



Agenda for Board of Trustees Meeting Tornillo Independent School District

Meeting Date: Wednesday, July 30, 2025

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) District Recognitions**
 - A. Introduction of New Tornillo ISD Staff
Student Advisory Council
 - B. Recognition of Custodial and Maintenance Departments
Mr. Rene Estrada, Maintenance / Transportation Director
4. **(OTHER) Open Forum**
Ms. Marlene Bullard, Board President
5. **Lone Star Governance**
 - A. (Accountability 1) Review Board's Time Use Tracker 4
Ms. Marlene Bullard, Board President
6. **(ADVOCACY) Community Engagement on Student Outcome Goals**
Ms. Marlene Bullard, Board President
7. **(VISION Y) Information / Reports / Presentations**
 - A. Financial Reports-Information Only 5
Mr. Luis M. Guerra, Director of Finance
 - B. Quarterly Investment Report - Quarter Ending June 30, 2025 34
Mr. Luis M. Guerra, Director of Finance
 - C. New Members for DAB, SHAC, & Safety Committees

	Ms. Lizeth Carroll, HR / Compliance Director	
8.	(VISION Y) Board Items	
A.	Discussion and Possible Action Regarding E-Rate Cyber Security Pilot RFP Bid Award Mr. Carlos Garcia, Technology Director	54
B.	Purchases > \$25,000 threshold - Authorization	
1.	Consider Approval to Purchase Interactive Displays Mr. Christopher Escarsega, Network Administrator	61
2.	Consider Approval of Intrusion Alarm Switchover Upgrade Mr. Carlos Garcia, Technology Director	63
3.	Consider Approval of E-Rate Cyber Security Pilot Project Mr. Carlos Garcia, Technology Director	78
C.	Discussion Regarding District's Property Values and the Funding Lag Mr. Luis M. Guerra, Director of Finance	81
D.	Consider Approval of Stipend Chart Ms. Lizeth Carroll, HR / Compliance Director	82
E.	Consider Approval of Cell Phone Policy FNCE(LOCAL) (1st Reading) Ms. Lizeth Carroll, HR / Compliance Director	94
F.	Consider Approval of FD(LOCAL) - UIL Participation by Non-Enrolled Students Mrs. Rosa Vega-Barrio, Superintendent	99
G.	Discussion and Possible Action Regarding Resolution Establishing a Local School Library Advisory Council Mrs. Rosa Vega-Barrio, Superintendent	102
H.	Consider the Selection of a Delegate and an Alternate to Represent Tornillo ISD at the TASB Delegate Assembly on September 13, 2025 in Houston Ms. Marlene Bullard, Board President	
9.	(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 18, 2025	105
B.	Consider approval of TASB Policy Manual Update 125 (2nd Reading) affecting the following (LOCAL) Policies:	110
1.	BDAA(LOCAL): OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS	
2.	BDB(LOCAL): BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES	
3.	BDF(LOCAL): BOARD INTERNAL ORGANIZATION ADVISORY COMMITTEES	
4.	EI(LOCAL): ACADEMIC ACHIEVEMENT	
5.	FDE(LOCAL): ADMISSIONS: SCHOOL SAFETY TRANSFERS	
6.	FEC(LOCAL): ATTENDANCE: ATTENDANCE FOR CREDIT	
7.	FFAC(LOCAL): WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT	
	Mrs. Rosa Vega-Barrio, Superintendent	
C.	Consider Approval of Revisions to CKE (LOCAL) Policy (2nd Reading) Mr. Carlos Garcia, District Safety Supervisor	136
D.	Consider Approval of 2025-2026 Organizational Chart Mrs. Rosa Vega-Barrio, Superintendent	150
E.	Consider Approval of Revisions to 2025-2026 Employee Handbook Ms. Lizeth Carroll, HR / Compliance Director	151
F.	Consider Approval of Budget Amendments Mr. Luis M. Guerra, Director of Finance	213
G.	Consider Approval of Disposal - Technology Equipment and Other Mr. Carlos Garcia, Technology Director	215
H.	Consider Approval of Class Size Waiver Ms. Lizeth Carroll, HR / Compliance Director	221
I.	Consider Approval of 2025-2026 Student Handbook Mrs. Rosa Vega-Barrio, Superintendent	222
J.	Consider Approval of 2025-2026 Student Code of Conduct Mrs. Rosa Vega-Barrio, Superintendent	

10. **(OTHER) Executive Session. The Board will enter into a closed session to discuss the following items under Sections 551.076 and 551.089, Texas Government Code. The Board will reconvene into open session to take any necessary action.**
 - A. Technology - Cybersecurity Update
Mr. Carlos Garcia, Technology Director
11. **(STRUCTURE) Continuation of Board Items in Open Session**
12. **Next Meeting Tentative Date:** August 27, 2025

Adjournment of the Meeting



Rosa Vega-Barrio
Superintendent of Schools

TIME USE TRACKER

Date: June 18, 2025

Framework	Student Outcome Minutes	The Board tracks its time invested during public authorized meetings	Other Topic Minutes
Vision & Goals	34	← Minutes setting student outcome goals ← Minutes receiving, discussing, and voting on Student Outcome Goal Monitoring Reports according to the Monitoring Calendar	
		← Minutes setting constraints or theories of action ← Minutes receiving, discussing, and voting on Constraint Monitoring Reports according to the Monitoring Calendar	
		Minutes setting timelines, deadlines, goals, or plans on other items or outcomes → Minutes receiving reports, discussing, debating, and/or voting on other items or outcomes →	73
Progress & Accountability	1	← Minutes performing Board self-evaluations using the LSG Integrity Instrument ← Minutes evaluating the Superintendent on student outcome goals, GPMs, constraints, and CPMs	
		Minutes performing Board self-evaluations using instruments other than the LSG Integrity Instrument → Minutes evaluating the Superintendent on items other than student outcome goals, GPMs, constraints, and CPMs →	4
Systems & Processes		Minutes discussing, debating, and voting on items removed from or on the consent agenda → Time used for public comments on items not on the Board meeting agenda →	73
Advocacy & Engagement		← Minutes hosting two-way communication meetings on student outcome goals, constraints, or theories of action ← Minutes recognizing the accomplishments of students and staff regarding progress on student outcome goals	
		Minutes hosting all other Board led, co-led, or called community or committee meetings → Minutes for all other recognitions →	
Synergy & Teamwork		Minutes fulfilling statutorily required public hearings, forums, and comments Minutes fulfilling statutorily required or Lone Star Governance workshops Minutes in closed session as permitted by law	
Other		Any time spent on an activity that does not meet the conditions listed above →	1
TOTALS	35		147

Use For Student Outcome Minutes Percentage Calculation:

35

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182

× 100 =

19

% Student Outcome Minutes



FINANCIAL REPORTS

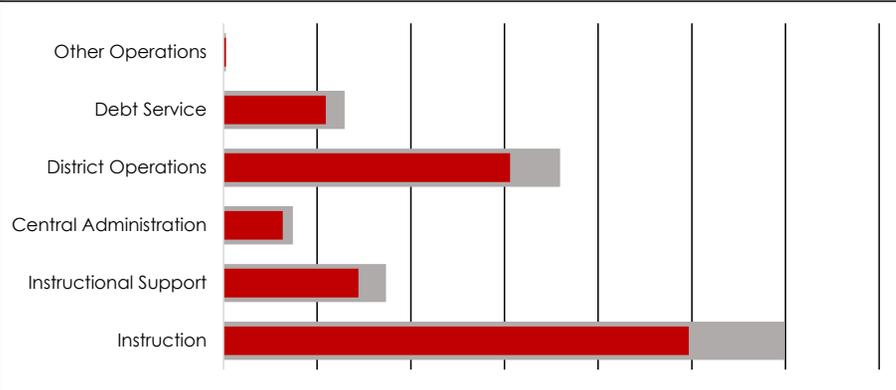
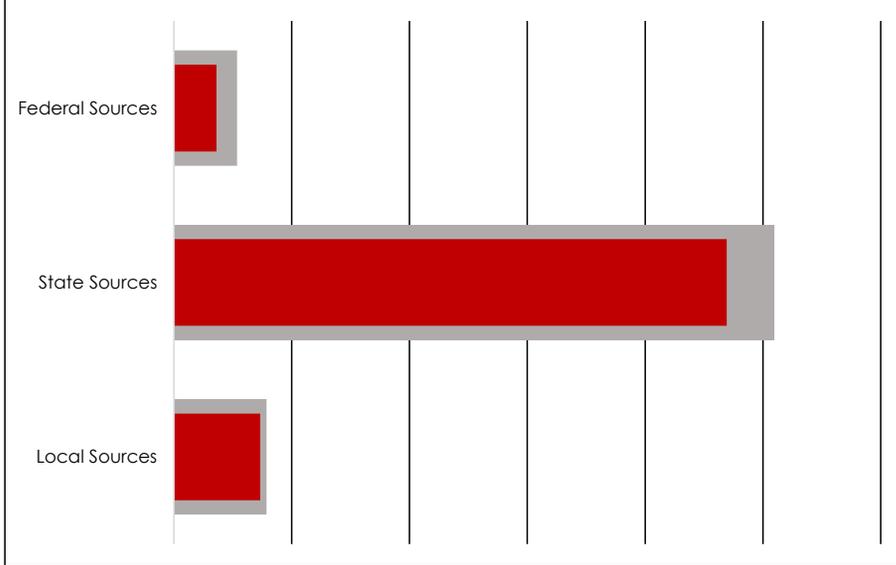
FOR THE MONTH ENDING JUNE, 2025

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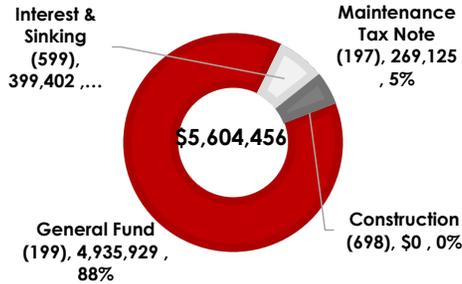
**TORNILLO INDEPENDENT SCHOOL DISTRICT
BOARD FINANCIAL REPORT SUMMARY
As of June 30, 2025**

Board Adopted Revenue and Expenditures

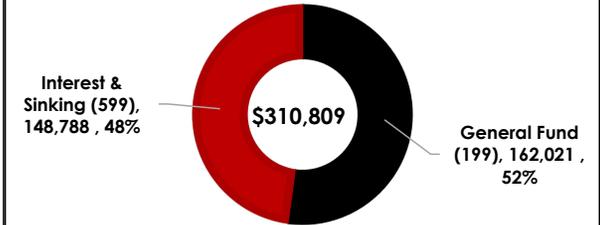


Banking and Investment Pools

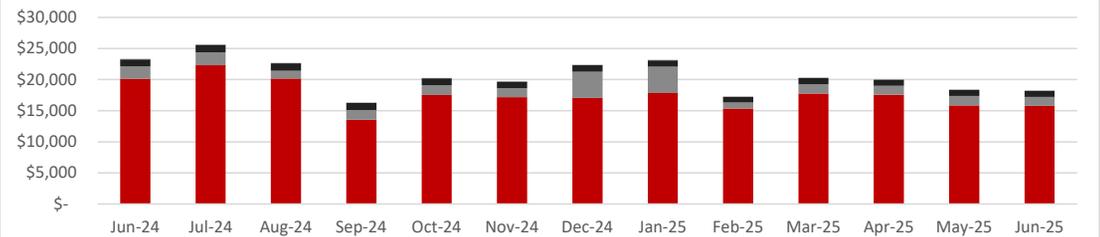
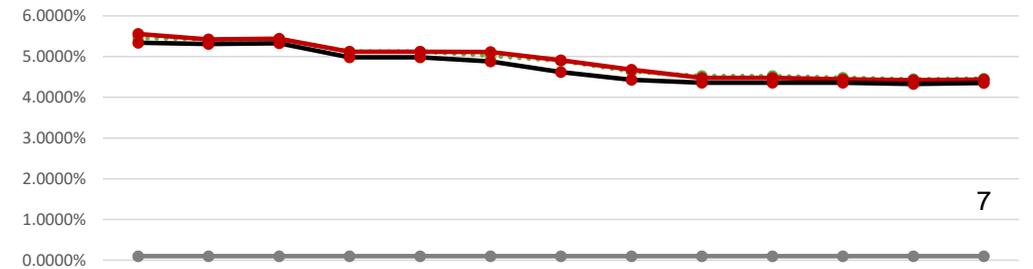
LONE STAR INVESTMENTS



