with the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.). Special Education services must continue to provide any and all related services as outlined in the student's Individualized Education Plan (IEP).

Participating school districts may expel a student for a mandatory expulsion offense(s) involving weapons, illegal drugs, controlled substances, or inflicting serious bodily injury on another person at school, on school premises, or at a school function (20 USC Sec 1415(k); 34 CFR Sec. 300.520) who has been identified as a qualified disabled student under the Individuals with Disabilities Education Act (IDEA) or §504 of the Rehabilitation Act of 1973 (§504) only after a duly constituted Admission Review and Dismissal (ARD) or §504 committee is held. If the ARD or 504 committee determines that the alleged misconduct is not a manifestation of the student's disabilities, the student may be expelled for a minimum of 75 school days, but only **up to 45 days** if the alleged misconduct **is** a manifest of the student's disabilities.

Participating Districts agree to invite a representative of the JJAEP Campus to an incoming JJAEP student's ARD committee meeting as a non-consensus member. The Participating District shall provide reasonable notice of the ARD committee meeting to the JJAEP Campus Administrator and the JJAEP Administrator. As such, the JJAEP Campus Administrator or designee agrees to attend the incoming JJAEP student's ARD committee meeting. Attendance of said meeting is essential in preparation of the incoming students' special education service needs.

If student is enrolled in special education services, the Participating District must provide a copy of the Admission, Review, and Dismissal report (ARD). The ARD committee documentation must be maintained for each special education eligible student to include the most recent full and complete ARD meeting documentation, the manifestation determination ARD meeting documentation, and the most recent evaluation of eligibility for special education services.

If the JJAEP suspects that a student who has not been previously qualified as a student with disabilities under IDEA may be eligible for services under IDEA in the future, it shall refer the student to his or her school district of residence for possible referral and evaluation in accordance with applicable statutes and regulations.

ESL SERVICES

The JJAEP, in collaboration with the sending participating school district, must ensure that a student who is non-English speaking or who speaks English as a second language is provided ESL services

and instruction appropriate to address his or her needs, as determined by a language proficiency assessment committee (LPAC) and determinations must be documented.

TRANSPORTATION SERVICES

Transportation of students attending the JJAEP will be the responsibility of the student's Sending District. Neither the JJAEP, nor the Educational Fiscal Agent is responsible for transportation of students sent by other Districts attending the JJAEP, including students with disabilities who require transportation as a related service. Before making the decision to place an expelled student at JJAEP, the Participating District shall determine the student's access to transportation to JJAEP and put a transportation plan in place. If a transportation issue is identified after placement at the JJAEP, an emergency meeting with all involved parties, to include invitation to parents/guardians, will be held. Should transportation be an ongoing barrier to attendance, the student may be exited from JJAEP and returned to the sending school district.

POLICY AND PROCEDURES AND STUDENT CODE OF CONDUCT

YISD shall follow the programmatic and process components of the JJAEP as outlined in the **EL PASO COUNTY JJAEP POLICIES, PROCEDURES AND STANDARDS**, attached hereto as **(EXHIBIT "D")**. References in Exhibit D to "JJAEP Campus" shall refer to YISD's JJAEP Campus and its operations and staff unless the context clearly indicates otherwise. YISD shall establish and enforce the **EL PASO COUNTY JJAEP STUDENT CODE OF CONDUCT (EXHIBIT "E")** that will supplement, but not replace the YISD Student Code of Conduct in accordance with Tex. Educ. Code § 37.001 and as required by Tex. Educ. Code § 37.011(c).

YISD, JJAEP Campus, and the JJAEP Administrator agree to engage in collaborative activities and attend quarterly meetings to educate, discuss and problem solve on any areas of concern and update on policy revisions or legislative updates that may impact JJAEP Campus operations and services. Said meetings and activities shall be used to enhance or make changes to the El Paso County JJAEP Policies and Procedures, the El Paso County JJAEP Student Code of Conduct, and the El Paso County JJAEP Memorandum of Understanding. Documents must be approved by the El Paso County Juvenile Board, YISD School Board, and Participating Districts' School Boards and must be submitted to the Texas Juvenile Justice Department.

JJAEP EDUCATIONAL STAFF

JJAEP educational staff members shall be employees of YISD and shall be subject to the personnel policies of the YISD and their respective Employee Code of Conduct. YISD shall ensure that all JJAEP staff members, including temporary, seasonal or substitute employees or volunteers have completed and passed a background check **prior to having "direct, unsupervised" contact with JJAEP students**. YISD agrees for all JJAEP employees (including substitutes that will work within a JJAEP for six weeks or more) operating under the JJAEP to attend the JJAEP New Employee Orientation and the JJAEP Annual Refresher as applicable.