WESTSTAR BANK

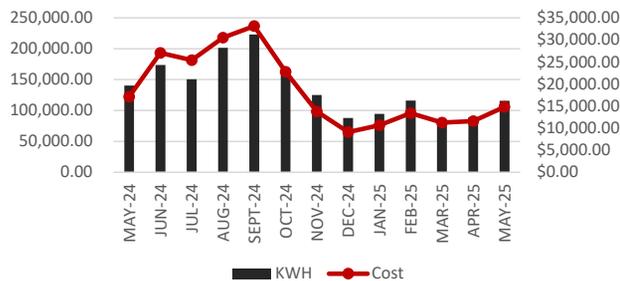


Investment Rate and Interest Revenue Trends

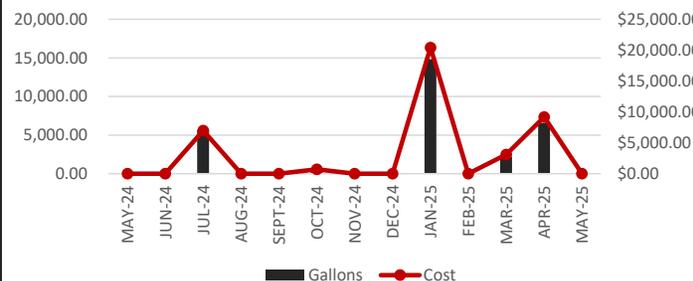


Utilities

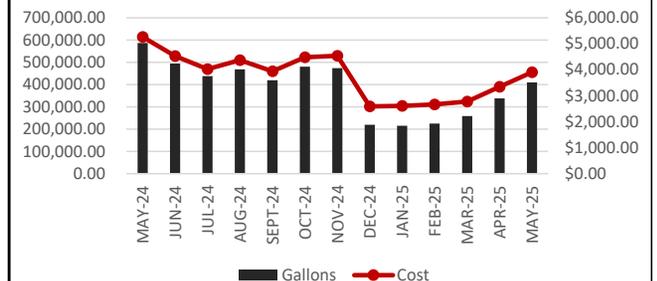
ELECTRICITY



PROPANE



WATER

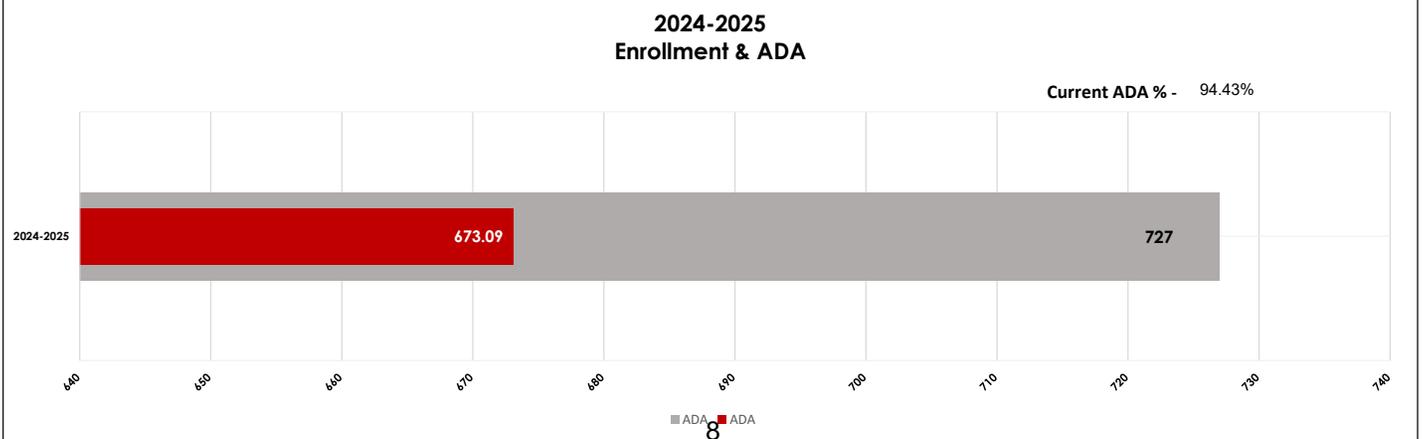
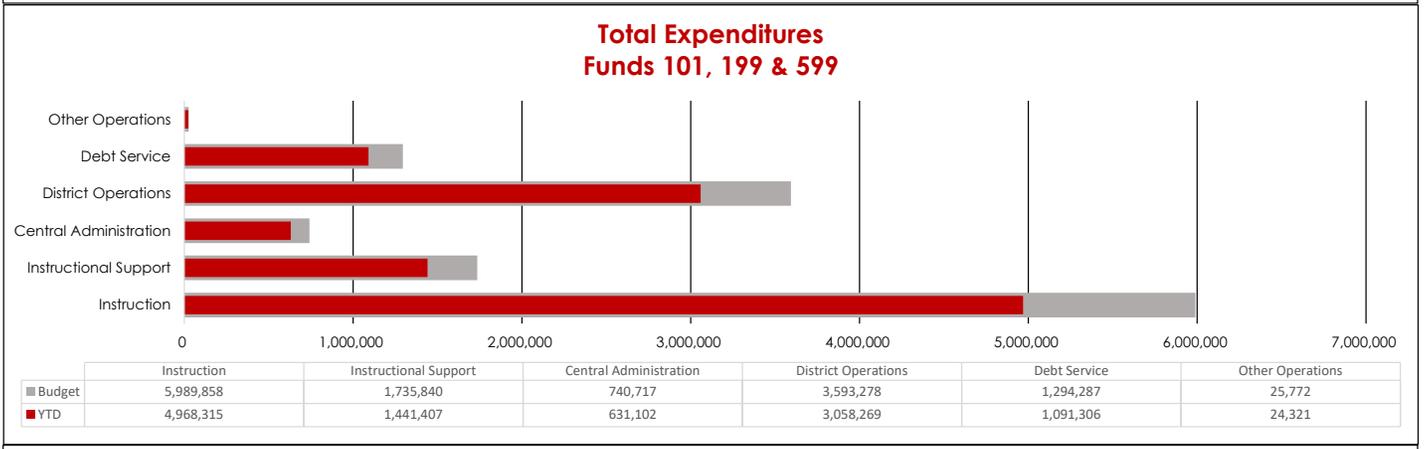
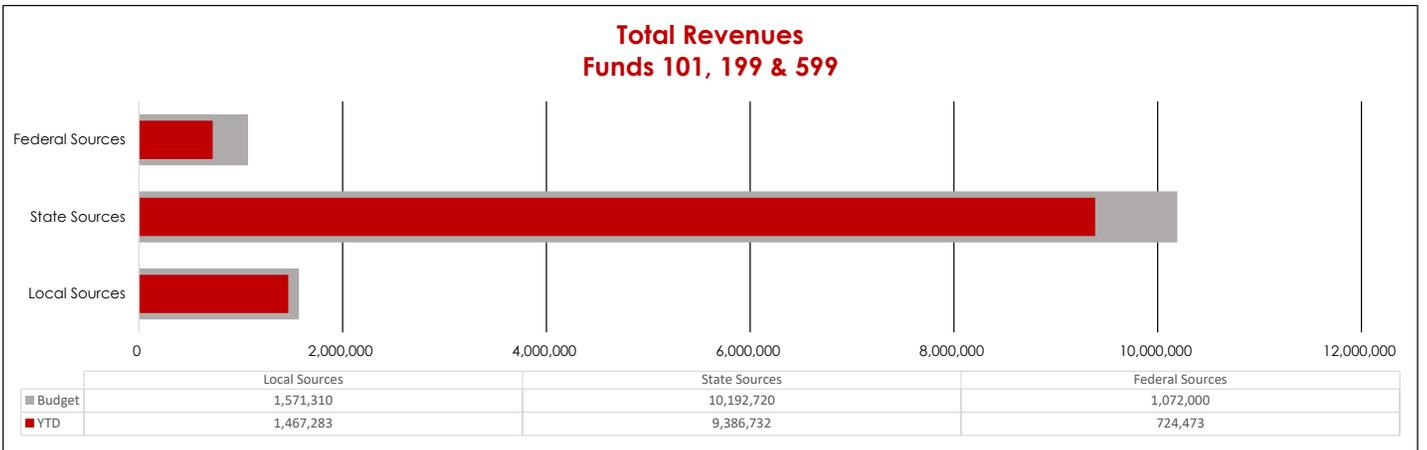


TORNILLO INDEPENDENT SCHOOL DISTRICT

Revenues & Expenditures

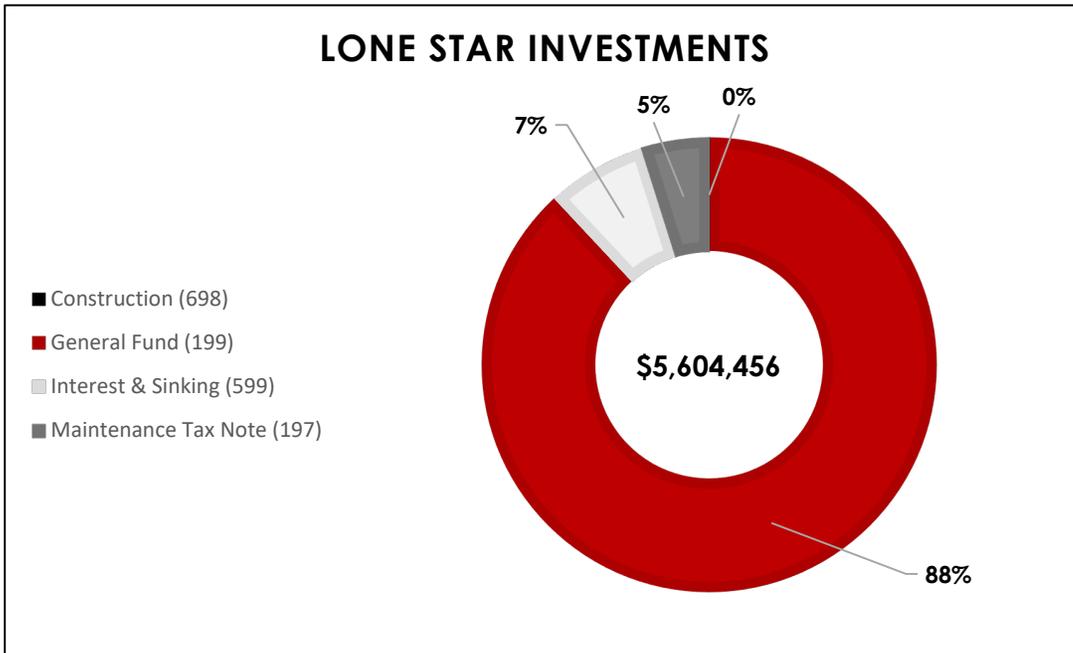
As of June 30, 2025

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	63,000	114,974	(51,974)	999,200	879,088	120,112	509,110	473,221	35,889	1,571,310	1,467,283	104,027
State Sources	3,000	2,568	432	9,420,968	8,626,048	794,920	768,752	758,115	10,637	10,192,720	9,386,732	805,988
Federal Sources	792,000	657,823	134,177	280,000	66,651	213,349	0	0	0	1,072,000	724,473	347,527
Total Revenue:	858,000	775,365	82,635	10,700,168	9,571,787	1,128,381	1,277,862	1,231,336	46,526	12,836,030	11,578,488	1,257,542
EXPENSES												
Instruction	0	0	0	5,989,858	4,968,315	1,021,543	0	0	0	5,989,858	4,968,315	1,021,543
Instructional Support	0	0	0	1,735,840	1,441,407	294,433	0	0	0	1,735,840	1,441,407	294,433
Central Administration	0	0	0	740,717	631,102	109,615	0	0	0	740,717	631,102	109,615
District Operations	858,000	738,226	119,774	2,735,278	2,320,043	415,235	0	0	0	3,593,278	3,058,269	535,009
Debt Service	0	0	0	3,000	0	3,000	1,291,287	1,091,306	199,981	1,294,287	1,091,306	202,981
Other Operations	0	0	0	25,772	24,321	1,451	0	0	0	25,772	24,321	1,451
Total Expenses:	858,000	738,226	119,774	11,230,465	9,385,188	1,845,277	1,291,287	1,091,306	199,981	13,379,752	11,214,720	2,165,032

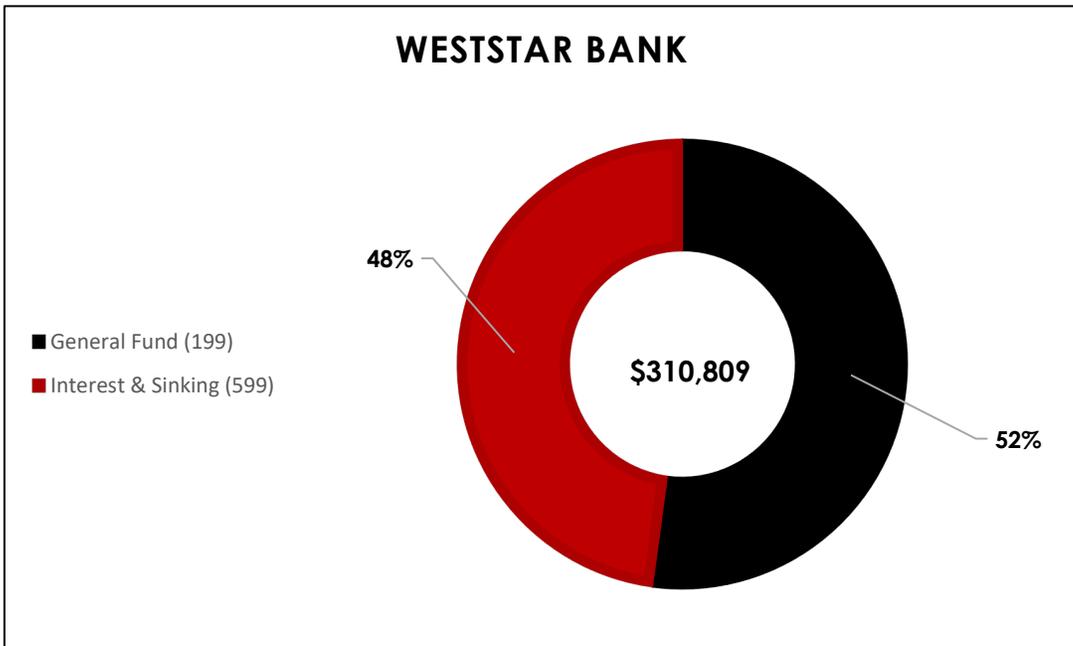


TORNILLO INDEPENDENT SCHOOL DISTRICT

As of June 30, 2025



Account	Beg. Bal.	End. Bal.	Change
Construction (698)	\$0	\$0	\$0
General Fund (199)	4,421,781	4,935,929	514,147
Interest & Sinking (599)	397,957	399,402	1,445
Maintenance Tax Note (197)	268,153	269,125	972
Lone Star Investment Pool	\$5,087,891	\$5,604,456	\$516,564



Account	Beg. Bal.	End. Bal.	Change
General Fund (199)	87,176	162,021	74,845
Interest & Sinking (599)	143,791	148,788	4,996
WestStar Bank	\$230,968	\$310,809	\$79,842

TORNILLO INDEPENDENT SCHOOL DISTRICT

GENERAL FUND - CASH FLOW

As of June 30, 2025

Beginning Balance \$ 87,176

Day	Taxes	Deposits	Interest	Transfers	IRS	TRS	Payroll	Checks Cleared	Fees	Balance
01			10							\$ 87,186
02								(11,000)		\$ 76,187
03		9,215						(13,228)		\$ 72,174
04	2,762	338						(8,040)		\$ 67,234
05		798		250,000				(2,150)		\$ 315,881
06						(96,960)		(14,184)		\$ 204,737
07										\$ 204,737
08										\$ 204,737
09								(11,083)		\$ 193,654
10	691			300,000			(252,633)	(1,460)		\$ 240,252
11		9,798						(604)		\$ 249,447
12								(18,647)		\$ 230,800
13					(30,266)	(40,973)	(1,700)	(37,212)		\$ 120,648
14										\$ 120,648
15										\$ 120,648
16		850						(22,238)	(525)	\$ 98,735
17	2,486	239						(2,448)		\$ 99,012
18				350,000				(1,184)		\$ 447,828
19										\$ 447,828
20		25,257					(279,673)	(43,988)		\$ 149,424
21										\$ 149,424
22										\$ 149,424
23								(31,262)		\$ 118,162
24	1,220	436						(1,317)		\$ 118,501
25								(452)		\$ 118,050
26								(9,041)		\$ 109,008
27				100,000				(4,722)		\$ 204,286
28										\$ 204,286
29										\$ 204,286
30			14		(36,790)		(1,700)	(3,778)		\$ 162,031
Ending Balance \$										162,031

Tornillo Independent School District

Monthly Summary of Investments As of May 31, 2025

Fnd-Obj	ACCOUNT NAME	BEGINNING BALANCE	DEPOSITS	CHECKS	INTEREST	ENDING BALANCE	INTEREST RATE
		5/1/2025				5/31/2025	
199-1110	General Operating	\$ 106,031.54	1,219,016.46	1,237,881.86	10.03	\$ 87,176.17	0.10%
197-1107	Maintenance Tax Note	\$ 267,151.21	0.00	0.00	1,001.97	\$ 268,153.18	4.4344%
199-1107	Lone Star Inv. Pool#1	\$ 4,572,040.65	1,013,869.19	1,180,000.00	15,871.39	\$ 4,421,781.23	4.4344%
599-1110	Interest and Sinking	\$ 136,266.58	7,512.40	0.00	12.43	\$ 143,791.41	0.10%
599-1107	Lone Star Inv. Pool/Int.&Sinking	\$ 396,470.00	0.00	0.00	1,487.00	\$ 397,957.00	4.4344%
599-1107	Lone Star Inv. Pool/I&S Government	\$ 1.98	0.00	0.00	0.01	\$ 1.99	4.3496%

Statement of Compliance:

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

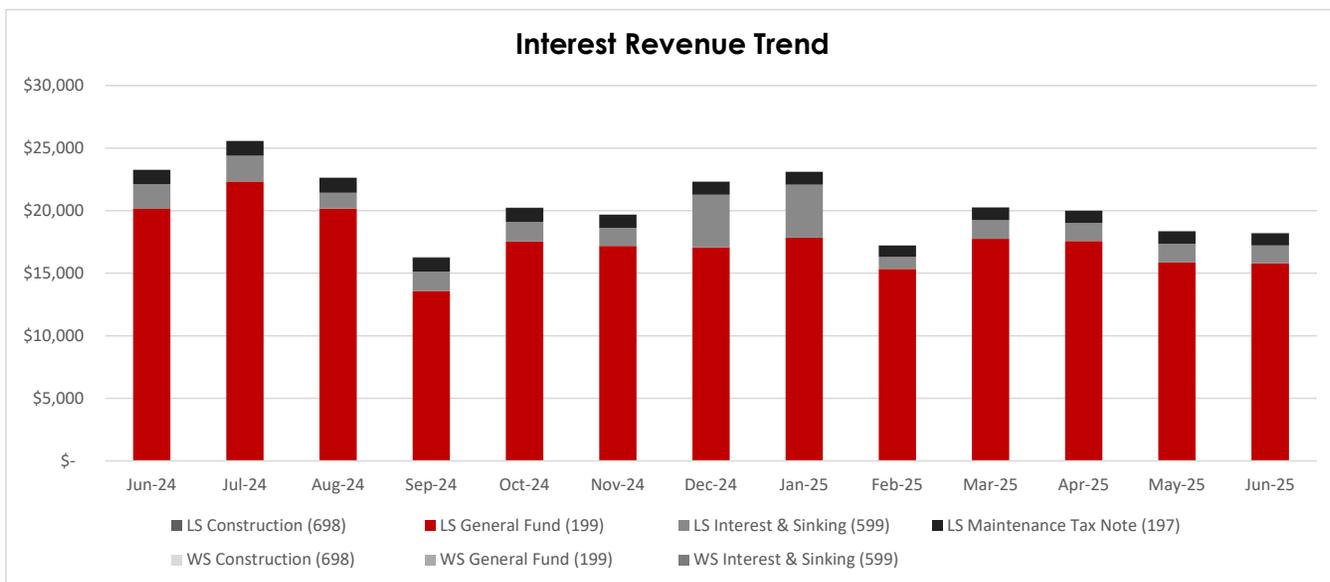
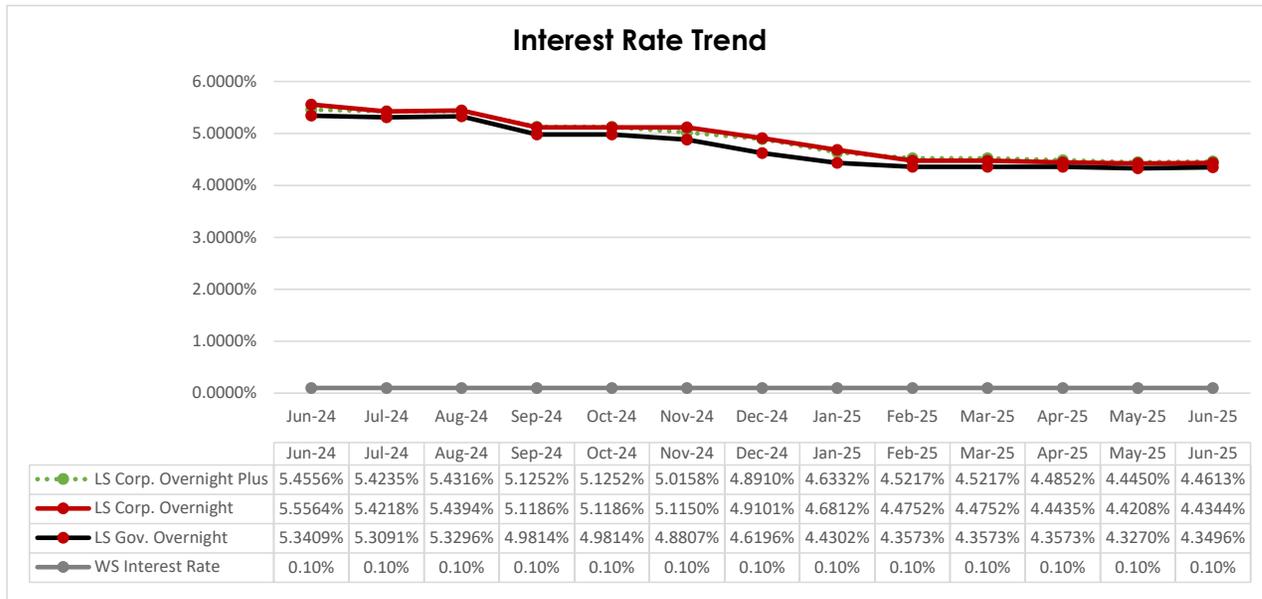
Luis Guerra