YISD agrees to complete the **JJAEP HR RECORDS AND CERTIFICATION FORM (EXHIBIT “F”)** for each employee assigned by YISD to work with JJAEP students. YISD will provide verification that any required certifications are current and that the individual has completed all training required by this chapter. YISD shall certify through the signature of the authorized Human Resource representative that their employee meets the required qualification for the position held. For carry-over YISD employees, the **JJAEP HR RECORDS AND CERTIFICATION FORM (EXHIBIT “F”)** shall be re-certified yearly and submitted to JPD/County no later than October 15th for each year.

YISD agrees to comply with Texas Administrative Code, Chapter 348.200(4)(d) regarding adequate number of supervision staff members. YISD must oversee that all JJAEP employees (including substitutes that will work within a JJAEP for six weeks or more) that do not meet the “professional” (certified teachers, student aides, paraprofessionals, nurse, physicians, commissioned law enforcement officers, etc.) designation remain current through YISD training on Crisis Prevention Intervention, CPR and First Aid training and meet all requirements for certification as a Community Activities Officer (CAO) as per TJJD established timelines under Texas Administrative Code, Chapter 341.402(a)(b)

Pursuant to Texas Administrative Code 350.100, the JJAEP is considered a Juvenile Justice Program and thus any YISD employees must adhere to the standards outlined under Texas Administrative Code, Chapter 358 (Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents) for students served under the JJAEP. YISD must assure that its employees and JJAEP Campus Administrators are familiar and adhere to the Texas Administrative Code, Chapter 358, *Identifying, Reporting, Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents; and required timelines; and Prison Rape Elimination Act*. These statutory provisions require individuals to report physical, sexual and/or mental health child abuse, neglect, and exploitation within specific timelines; and require that all JJAEP campus personnel emphasize a zero tolerance policy and campus environment regarding any forms of sexual and physical abuse.

In such event, YISD shall also complete the **TJJD INCIDENT REPORT FORM (EXHIBIT “G”)** and the **TJJD INTERNAL INVESTIGATION REPORT FORM (EXHIBIT “G-1”)** and transmit this form along with any applicable documentation via email and phone call to: 1.877.786.7263 and abuseneglect@tjtd.texas.gov and to JPD/County. YISD also agrees to report incident to law enforcement as required by Texas Administrative Code Chapters 348, and/or 358 and will also forward report to JJAEP Administrator via email by next work day.

RECORDS AND RETENTION

YISD shall maintain and make available for inspection, audit, or reproduction, by an authorized representative of El Paso County or the State of Texas, or Federal government, books, documents, and other evidence pertaining to the cost and expenses of the operation of the JJAEP under this Agreement, hereinafter called the “Records.” YISD shall maintain Records and documents for a minimum of seven (7) years after the end of the contract period. If any litigation, claim, or audit involving these Records commences before the seven (7) year period expires, the YISD contractor

must keep Records and documents for not less than seven years or until all litigation, claims or audit findings are resolved; whichever is later.

SUPPLEMENTARY PROGRAM FUNDING

Each Participating District agrees to allow YISD to submit a grant for eligible JJAEP funds from the State and to reasonably cooperate in submission of such application. Priority of funds obtained from the State will be utilized to off-set educational expenses of Participating District, including YISD, and remaining funds may be used for expansion and improvement of the JJAEP.

EFFECTIVE DATE

This Agreement shall become effective on July 31, 2023, regardless of the date of execution by the parties. The parties agree that the authorized signature of any other Participating District who may join by counterpart creates a binding offer of such Participating District to participate in the establishment and operation of the JJAEP and shall be effective as to all signatories at such time as it is signed by YISD.

TERMINATION

This Agreement shall be in effect until July 30, 2024. The “Board” or “YISD” may give 30 days’ written notice of termination. Notice of termination by any Participating District received by the YISD shall constitute effective notice of termination as to such party only, and shall be effective at the end of the then current contract year. The interlocal may be renewed for a maximum of two (2) one (1) year options upon written agreement by the YISD and the El Paso County Juvenile Board.

YISD, Participating Districts, and the Juvenile Board agree that changes to the JJAEP Policy and Procedures, JJAEP Student Code of Conduct and JJAEP MOU may be approved with written agreement by YISD and the El Paso County Juvenile Board.

NOTICE

Notice to parties under this Agreement shall be sent by certified mail, return receipt requested, to those persons identified below in this agreement attached hereto and incorporated herein for all purposes and such persons as may be identified for purposes of notice by Districts which have joined in the Agreement by counterpart and maybe represented in this agreement. (See attached listing of contacts and address information)

SEVERABILITY

If any part of this Agreement is held to be illegal, such part shall be deemed severable and the remaining parts shall nevertheless be binding.

ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the parties and any prior understandings, written or oral agreements between them are merged into the Agreement.

INSPECTION OF RECORDS

Upon request by a party, all records of YISD made and kept pursuant to this Agreement are available for inspection at any time mutually convenient to YISD and the party, subject to the requirements of the Family Educational and Privacy Rights Act, 20 U.S.C.A. § 1232g and V.T.C.A., Government Code Chapter 552, Public Information Act. Any cost of such inspection or copying shall be borne by the party requesting said services.