Luis Guerra, Director of Finance



TORNILLO INDEPENDENT SCHOOL DISTRICT

INTEREST RATE TRENDS





Participant #: 71908

Lone Star™ May 2025
Investment Pool **Monthly Statement**

Statement Period: 05/01/2025 to 05/31/2025

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	4,421,781.23	1.00	4,421,781.23	86.91%
Totals:				4,421,781.23	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Interest & Sinking Account	Corporate Overnight Fund	397,957.00	1.00	397,957.00	7.82%
	Government Overnight Fund	1.99	1.00	1.99	0.00%
Totals:				397,958.99	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Maintenance Tax Note 2008 - Fund 197	Corporate Overnight Fund	268,153.18	1.00	268,153.18	5.27%
Totals:				268,153.18	

Totals

Fund	Yield	Share Quantity	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	4.42 %	5,087,891.41	1.00	5,087,891.41	100.00 %
Government Overnight Fund	0.00 %	1.99	1.00	1.99	0.00 %
Corporate Overnight Plus Fund	0.00 %	0.00	1.00	0.00	0.00 %
Total Value:				5,087,893.40	100.00 %

Portfolio Transactions

General Fund - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2025	Starting Balance	4,572,040.65			4,572,040.65
05/01/2025	Withdrawal	4,312,040.65	-260,000.00	1.00	-260,000.00
05/02/2025	Deposit	4,314,033.65	1,993.00	1.00	1,993.00
05/12/2025	Withdrawal	4,014,033.65	-300,000.00	1.00	-300,000.00
05/12/2025	Withdrawal	3,894,033.65	-120,000.00	1.00	-120,000.00
05/13/2025	Deposit	3,898,174.90 ¹³	4,141.25	1.00	4,141.25
05/19/2025	Withdrawal	3,798,174.90	-100,000.00	1.00	-100,000.00



General Fund - Corporate Overnight Fund (Continued)

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/23/2025	Deposit	3,886,419.84	88,244.94	1.00	88,244.94
05/23/2025	Deposit	4,805,909.84	919,490.00	1.00	919,490.00
05/27/2025	Withdrawal	4,405,909.84	-400,000.00	1.00	-400,000.00
05/30/2025	Interest	4,421,781.23	15,871.39	1.00	15,871.39
05/31/2025	Ending Balance	4,421,781.23			4,421,781.23

Interest & Sinking Account - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2025	Starting Balance	396,470.00			396,470.00
05/30/2025	Interest	397,957.00	1,487.00	1.00	1,487.00
05/31/2025	Ending Balance	397,957.00			397,957.00

Interest & Sinking Account - Government Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2025	Starting Balance	1.98			1.98
05/30/2025	Interest	1.99	0.01	1.00	0.01
05/31/2025	Ending Balance	1.99			1.99

Maintenance Tax Note 2008 - Fund 197 - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2025	Starting Balance	267,151.21			267,151.21
05/30/2025	Interest	268,153.18	1,001.97	1.00	1,001.97
05/31/2025	Ending Balance	268,153.18			268,153.18

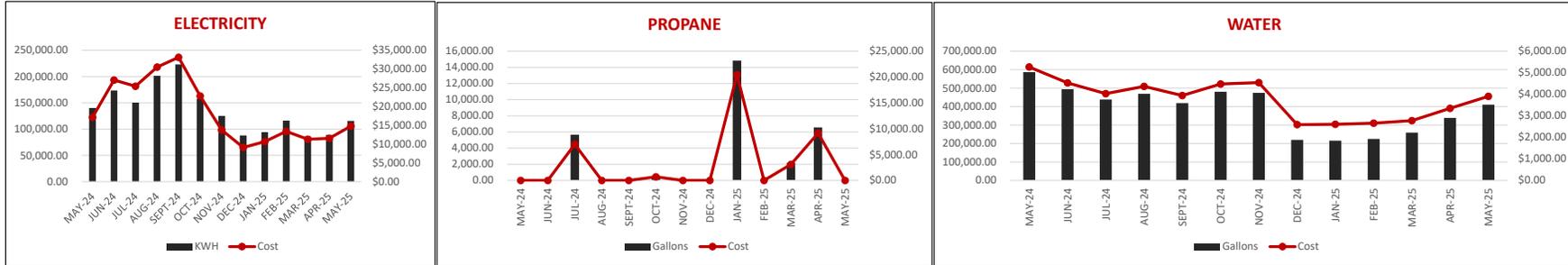
Important Information about this statement

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

UTILITY USAGE AND COST

Rolling 13 Month Comparison



Utility	MAY-24	JUN-24	JUL-24	AUG-24	SEPT-24	OCT-24	NOV-24	DEC-24	JAN-25	FEB-25	MAR-25	APR-25	MAY-25	Totals
Electricity:														
KWH	140,270.00	173,489.00	150,415.00	201,367.00	223,192.00	157,869.00	125,203.00	87,780.00	94,328.00	116,134.00	86,070.00	89,223.00	115,603.00	1,760,943.00
Cost	\$17,151.26	\$27,051.92	\$25,431.21	\$30,517.50	\$33,124.75	\$22,798.67	\$13,771.58	\$9,105.56	\$10,645.16	\$13,399.25	\$11,278.85	\$11,561.03	\$14,797.39	\$240,634.13
Unit Cost	\$0.12	\$0.16	\$0.17	\$0.15	\$0.15	\$0.14	\$0.11	\$0.10	\$0.11	\$0.12	\$0.13	\$0.13	\$0.13	\$0.14
Propane :														
Gallons	0.00	0.00	5,673.69	0.00	0.00	555.20	0.00	0.00	14,823.40	0.00	2,159.70	6,572.30	0.00	29,784.29
Cost	\$0.00	\$0.00	\$6,998.37	\$0.00	\$0.00	\$714.34	\$0.00	\$0.00	\$20,437.36	\$0.00	\$3,111.71	\$9,173.62	\$0.00	\$40,435.40
Unit cost	\$0.00	\$0.00	\$1.23	\$0.00	\$0.00	\$1.29	\$0.00	\$0.00	\$1.38	\$0.00	\$1.44	\$1.40	\$0.00	\$1.36
Water:														
Gallons	586,840.00	494,260.00	438,500.00	469,000.00	419,330.00	480,700.00	474,160.00	219,570.00	215,230.00	224,820.00	258,970.00	338,230.00	410,380.00	5,029,990.00
Cost	\$5,265.73	\$4,526.48	\$4,031.19	\$4,369.91	\$3,943.15	\$4,480.33	\$4,541.71	\$2,590.99	\$2,606.42	\$2,663.55	\$2,779.89	\$3,351.20	\$3,907.87	\$49,058.42
Unit cost	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01

14,823.40
\$20,437.36

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	\$ -	\$ -	\$ -	\$ -	\$ -
Write off contract expired	\$ 22,207.50		\$ 10,542.21		
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
162714	\$25,176.97	El Paso Electric	Consisted of various invoices
162778	\$95,994.80	Dell Marketing	Board Approved
162789	\$30,391.65	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.

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VendorID : WestStar Bank - 100003379

797	05/01/2025	500964	Christopher Escarsega	Issued	\$192.46	Employee Reimbursement Direct Deposit
798	05/09/2025	501232	Raymond Bonilla	Issued	\$29.74	Employee Reimbursement Direct Deposit
799	05/09/2025	501157	Luis Guerra	Issued	\$493.44	Employee Reimbursement Direct Deposit
800	05/16/2025	501368	Paola Garcia	Issued	\$118.76	Employee Reimbursement Direct Deposit
801	05/29/2025	500837	Lizeth Carroll	Issued	\$175.00	Employee Reimbursement Direct Deposit
802	05/29/2025	501082	Myrna Lopez	Issued	\$175.00	Employee Reimbursement Direct Deposit
162452	05/01/2025	21108	Nancy Menjivar	Issued	\$980.00	Paper Check
162453	05/01/2025	10033	Apple, Inc.	Issued	\$5,030.00	Paper Check
162454	05/01/2025	10040	Game One	Issued	\$593.42	Paper Check
162455	05/01/2025	10062	Blick Art Materials	Issued	\$198.46	Paper Check
162456	05/01/2025	10138	El Paso Disposal, LP	Issued	\$2,164.72	Paper Check
162457	05/01/2025	10543	Labatt Food Service	Issued	\$623.12	Paper Check
162458	05/01/2025	10543	Labatt Food Service	Issued	\$10,003.89	Paper Check
162459	05/01/2025	10601	Office Depot	Issued	\$1,335.91	Paper Check
162460	05/01/2025	10614	Perky Press	Issued	\$137.20	Paper Check
162461	05/01/2025	10617	Pitneybowes	Issued	\$316.05	Paper Check
162462	05/01/2025	10657	Segovia'S Distributing, Inc.	Issued	\$430.10	Paper Check
162463	05/01/2025	20022	Citibank	Issued	\$109.00	Paper Check
162464	05/01/2025	20022	Citibank	Issued	\$109.00	Paper Check
162465	05/01/2025	20022	Citibank	Issued	\$13.59	Paper Check
162466	05/01/2025	20022	Citibank	Issued	\$109.00	Paper Check
162467	05/01/2025	20022	Citibank	Issued	\$202.66	Paper Check
162468	05/01/2025	20022	Citibank	Void with Cancel	\$510.18	Paper Check
162469	05/01/2025	20022	Citibank	Issued	\$315.59	Paper Check

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162470	05/01/2025	20022	Citibank	Issued	\$337.61	Paper Check
162471	05/01/2025	20215	Spectrum Paper Co, Inc.	Issued	\$1,348.50	Paper Check
162472	05/01/2025	20456	Ann Morales	Issued	\$130.00	Paper Check
162473	05/01/2025	20572	Dell Marketing L.P.	Issued	\$1,807.24	Paper Check
162474	05/01/2025	20630	Grupo Carrillo Inc.	Issued	\$604.89	Paper Check
162475	05/01/2025	20662	Citibank	Issued	\$449.03	Paper Check
162476	05/01/2025	20821	Winsupply of West El Paso	Issued	\$2,503.19	Paper Check
162477	05/01/2025	20876	GH Dairy El Paso	Issued	\$358.20	Paper Check
162478	05/01/2025	20895	linde gas & equipment inc	Issued	\$133.12	Paper Check
162479	05/01/2025	20988	Dave & Buster's	Issued	\$1,151.46	Paper Check
162480	05/01/2025	21033	Carnegie Learning Inc.	Issued	\$4,000.00	Paper Check
162481	05/01/2025	21101	Morse Enterprises	Issued	\$2,123.00	Paper Check
162482	05/01/2025	21108	Nancy Menjivar	Issued	\$240.00	Paper Check
162483	05/01/2025	21135	Yvette Sierra Duchene	Issued	\$540.00	Paper Check
162484	05/01/2025	21142	Cynthia Aviles	Issued	\$1,515.00	Paper Check
162486	05/01/2025	500900	Sandra Garcia	Issued	\$1,000.00	Paper Check
162487	05/01/2025	10724	Texas AFT- Associate Membership Program	Issued	\$184.50	Paper Check
162488	05/01/2025	10848	United Way Of El Paso County	Issued	\$45.00	Paper Check
162489	05/01/2025	20008	Texas State Teacher Association	Issued	\$49.42	Paper Check
162490	05/01/2025	20009	Association of Texas Professional Educator	Issued	\$76.86	Paper Check
162491	05/01/2025	20009	Association of Texas Professional Educator	Issued	\$76.86	Paper Check
162492	05/01/2025	20010	LegalShield	Issued	\$93.66	Paper Check
162493	05/01/2025	20011	First Financial Group of America	Issued	\$30,769.31	Paper Check
162494	05/01/2025	10025	Alpine ISD	Issued	\$10,000.00	Paper Check
162495	05/01/2025	10062	Blick Art Materials	Issued	\$1,180.92	Paper Check
162496	05/01/2025	10657	Segovia'S Distributing, Inc.	Issued	\$678.78	Paper Check