EXECUTION

This Agreement may be executed jointly or in counterpart and the authorized signature upon a counterpart of any Participating District whether or not named above creates the same binding commitment between the parties as if the Participating District had jointly executed this document, provided this Agreement is executed by YISD.

EQUAL EMPLOYMENT POLICIES

YISD affirms that it is an equal opportunity employer and does not discriminate on basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services, programs or activities.

FAILURE TO PAY

In the event the Board fails to make payments to YISD under the terms and conditions of this Agreement within the times set forth herein, YISD may terminate this Agreement, but only if the Board has failed to make such payments following thirty (30) days' written notice to cure from YISD. YISD may not terminate this Agreement after giving such notice unless YISD has first made itself available to meet with the Board to attempt in good faith to resolve the matter.

IMMUNITY

Nothing herein shall waive or reduce the sovereign immunity of the parties hereto or broaden the limited waiver of immunity provided by the Texas Tort Claims Act and the Tex. Educ. Code, § 37.011(o).

CHANGE OF CAMPUS LOCATION

A notice of a change of campus location shall be given thirty (30) days in advance or as soon thereafter as is possible. An amendment to this Agreement is not required for purposes of a change of campus.

CONFLICT RELATED DOCUMENTS

In the event of a conflict or inconsistency that relates to the subject matter hereof between any of the terms of the following documents, the following order of precedence shall control: The El Paso County Juvenile Probation Department Policies and Procedures for Juvenile Justice Alternative Education Program and exhibits hereto.

YISD INTERLOCAL SY 2023-2024
CONTACTS AND ADDRESS INFORMATION

School District	Address
Clint Independent School District James R. Pendell, Board President	14521 Horizon Boulevard El Paso, Texas 79928
Fabens Independent School District Sylvia Gonzales, Board President	821 NE "G" Avenue Fabens, Texas 79838
San Elizario Independent School District Sandra Licon, Board President	1050 Chicken Ranch Road San Elizario, Texas 79849
Socorro Independent School District Michael A. Najera, Board President	12440 Rojas Drive El Paso, Texas 79928
Tornillo Independent School District Marlene Bullard, Board President	19200 Cobb Avenue Tornillo, Texas 79835
Ysleta Independent School District Cruz A. Ochoa, Board President	9600 Sims Drive El Paso, Texas 79925
El Paso Independent School District Alfonso V. "Al" Velarde, Board President	1014 N. Stanton Street El Paso, Texas 79902
Anthony Independent School District Angel J. Cuellar, Board President	840 6 th Street Anthony, Texas 79821
Canutillo Independent School District Patsy Mendoza, Board President	7965 Artcraft Road El Paso, Texas 79932
El Paso County Juvenile Probation Department Rosie Medina, Chief Juvenile Probation Officer	6400 Delta Drive El Paso, Texas 79905
El Paso County Juvenile Board Honorable Yahara Lisa Gutierrez, Chairperson	500 E. San Antonio Avenue El Paso, Texas 79901

JJAEP SY 2023-2024 INTERLOCAL EXHIBIT LISTING

EXHIBIT A - MANDATORY EXPULSIONS OFFENSE CODES

EXHIBIT B - JJAEP SCHOOL RECORDS REQUEST FORM

EXHIBIT C - JJAEP MONTHLY ACTIVITY REPORT (MAR)

EXHIBIT D - EL PASO COUNTY JJAEP POLICIES, PROCEDURES AND STANDARDS

EXHIBIT E - EL PASO COUNTY JJAEP STUDENT CODE OF CONDUCT (SCC)

EXHIBIT F - JJAEP HR RECORDS AND CERTIFICATION FORM

EXHIBIT G - TJJD INCIDENT REPORT FORM

EXHIBIT G-1 - TJJD INTERNAL INVESTIGATION REPORT FORM

IN WITNESS WHEREOF, THE PARTIES EXECUTE THIS AGREEMENT:

ATTEST:

EL PASO COUNTY JUVENILE BOARD

By: Yahara Lisa Gutierrez
Honorable Judge Yahara Lisa Gutierrez
65th District Court

Date: June 28, 2023

APPROVED AS TO CONTENT:

Rosie Medina
Chief Juvenile Probation Officer, Rosie Medina

7-10-23
Date

Approved as to Form:
Evette Ugues
Assistant County Attorney, Evette Ugues

6-20-2023
Date

IN WITNESS WHEREOF, THE PARTIES EXECUTE THIS AGREEMENT:

ATTEST:

YSLETA INDEPENDENT SCHOOL DISTRICT

By: 
Board Secretary

By: 
Mr. Cruz A. Ochoa, Board President

Date: 06/21/2023

Date: 06/21/2023

Chief Counsel for YISD

By: 
Susan Austin

Date: 06/21/2023