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162497	05/01/2025	10864	Walmart Community/Capital One	Issued	\$87.98	Paper Check
162498	05/01/2025	20662	Citibank	Issued	\$70.04	Paper Check
162499	05/01/2025	20876	GH Dairy El Paso	Issued	\$307.00	Paper Check
162500	05/01/2025	20876	GH Dairy El Paso	Issued	\$465.48	Paper Check
162501	05/01/2025	21033	Carnegie Learning Inc.	Issued	\$2,750.00	Paper Check
162502	05/01/2025	21145	Maribel Escalante	Issued	\$420.00	Paper Check
162504	05/02/2025	20255	Mentru Enterprises	Issued	\$135.00	Paper Check
162505	05/02/2025	20488	Joe Morales	Issued	\$400.00	Paper Check
162506	05/08/2025	10630	Region 19 Education Service Center	Issued	\$9,963.00	Paper Check
162507	05/08/2025	20739	Riverside Assessments, LLC	Issued	\$908.75	Paper Check
162508	05/09/2025	10013	Texas Department of Public Safety	Issued	\$3.00	Paper Check
162509	05/09/2025	10033	Apple, Inc.	Issued	\$4,572.00	Paper Check
162510	05/09/2025	10190	Fabens Oil Co.	Issued	\$2,360.61	Paper Check
162511	05/09/2025	10361	Home Depot Credit Services	Issued	\$45.96	Paper Check
162512	05/09/2025	10543	Labatt Food Service	Issued	\$7,718.01	Paper Check
162513	05/09/2025	10601	Office Depot	Issued	\$428.61	Paper Check
162514	05/09/2025	10657	Segovia'S Distributing, Inc.	Issued	\$3,149.89	Paper Check
162515	05/09/2025	10808	Tornillo I.S.D. Cafeteria	Issued	\$592.00	Paper Check
162516	05/09/2025	20022	Citibank	Issued	\$59.52	Paper Check
162517	05/09/2025	20022	Citibank	Issued	\$246.83	Paper Check
162518	05/09/2025	20022	Citibank	Issued	\$299.90	Paper Check
162519	05/09/2025	20022	Citibank	Issued	\$309.52	Paper Check
162520	05/09/2025	20022	Citibank	Issued	\$999.06	Paper Check
162521	05/09/2025	20022	Citibank	Issued	\$600.00	Paper Check
162522	05/09/2025	20038	wholesale Lumber	Issued	\$107.53	Paper Check
162523	05/09/2025	20169	El Paso County Water Improvement	Issued	\$3,351.20	Paper Check

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162524	05/09/2025	20255	Mentru Enterprises	Issued	\$420.00	Paper Check
162525	05/09/2025	20389	Mountain Desert Water LLC	Issued	\$499.95	Paper Check
162526	05/09/2025	20642	Faben's Quick Lube	Issued	\$112.50	Paper Check
162527	05/09/2025	20662	Citibank	Issued	\$315.02	Paper Check
162528	05/09/2025	20662	Citibank	Issued	\$252.24	Paper Check
162529	05/09/2025	20662	Citibank	Issued	\$18.48	Paper Check
162530	05/09/2025	20876	GH Dairy El Paso	Issued	\$639.96	Paper Check
162531	05/09/2025	20916	El Paso SLI Sign Language Interpreters LLC.	Issued	\$140.00	Paper Check
162532	05/09/2025	21027	LEAF Capital Funding LLC	Issued	\$2,520.14	Paper Check
162533	05/09/2025	21071	Alfonso Barraza	Issued	\$454.76	Paper Check
162534	05/09/2025	21103	Ranch Restaurants	Issued	\$1,607.89	Paper Check
162535	05/09/2025	21109	Mark Porras	Issued	\$606.00	Paper Check
162536	05/09/2025	21125	H2A Consulting LLC	Issued	\$1,126.25	Paper Check
162537	05/09/2025	21132	RJ Border International LP	Issued	\$12,495.92	Paper Check
162538	05/09/2025	21133	Elliott Electric Supply, Inc	Issued	\$635.75	Paper Check
162539	05/09/2025	21135	Yvette Sierra Duchene	Issued	\$315.00	Paper Check
162540	05/09/2025	21144	Federico J Tovar	Issued	\$2,700.00	Paper Check
162545	05/15/2025	10361	Home Depot Credit Services	Issued	\$104.06	Paper Check
162546	05/15/2025	10543	Labatt Food Service	Issued	\$9,359.03	Paper Check
162547	05/15/2025	10601	Office Depot	Issued	\$1,140.28	Paper Check
162548	05/15/2025	10657	Segovia'S Distributing, Inc.	Issued	\$266.54	Paper Check
162549	05/15/2025	10870	Windstream	Issued	\$1,988.35	Paper Check
162550	05/15/2025	20022	Citibank	Issued	\$809.94	Paper Check
162551	05/15/2025	20022	Citibank	Issued	\$799.00	Paper Check
162552	05/15/2025	20022	Citibank	Issued	\$2,537.52	Paper Check
162553	05/15/2025	20022	Citibank	Issued	\$799.00	Paper Check

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162554	05/15/2025	20120	HB Electronics	Issued	\$539.43	Paper Check
162555	05/15/2025	20369	Hot Shots by: Lomeli's Photo	Issued	\$3,010.87	Paper Check
162556	05/15/2025	20487	Georgina Barrera	Issued	\$370.00	Paper Check
162557	05/15/2025	20627	Sweetwater Sound, Inc.	Issued	\$1,666.00	Paper Check
162558	05/15/2025	20662	Citibank	Issued	\$277.86	Paper Check
162559	05/15/2025	20709	xSPEDite School Services	Issued	\$220.00	Paper Check
162560	05/15/2025	20821	Winsupply of West El Paso	Issued	\$1,496.51	Paper Check
162561	05/15/2025	20876	GH Dairy El Paso	Issued	\$329.97	Paper Check
162562	05/15/2025	21135	Yvette Sierra Duchene	Issued	\$427.50	Paper Check
162563	05/15/2025	21141	Project Vida Health Center	Issued	\$37,500.00	Paper Check
162564	05/15/2025	500791	Claudia Castro	Issued	\$877.72	Paper Check
162565	05/15/2025	501199	Nayeli Mancinas De Galarza	Issued	\$22.00	Paper Check
162566	05/16/2025	10139	El Paso Electric Co.	Issued	\$14,797.39	Paper Check
162567	05/16/2025	10190	Fabens Oil Co.	Issued	\$614.77	Paper Check
162568	05/16/2025	10601	Office Depot	Issued	\$89.96	Paper Check
162569	05/16/2025	10657	Segovia'S Distributing, Inc.	Issued	\$609.38	Paper Check
162570	05/16/2025	10658	Sharon Wells Consulting, Inc.	Issued	\$20,870.00	Paper Check
162571	05/16/2025	20022	Citibank	Issued	\$20.36	Paper Check
162572	05/16/2025	20369	Hot Shots by: Lomeli's Photo	Issued	\$399.00	Paper Check
162573	05/16/2025	20662	Citibank	Issued	\$203.60	Paper Check
162574	05/16/2025	20662	Citibank	Issued	\$225.46	Paper Check
162575	05/16/2025	20662	Citibank	Issued	\$67.90	Paper Check
162576	05/16/2025	20662	Citibank	Issued	\$190.74	Paper Check
162577	05/16/2025	20758	FLRA VAZQUEZ, LLC dba DIAMOND CATERING	Issued	\$1,472.00	Paper Check
162578	05/16/2025	20876	GH Dairy El Paso	Issued	\$759.00	Paper Check
162579	05/16/2025	21049	APIC Solutions Texas LLC	Issued	\$536.12	Paper Check

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162580	05/16/2025	21103	Ranch Restaurants	Issued	\$1,063.61	Paper Check
162582	05/21/2025	501199	Nayeli Mancinas De Galarza	Issued	\$1,200.00	Paper Check
162583	05/23/2025	10027	Amerigas Propane, L.P.	Issued	\$665.16	Paper Check
162584	05/23/2025	10033	Apple, Inc.	Issued	\$948.00	Paper Check
162585	05/23/2025	10134	El Paso County	Issued	\$13,583.31	Paper Check
162586	05/23/2025	10361	Home Depot Credit Services	Issued	\$911.40	Paper Check
162587	05/23/2025	10543	Labatt Food Service	Issued	\$7,952.47	Paper Check
162588	05/23/2025	10601	Office Depot	Issued	\$9,421.16	Paper Check
162589	05/23/2025	10657	Segovia'S Distributing, Inc.	Issued	\$618.00	Paper Check
162590	05/23/2025	10877	Ysleta ISD	Issued	\$200.00	Paper Check
162591	05/23/2025	20022	Citibank	Issued	\$200.75	Paper Check
162592	05/23/2025	20022	Citibank	Issued	\$346.62	Paper Check
162593	05/23/2025	20022	Citibank	Issued	\$331.17	Paper Check
162594	05/23/2025	20022	Citibank	Issued	\$346.62	Paper Check
162595	05/23/2025	20022	Citibank	Issued	\$331.17	Paper Check
162596	05/23/2025	20022	Citibank	Issued	\$346.62	Paper Check
162597	05/23/2025	20022	Citibank	Issued	\$331.17	Paper Check
162598	05/23/2025	20022	Citibank	Issued	\$331.17	Paper Check
162599	05/23/2025	20215	Spectrum Paper Co, Inc.	Issued	\$10,051.68	Paper Check
162600	05/23/2025	20255	Mentru Enterprises	Issued	\$10,655.34	Paper Check
162601	05/23/2025	20338	Rio Seco Ag. LLC	Issued	\$248.66	Paper Check
162602	05/23/2025	20559	RGTG, LLC	Issued	\$524.45	Paper Check
162603	05/23/2025	20572	Dell Marketing L.P.	Issued	\$1,137.74	Paper Check
162604	05/23/2025	20630	Grupo Carrillo Inc.	Issued	\$219.96	Paper Check
162605	05/23/2025	20662	Citibank	Issued	\$195.78	Paper Check
162606	05/23/2025	20662	Citibank	Issued	\$109.78	Paper Check

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162607	05/23/2025	20662	Citibank	Issued	\$68.64	Paper Check
162608	05/23/2025	20662	Citibank	Issued	\$241.98	Paper Check
162609	05/23/2025	20662	Citibank	Issued	\$155.34	Paper Check
162610	05/23/2025	20662	Citibank	Issued	\$298.62	Paper Check
162611	05/23/2025	20876	GH Dairy El Paso	Issued	\$855.97	Paper Check
162612	05/23/2025	21033	Carnegie Learning Inc.	Issued	\$2,266.80	Paper Check
162613	05/23/2025	21071	Alfonso Barraza	Issued	\$1,100.00	Paper Check
162619	05/29/2025	10013	Texas Department of Public Safety	Issued	\$10.00	Paper Check
162620	05/29/2025	10050	Barnes & Noble	Issued	\$1,172.60	Paper Check
162621	05/29/2025	10134	El Paso County	Issued	\$13,583.31	Paper Check
162622	05/29/2025	10543	Labatt Food Service	Issued	\$6,139.07	Paper Check
162623	05/29/2025	10657	Segovia'S Distributing, Inc.	Issued	\$154.88	Paper Check
162624	05/29/2025	10808	Tornillo I.S.D. Cafeteria	Issued	\$88.00	Paper Check
162625	05/29/2025	10864	Walmart Community/Capital One	Issued	\$115.90	Paper Check
162626	05/29/2025	10870	Windstream	Issued	\$1,990.34	Paper Check
162627	05/29/2025	20022	Citibank	Issued	\$1,911.50	Paper Check
162628	05/29/2025	20022	Citibank	Issued	\$131.13	Paper Check
162629	05/29/2025	20022	Citibank	Issued	\$690.50	Paper Check
162630	05/29/2025	20022	Citibank	Issued	\$47.85	Paper Check
162631	05/29/2025	20022	Citibank	Issued	\$162.00	Paper Check
162632	05/29/2025	20022	Citibank	Issued	\$9.82	Paper Check
162633	05/29/2025	20022	Citibank	Issued	\$301.38	Paper Check
162634	05/29/2025	20022	Citibank	Issued	\$83.94	Paper Check
162635	05/29/2025	20022	Citibank	Issued	\$131.13	Paper Check
162636	05/29/2025	20022	Citibank	Issued	\$8.00	Paper Check
162637	05/29/2025	20022	Citibank	Issued	\$226.03	Paper Check

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162638	05/29/2025	20022	Citibank	Issued	\$131.13	Paper Check
162639	05/29/2025	20022	Citibank	Issued	\$131.13	Paper Check
162640	05/29/2025	20022	Citibank	Issued	\$131.13	Paper Check
162641	05/29/2025	20022	Citibank	Issued	\$74.99	Paper Check
162642	05/29/2025	20120	HB Electronics	Issued	\$243.79	Paper Check
162643	05/29/2025	20301	El Paso County Tax Assessor-Coll	Issued	\$7.50	Paper Check
162644	05/29/2025	20301	El Paso County Tax Assessor-Coll	Issued	\$10.25	Paper Check
162645	05/29/2025	20301	El Paso County Tax Assessor-Coll	Issued	\$10.25	Paper Check
162646	05/29/2025	20301	El Paso County Tax Assessor-Coll	Issued	\$7.50	Paper Check
162647	05/29/2025	20447	Super Chef Inc.	Issued	\$249.75	Paper Check
162648	05/29/2025	20559	RGTG, LLC	Issued	\$187.00	Paper Check
162649	05/29/2025	20662	Citibank	Issued	\$105.61	Paper Check
162650	05/29/2025	20662	Citibank	Issued	\$71.92	Paper Check
162651	05/29/2025	20678	Luis Sepulveda	Issued	\$530.00	Paper Check
162652	05/29/2025	20812	Western States Fire Protection Co	Issued	\$3,393.00	Paper Check
162653	05/29/2025	20876	GH Dairy El Paso	Issued	\$613.00	Paper Check
162654	05/29/2025	20895	linde gas & equipment inc	Issued	\$55.90	Paper Check
162655	05/29/2025	20896	CrisisGo, Inc.	Issued	\$94.00	Paper Check
162656	05/29/2025	20930	Whataburger Restaurants LLC	Issued	\$587.25	Paper Check
162657	05/29/2025	21079	Cynthia S Ivan	Issued	\$100.00	Paper Check
162658	05/29/2025	21103	Ranch Restaurants	Issued	\$764.22	Paper Check
162659	05/29/2025	21117	The EPC Museum	Issued	\$250.00	Paper Check
162660	05/29/2025	21135	Yvette Sierra Duchene	Issued	\$360.00	Paper Check
162671	05/29/2025	10724	Texas AFT- Associate Membership Program	Issued	\$184.50	Paper Check
162672	05/29/2025	10848	United Way Of El Paso County	Issued	\$45.00	Paper Check
162673	05/29/2025	20008	Texas State Teacher Association	Issued	\$49.42	Paper Check

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162674	05/29/2025	20009	Association of Texas Professional Educator	Issued	\$76.86	Paper Check
162675	05/29/2025	20009	Association of Texas Professional Educator	Issued	\$76.86	Paper Check
162676	05/29/2025	20010	LegalShield	Issued	\$93.66	Paper Check
162677	05/29/2025	20011	First Financial Group of America	Issued	\$30,615.30	Paper Check
10002511	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002512	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002513	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002514	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$785.00	ACH
10002515	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002516	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002517	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002518	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002519	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002520	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$645.80	ACH
10002521	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$785.00	ACH
10002522	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002523	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$645.80	ACH
10002524	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$645.80	ACH
10002525	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$645.80	ACH
10002526	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002527	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002528	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002529	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002530	05/01/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002531	05/02/2025	20765	Commerce Bank	Issued	\$930.92	ACH
10002533	05/09/2025	20765	Commerce Bank	Issued	\$24,686.61	ACH

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10002534	05/16/2025	20765	Commerce Bank	Issued	\$3,618.81	ACH
10002535	05/23/2025	20765	Commerce Bank	Issued	\$17,048.98	ACH
10002536	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002537	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002538	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$645.80	ACH
10002539	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002540	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002541	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$645.80	ACH
10002542	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002543	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002544	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$265.00	ACH
10002545	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$785.00	ACH
10002546	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$1.50	ACH
10002547	05/29/2025	20012	Texas Child Support Disbursement Unit	Issued	\$785.00	ACH
200001670	05/02/2025	10070	C & M Plaque & Trophy Inc.	Issued	\$435.60	Vendor Credit Card
200001671	05/02/2025	10105	Continental Termite & Pest Control,	Issued	\$565.00	Vendor Credit Card
200001672	05/02/2025	10707	TASBO	Issued	\$2,105.00	Vendor Credit Card
200001673	05/02/2025	20036	Johnstone Supply	Issued	\$1,213.82	Vendor Credit Card
200001674	05/02/2025	20052	DEMCO, Inc	Issued	\$453.43	Vendor Credit Card
200001675	05/02/2025	20263	TCEA	Issued	\$149.00	Vendor Credit Card
200001676	05/02/2025	20265	4imprint, Inc.	Issued	\$6,075.98	Vendor Credit Card
200001677	05/02/2025	20271	Didax Educational Resources Inc.	Issued	\$569.84	Vendor Credit Card
200001678	05/02/2025	20470	O'Reilly Auto Enterprises LLC	Issued	\$179.99	Vendor Credit Card
200001679	05/02/2025	10649	Scholastic Book Fairs	Issued	\$2,029.25	Vendor Credit Card
200001680	05/09/2025	10070	C & M Plaque & Trophy Inc.	Issued	\$810.00	Vendor Credit Card
200001681	05/09/2025	10105	Continental Termite & Pest Control,	Issued	\$120.00	Vendor Credit Card

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200001682	05/09/2025	10687	Staples Advantage	Issued	\$34.16	Vendor Credit Card
200001683	05/09/2025	20470	O'Reilly Auto Enterprises LLC	Issued	\$123.33	Vendor Credit Card
200001684	05/09/2025	20490	Blanco Ordonez Mata & Wallace P.	Issued	\$190.00	Vendor Credit Card
200001685	05/16/2025	10070	C & M Plaque & Trophy Inc.	Issued	\$316.50	Vendor Credit Card
200001686	05/16/2025	10669	Sonitrol Of El Paso	Issued	\$2,266.00	Vendor Credit Card
200001687	05/16/2025	10687	Staples Advantage	Issued	\$224.92	Vendor Credit Card
200001688	05/16/2025	20036	Johnstone Supply	Issued	\$115.44	Vendor Credit Card
200001689	05/16/2025	20199	the prophet corporation	Issued	\$4,828.53	Vendor Credit Card
200001690	05/23/2025	10546	Lakeshore Learning Materials	Issued	\$237.46	Vendor Credit Card
200001691	05/23/2025	10603	Oriental Trading Co., Inc.	Issued	\$264.39	Vendor Credit Card
200001692	05/23/2025	10672	Southern Computer Warehouse	Issued	\$165.00	Vendor Credit Card
200001693	05/23/2025	20017	School Specialty Inc.	Issued	\$3,391.42	Vendor Credit Card
200001694	05/23/2025	20052	DEMCO, Inc	Issued	\$385.59	Vendor Credit Card
200001695	05/23/2025	20199	the prophet corporation	Issued	\$1,512.54	Vendor Credit Card
200001696	05/23/2025	20288	School Mate	Issued	\$1,485.55	Vendor Credit Card
200001697	05/23/2025	20470	O'Reilly Auto Enterprises LLC	Issued	\$6.38	Vendor Credit Card
200001698	05/29/2025	10070	C & M Plaque & Trophy Inc.	Issued	\$471.00	Vendor Credit Card
200001699	05/29/2025	10687	Staples Advantage	Issued	\$1,397.42	Vendor Credit Card
200001700	05/29/2025	10707	TASBO	Issued	\$145.00	Vendor Credit Card
200001701	05/29/2025	20312	Service Supply	Issued	\$1,170.00	Vendor Credit Card

Total Checks: 278

Total Amount: 478,189.95

<u>Payee Name</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Check Number</u>	<u>Check Date</u>	<u>Invoice Description</u>	<u>Account Number</u>	<u>Pgm Year</u>	<u>Invoice Amount</u>	<u>Invoice Type</u>	<u>Doc ID</u>
Citibank	201-Track2025	04/17/2025	162463	05/01/2025	Hotel reservations for Track 4-17-25	181-36-6412-00-001-91-0-00		109.00	PO	155637
Citibank	206-Track2025	04/17/2025	162464	05/01/2025	Hotel reservations for Track 4-17-25	181-36-6412-00-001-91-0-00		109.00	PO	155637
Citibank	INV303375628	04/30/2025	162465	05/01/2025	Zoom subscription for superintendent	199-41-6499-00-701-99-0-00		13.59	PO	154937
Citibank	202-Track2025	04/17/2025	162466	05/01/2025	Hotel reservations for Track 4-17-25	181-36-6412-00-001-91-0-00		109.00	PO	155637
Citibank	371317704	04/25/2025	162467	05/01/2025	2025 Spring ACET Conference -L Guerra	199-41-6411-00-750-99-0-00		202.66	PO	155578
Citibank	112-5110475-6433033	04/21/2025	162469	05/01/2025	Teacher appreciation week	461-23-6499-00-044-11-0-00		315.59	PO	155634
Citibank	314450	04/28/2025	162470	05/01/2025	Unit PK8 student field trip to include JumpWorld fee and student food.	199-11-6412-00-041-23-0-00		337.61	PO	155641
Citibank	112-6837800-4025856	04/27/2025	162516	05/09/2025	Math instructional material	429-11-6399-13-001-11-0-00		59.52	PO	155612
Citibank	112-2323349-5555402	04/24/2025	162517	05/09/2025	Supplies for annual TISD Employee Appreciation Gala to be held on 05/02/2025.	461-41-6499-00-727-99-0-00		246.83	PO	155638
Citibank	112-2617546-6685833	04/27/2025	162518	05/09/2025	Amazon orders for 24-25 SY for supplies and materials	199-21-6399-00-918-23-0-00		299.90	PO	154986
Citibank	1225959	05/06/2025	162519	05/09/2025	Breakfast incentive for Teacher Appreciation Week	461-41-6499-00-727-99-0-00		309.52	PO	155672
Citibank	112-8778047-8525848	04/28/2025	162520	05/09/2025	Student attendance incentives	199-31-6499-00-001-11-0-00		999.06	PO	155560
Citibank	30278	04/25/2025	162521	05/09/2025	Urgent request to purchase additional	199-11-6399-00-001-22-0-00		600.00	PO	155654
Citibank	30278	04/25/2025	162521	05/09/2025	testing vouchers from CodeHS for testing to be completed by May 2, 2025.	199-11-6399-00-001-22-0-00				
Citibank	112-3891938-2675424	04/26/2025	162542	05/09/2025	Items for senior class 2025	865-00-2191-01-001-01-0-00		116.94	PO	155653
Citibank	2R92FZ	05/14/2025	162550	05/15/2025	TEPSA Summer Conference Travel Arrangements	289-13-6411-00-999-11-8-00	2024	809.94	PO	155733
Citibank	200038357	05/14/2025	162551	05/15/2025	TEPSA Summer Conference Travel Arrangements	289-13-6411-00-999-11-8-00	2024	799.00	PO	155733
Citibank	8882	03/19/2025	162552	05/15/2025	FBLA conference hotel fees	199-11-6411-00-001-22-0-00		2,537.52	PO	155487
Citibank	200038356	05/14/2025	162553	05/15/2025	TEPSA Summer Conference Travel Arrangements	289-13-6411-00-999-11-8-00	2024	799.00	PO	155733
Citibank	112-7332336-3237841	04/24/2025	162571	05/16/2025	Supplies for annual TISD Employee Appreciation Gala to be held on 05/02/2025.	461-41-6499-00-727-99-0-00		20.36	PO	155638
Citibank	971	05/20/2025	162591	05/23/2025	EDDM	199-23-6399-00-044-11-0-00		200.75	PO	155624
Citibank	15341349	05/08/2025	162592	05/23/2025	Abilene Tx Hotel for Tennis	181-36-6412-00-001-91-0-00		346.62	PO	155666
Citibank	1004562	05/08/2025	162593	05/23/2025	Travel arrangements for the blended learning grant summit in Houston, TX.	211-13-6411-26-041-30-0-00	2025	331.17	PO	155630
Citibank	15341359	05/08/2025	162594	05/23/2025	Abilene Tx Hotel for Tennis	181-36-6412-00-001-91-0-00		346.62	PO	155666
Citibank	1004563	05/08/2025	162595	05/23/2025	Travel arrangements for the blended learning grant summit in Houston, TX.	211-13-6411-26-041-30-0-00	2025	331.17	PO	155630
Citibank	15341341	05/08/2025	162596	05/23/2025	Abilene Tx Hotel for Tennis	181-36-6412-00-001-91-0-00		346.62	PO	155666
Citibank	1004561	05/08/2025	162597	05/23/2025	Travel arrangements for the blended learning grant summit in Houston, TX.	211-13-6411-26-041-30-0-00	2025	331.17	PO	155630
Citibank	1004570	05/08/2025	162598	05/23/2025	Travel arrangements for the blended learning grant summit in Houston, TX.	211-13-6411-26-041-30-0-00	2025	331.17	PO	155630
Citibank	112-3689913-4961827	05/21/2025	162627	05/29/2025	Instructional material for classroom usage.	199-11-6399-00-001-11-0-00		1,126.62	PO	155746
Citibank	112-3689913-4961827	05/21/2025	162627	05/29/2025	Instructional material for classroom usage.	211-11-6399-00-001-30-0-00	2025	784.88	PO	155746

Citibank	305-gonzales	05/16/2025	162628	05/29/2025	Hotel reservations for GT field trip	199-11-6412-00-001-21-0-00		131.13	PO 155691
Citibank	112-5621155-	05/23/2025	162629	05/29/2025	Instructional material for	199-11-6399-00-001-11-0-00		406.97	PO 155746
Citibank	3940243	05/23/2025	162629	05/29/2025	classroom usage.	199-11-6399-00-001-11-0-00			
Citibank	112-5621155-3940243	05/23/2025	162629	05/29/2025	Instructional material for classroom usage.	211-11-6399-00-001-30-0-00	2025	283.53	PO 155746
Citibank	8560	05/23/2025	162630	05/29/2025	Student trip lunch	199-11-6499-00-918-99-0-00		47.85	PO 154983
Citibank	X80595009	05/16/2025	162631	05/29/2025	Unit PK8 field trip to include fees and student food.	199-11-6412-00-041-23-0-00		162.00	PO 155641
Citibank	C80595001	05/16/2025	162632	05/29/2025	Student trip lunch	199-11-6499-00-918-99-0-00		9.82	PO 154983
Citibank	112-4249237-8439422	05/22/2025	162633	05/29/2025	Equipment and supplies for Middle School CTE courses taught by High School teachers.	199-11-6399-00-041-22-0-00		301.38	PO 155547
Citibank	112-4132633-8697066	05/20/2025	162634	05/29/2025	Instructional material for classroom usage.	199-11-6399-00-001-11-0-00		49.47	PO 155746
Citibank	112-4132633-8697066	05/20/2025	162634	05/29/2025	Instructional material for classroom usage.	211-11-6399-00-001-30-0-00	2025	34.47	PO 155746
Citibank	205-gonzales	05/16/2025	162635	05/29/2025	Hotel reservations for GT field trip	199-11-6412-00-001-21-0-00		131.13	PO 155691
Citibank	079262	05/23/2025	162636	05/29/2025	Student trip lunch	199-11-6499-00-918-99-0-00		8.00	PO 154983
Citibank	112-8039305-4991420	05/22/2025	162637	05/29/2025	Student award Assemblies	199-11-6499-00-041-11-0-00		226.03	PO 155694
Citibank	208-gonzales	05/16/2025	162638	05/29/2025	Hotel reservations for	199-11-6412-00-001-21-0-00		131.13	PO 155691
Citibank	208-gonzales	05/16/2025	162638	05/29/2025	GT field trip	199-11-6412-00-001-21-0-00			
Citibank	103-gonzales	05/16/2025	162639	05/29/2025	Hotel reservations for GT field trip	199-11-6412-00-001-21-0-00		131.13	PO 155691
Citibank	327-gonzales	05/16/2025	162640	05/29/2025	Hotel reservations for GT field trip	199-11-6412-00-001-21-0-00		131.13	PO 155691
Citibank	112-9110632-8650640	05/20/2025	162641	05/29/2025	Equipment and supplies for Middle School CTE courses taught by High School teachers.	199-11-6399-00-041-22-0-00		74.99	PO 155547
Citibank	84104EE048793	05/23/2025	162661	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048793	05/23/2025	162661	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048792	05/23/2025	162662	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		122.23	PO 155619
Citibank	84104EE048792	05/23/2025	162662	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		285.22	PO 155619
Citibank	84104EE048794	05/23/2025	162663	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048794	05/23/2025	162663	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048795	05/23/2025	162664	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048795	05/23/2025	162664	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048791	05/23/2025	162665	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048791	05/23/2025	162665	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048790	05/23/2025	162666	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048790	05/23/2025	162666	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048796	05/23/2025	162667	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619

Citibank	84104EE048796	05/23/2025	162667	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048797	05/23/2025	162668	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048797	05/23/2025	162668	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048798	05/23/2025	162669	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048798	05/23/2025	162669	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank	84104EE048789	05/23/2025	162670	05/29/2025	Hotel reservations for Senior trip	865-00-2191-01-001-01-0-00		115.95	PO 155619
Citibank	84104EE048789	05/23/2025	162670	05/29/2025	Hotel reservations for Senior trip	865-00-2191-29-001-29-0-00		270.56	PO 155619
Citibank Sams Club	10291406057	04/30/2025	162475	05/01/2025	Items for end of year/employee appreciation	289-13-6499-00-999-11-8-00	2024	449.03	PO 155644
Citibank Sams Club	16831408066295623621	04/29/2025	162498	05/01/2025	Items for employee appreciation	461-41-6499-00-750-99-0-00		70.04	PO 155652
Citibank Sams Club	964535554392185215285	05/07/2025	162527	05/09/2025	Items for end of year/employee appreciation	289-13-6499-00-999-11-8-00	2024	315.02	PO 155644
Citibank Sams Club	633906069845702566566	05/07/2025	162528	05/09/2025	Catering for Career Day	244-11-6399-00-041-22-0-01	2025	252.24	PO 155668
Citibank Sams Club	15604445629819904994	05/07/2025	162529	05/09/2025	Items for end of year/employee appreciation	289-13-6499-00-999-11-8-00	2024	18.48	PO 155644
Citibank Sams Club	938629738530364007029	04/14/2025	162558	05/15/2025	Testing snacks/light breakfast for Students and staff	199-23-6399-00-041-11-0-00		277.86	PO 155579
Citibank Sams Club	438084016889818932924	02/19/2025	162573	05/16/2025	Items, drinks, snacks, etc., for events, meetings, and trainings offered throughout the year for technology & safety.	199-53-6499-00-953-99-0-00		203.60	PO 155336
Citibank Sams Club	37433499594098495473	12/10/2024	162574	05/16/2025	For Catering Items	101-35-6341-00-901-99-0-00		225.46	PO 155013
Citibank Sams Club	10241985622	12/09/2024	162575	05/16/2025	Snacks and Refreshments for CWP District Meetings	211-61-6499-00-999-30-0-00	2025	67.90	PO 155396
Citibank Sams Club	454182726447631790762	05/01/2025	162576	05/16/2025	For Catering Items	101-35-6341-00-901-99-0-00		190.74	PO 155013
Citibank Sams Club	475182232607637790732	02/25/2025	162605	05/23/2025	Snacks and Refreshments for CWP District Meetings	211-61-6499-00-999-30-0-00	2025	195.78	PO 155396
Citibank Sams Club	10290860564	04/28/2025	162606	05/23/2025	HS Incentive for Teacher Appreciation Week	461-41-6499-00-727-99-0-00		109.78	PO 155726
Citibank Sams Club	10291798267	04/30/2025	162607	05/23/2025	Supplies for annual TISD Employee Appreciation Gala	461-41-6499-00-727-99-0-00		68.64	PO 155674
Citibank Sams Club	10283712883	04/09/2025	162608	05/23/2025	Hospitality JH Track meet on 4-12-25	181-36-6499-00-041-91-0-00		241.98	PO 155601
Citibank Sams Club	10281452611	04/03/2025	162609	05/23/2025	Misc. items for Finance office	199-41-6499-00-750-99-0-00		155.34	PO 154959
Citibank Sams Club	10283649093	04/09/2025	162610	05/23/2025	Support language development through engaging, hands-on academic lesson.	263-11-6399-00-999-25-0-00	2025	298.62	PO 155615
Citibank Sams Club	10251287419	01/06/2025	162614	05/23/2025	Xmas staff incentives	865-00-2191-01-999-01-0-00		74.71	PO 155339
Citibank Sams Club	10259543334	01/30/2025	162615	05/23/2025	Purchase concession items for the month of January 2025	865-00-2191-01-999-01-0-00		85.14	PO 155352
Citibank Sams Club	10276253008	03/19/2025	162616	05/23/2025	Purchase items for Senior breakfast 2025	865-00-2191-01-001-01-0-00		95.58	PO 155506
Citibank Sams Club	10251336134	01/06/2025	162617	05/23/2025	Purchase concession items for the month of January 2025	865-00-2191-01-999-01-0-00		253.78	PO 155352
Citibank Sams Club	10283999340	04/10/2025	162618	05/23/2025	Purchase concession items for the month of April and May 2025	865-00-2191-01-999-01-0-00		154.78	PO 155540
Citibank Sams Club	378515577972173269285	12/10/2024	162649	05/29/2025	For Catering Items	101-35-6341-00-901-99-0-00		105.61	PO 155013
Citibank Sams Club	34720837278450861820	05/20/2025	162650	05/29/2025	Snacks and Refreshments for CWP District Meetings	211-61-6499-00-999-30-0-00	2025	71.92	PO 155396

Citibank Total

8,205.32

Post Date	Account #	Year	Amount	Doc ID	System	Orig System	Vendor ID	Vendor Name	Paid Date	Check Number	Invoice Number
4/25/2025	255-00-2110-02-000-00-0-00	2025	-602.49	200001668	AP Check	AP Check	20265	4imprint, Inc.	4/25/2025	200001668	
4/17/2025	199-00-2110-02-000-00-0-00	2025	-328.43	200001661	AP Check	AP Check	10603	Oriental Trading Co., Inc.	4/17/2025	200001661	
4/25/2025	865-00-2110-02-000-00-0-00	2025	-476.00	200001669	AP Check	AP Check	10542	La Estrella	4/25/2025	200001669	
5/2/2025	101-00-2110-02-000-00-0-00	2025	-90.00	200001671	AP Check	AP Check	10105	Continental Termite & Pest Cr	5/2/2025	200001671	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-3243.09	200001676	AP Check	AP Check	20265	4imprint, Inc.	5/2/2025	200001676	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-475.00	200001671	AP Check	AP Check	10105	Continental Termite & Pest Cr	5/2/2025	200001671	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-453.43	200001674	AP Check	AP Check	20052	DEMCO, Inc	5/2/2025	200001674	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-435.60	200001670	AP Check	AP Check	10070	C & M Plaque & Trophy Inc.	5/2/2025	200001670	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-149.00	200001675	AP Check	AP Check	20263	TCEA	5/2/2025	200001675	
5/2/2025	429-00-2110-02-000-00-0-00	2025	-569.84	200001677	AP Check	AP Check	20271	Didax Educational Resources	5/2/2025	200001677	
5/2/2025	461-00-2110-02-000-00-0-00	2025	-2832.89	200001676	AP Check	AP Check	20265	4imprint, Inc.	5/2/2025	200001676	
5/2/2025	461-00-2110-02-000-00-0-00	2025	-2029.25	200001679	AP Check	AP Check	10649	Scholastic Book Fairs	5/2/2025	200001679	
4/25/2025	199-00-2110-02-000-00-0-00	2025	-170.00	200001667	AP Check	AP Check	10707	TASBO	4/25/2025	200001667	
4/25/2025	211-00-2110-02-000-00-0-00	2025	-6936.00	200001665	AP Check	AP Check	10672	Southern Computer Warehou	4/25/2025	200001665	
4/25/2025	211-00-2110-02-000-00-0-00	2025	-5431.63	200001666	AP Check	AP Check	10687	Staples Advantage	4/25/2025	200001666	
4/25/2025	211-00-2110-02-000-00-0-00	2025	-851.67	200001664	AP Check	AP Check	10221	Flinn Scientific, Inc.	4/25/2025	200001664	
4/25/2025	289-00-2110-02-000-00-0-00	2025	-64.21	200001664	AP Check	AP Check	10221	Flinn Scientific, Inc.	4/25/2025	200001664	
4/11/2025	199-00-2110-02-000-00-0-00	2025	-955.00	200001654	AP Check	AP Check	10342	Herff Jones	4/11/2025	200001654	
5/9/2025	101-00-2110-02-000-00-0-00	2025	-120.00	200001681	AP Check	AP Check	10105	Continental Termite & Pest Cr	5/9/2025	200001681	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-2105.00	200001672	AP Check	AP Check	10707	TASBO	5/2/2025	200001672	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-1213.82	200001673	AP Check	AP Check	20036	Johnstone Supply	5/2/2025	200001673	
5/2/2025	199-00-2110-02-000-00-0-00	2025	-179.99	200001678	AP Check	AP Check	20470	O'Reilly Auto Enterprises LLC	5/2/2025	200001678	
5/16/2025	199-00-2110-02-000-00-0-00	2025	-2266.00	200001686	AP Check	AP Check	10669	Sonitrol Of El Paso	5/16/2025	200001686	
5/16/2025	199-00-2110-02-000-00-0-00	2025	-115.44	200001688	AP Check	AP Check	20036	Johnstone Supply	5/16/2025	200001688	
5/16/2025	289-00-2110-02-000-00-0-00	2025	-4828.53	200001689	AP Check	AP Check	20199	The Prophet Corporation	5/16/2025	200001689	
5/9/2025	181-00-2110-02-000-00-0-00	2025	-810.00	200001680	AP Check	AP Check	10070	C & M Plaque & Trophy Inc.	5/9/2025	200001680	
5/9/2025	199-00-2110-02-000-00-0-00	2025	-190.00	200001684	AP Check	AP Check	20490	Blanco Ordonez Mata & Walla	5/9/2025	200001684	
5/9/2025	199-00-2110-02-000-00-0-00	2025	-123.33	200001683	AP Check	AP Check	20470	O'Reilly Auto Enterprises LLC	5/9/2025	200001683	
5/9/2025	199-00-2110-02-000-00-0-00	2025	-34.16	200001682	AP Check	AP Check	10687	Staples Advantage	5/9/2025	200001682	
4/4/2025	101-00-2110-02-000-00-0-00	2025	-90.00	200001649	AP Check	AP Check	10105	Continental Termite & Pest Cr	4/4/2025	200001649	
4/4/2025	199-00-2110-02-000-00-0-00	2025	-1235.00	200001652	AP Check	AP Check	20490	Blanco Ordonez Mata & Walla	4/4/2025	200001652	
4/4/2025	199-00-2110-02-000-00-0-00	2025	-975.00	200001650	AP Check	AP Check	10672	Southern Computer Warehou	4/4/2025	200001650	
4/4/2025	199-00-2110-02-000-00-0-00	2025	-690.00	200001649	AP Check	AP Check	10105	Continental Termite & Pest Cr	4/4/2025	200001649	
4/4/2025	199-00-2110-02-000-00-0-00	2025	-48.86	200001651	AP Check	AP Check	20036	Johnstone Supply	4/4/2025	200001651	

4/4/2025	211-00-2110-02-000-00-0-00	2025	-5642.66	200001653	AP Check	AP Check	20626	School Outfitters LLC	4/4/2025	200001653
Commerce Total			-46761.32							



MEMORANDUM

To: Members of the Board of Trustees
From: Luis M. Guerra, Director of Finance
Subject: Quarterly Investment Report – Quarter Ending June 30, 2025
Date: July 30, 2025

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, 2025. 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, 2025, 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, 2025.

The TISD began the quarter with \$6,334,244 in invested funds. This amount decreased to \$5,915,265 mainly resulting from less local tax revenue and fund balance expenditures.

The majority of TISD invested funds are invested in corporate overnight funds. The quarter began with the corporate overnight fund yield of 4.4752% and ended with a corporate overnight fund yield of 4.4528%.

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 \$5,547,987 in invested funds and ended the quarter with a balance of \$5,097,950. The decrease is mainly due to fund balance expenditures and less foundation revenue.

Investment	Jan-Mar	Apr-June	Change
Lone Star	\$5,431,013	\$4,935,929	(\$495,085)
WestStar	116,974	162,021	45,047
Total	\$5,547,987	\$5,097,950	(\$450,037)

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 \$517,074 invested funds and ended the quarter with a balance of \$548,188. The increase is due to state and local aid received in the quarter. Bond payment in the amount of \$199,781.34 will be made on August 1, 2025.

Investment	Jan-Mar	Apr-June	Change
Lone Star	\$395,030	\$399,400	\$4,370
WestStar	122,044	148,788	26,744
Total	\$517,074	\$548,188	\$31,114

Maintenance Tax Note – Corporate Overnight Fund

The Maintenance Tax Note Fund began the quarter with an invested balance of \$266,181 ended the quarter with a balance of \$269,125. The increase in invested funds is attributed to interest earnings of \$2,944 received during the quarter.

Conclusion

The District will continue to monitor the yields in longer-term investments. Monthly yields have decreased over the course of the quarter and are currently as competitive as yields in long-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 Guerra

Luis M Guerra, Investment Office

Tornillo Independent School District

Quarterly Investments Report

As of June 30, 2025

Description	Maturity Date	6/30/2025 Interest Rate*	3/31/2025 Book Value	6/30/2025 Book Value	3/31/2025 Market Value	6/30/2025 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	4.4528%	\$5,434,013.48	\$4,935,928.62	\$5,434,117.69	\$4,935,650.80	-9.17%	-9.17%	\$ 49,240.75
M & O Tax Note 2008 (197-1107)	On Demand	4.4528%	\$266,181.02	\$269,125.40	\$266,186.12	\$269,110.26	1.11%	1.10%	\$ 2,944.38
Interest & Sinking Fund (599-1107)	On Demand	4.4528%	\$395,030.17	\$399,399.83	\$395,039.72	\$399,377.36	1.11%	1.10%	\$ 4,369.66
Interest & Sinking Fund (599-1107)	On Demand	4.4382%	\$1.97	\$2.00	\$1.97	\$2.00	1.52%	1.52%	\$ 0.03
Total Lone Star Investment Pool:			\$6,095,226.64	\$5,604,455.85	\$6,095,345.50	\$5,604,140.42			\$56,554.82
<i>* Average Interest Rate for the quarter</i>									
WestStar Bank (Cash)									
General Fund (199-1110)	On Demand	0.10%	\$116,973.92	\$162,021.40	\$116,973.92	\$162,021.40	38.51%	38.51%	\$ 42.57
Interest & Sinking Fund (599-1110)	On Demand	0.10%	\$122,044.00	\$148,787.69	\$122,044.00	\$148,787.69	21.91%	21.91%	\$ 34.92
Total WestStar Bank:			\$239,017.92	\$310,809.09	\$239,017.92	\$310,809.09			\$77.49
Total Investments:			\$6,334,244.56	\$5,915,264.94	\$6,334,363.42	\$5,914,949.51			\$56,632.31

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	\$5,604,455.85	1.00	9/1/2024	0.9475
WestStar Bank	\$310,809.09	1.00	9/1/2024	0.0525
Total	\$5,915,264.94			1.0000

Investment Objectives (Priority Order):

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

Luis Guerra

Luis M. Guerra, Investment Officer



Participant #: 71908

Lone Star™ 2025 3rd Quarter
Investment Pool **Quarterly Statement**

Statement Period: 04/01/2025 to 06/30/2025

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	4,935,928.52	1.00	4,935,928.52	4,935,650.80	88.07%
Totals:				4,935,928.52	4,935,650.80	

Account	Fund	Number of Shares	Price Per Share	Account Book Value (USD)	Account Market Value (USD)	% Port.
Interest & Sinking Account	Corporate Overnight Fund	399,399.83	1.00	399,399.83	399,377.36	7.13%
	Government Overnight Fund	2.00	1.00	2.00	2.00	0.00%
Totals:				399,401.83	399,379.36	

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	269,125.40	1.00	269,125.40	269,110.26	4.80%
Totals:				269,125.40	269,110.26	

Totals

Fund	Number of Shares	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	5,604,453.75	1.00	5,604,453.75	100.00 %
Government Overnight Fund	2.00	1.00	2.00	0.00 %
Corporate Overnight Plus Fund	0.00	1.00	0.00	0.00 %
Total Value:			5,604,455.75	100.00 %

Portfolio Transactions

General Fund - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2025	Starting Balance	5,434,013.48			5,434,013.48
04/04/2025	Withdrawal	5,184,013.48	-250,000.00	1.00	-250,000.00
04/09/2025	Withdrawal	4,884,013.48	-300,000.00	1.00	-300,000.00
04/16/2025	Deposit	4,890,124.22	6,110.74	1.00	6,110.74
04/17/2025	Withdrawal	4,790,124.22	-100,000.00	1.00	-100,000.00
04/17/2025	Withdrawal	4,490,124.22	-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)
04/21/2025	Deposit	4,525,704.20	35,579.98	1.00	35,579.98
04/22/2025	Deposit	4,526,004.20	300.00	1.00	300.00
04/25/2025	Deposit	4,554,460.20	28,456.00	1.00	28,456.00
04/30/2025	Interest	4,572,040.65	17,580.45	1.00	17,580.45
05/01/2025	Withdrawal	4,312,040.65	-260,000.00	1.00	-260,000.00
05/02/2025	Deposit	4,314,033.65	1,993.00	1.00	1,993.00
05/12/2025	Withdrawal	4,194,033.65	-120,000.00	1.00	-120,000.00
05/12/2025	Withdrawal	3,894,033.65	-300,000.00	1.00	-300,000.00
05/13/2025	Deposit	3,898,174.90	4,141.25	1.00	4,141.25
05/19/2025	Withdrawal	3,798,174.90	-100,000.00	1.00	-100,000.00
05/23/2025	Deposit	3,886,419.84	88,244.94	1.00	88,244.94
05/23/2025	Deposit	4,805,909.84	919,490.00	1.00	919,490.00
05/27/2025	Withdrawal	4,405,909.84	-400,000.00	1.00	-400,000.00
05/30/2025	Interest	4,421,781.23	15,871.39	1.00	15,871.39
06/05/2025	Withdrawal	4,171,781.23	-250,000.00	1.00	-250,000.00
06/10/2025	Withdrawal	3,871,781.23	-300,000.00	1.00	-300,000.00
06/12/2025	Deposit	3,873,062.48	1,281.25	1.00	1,281.25
06/12/2025	Deposit	3,886,440.48	13,378.00	1.00	13,378.00
06/12/2025	Deposit	3,900,386.70	13,946.22	1.00	13,946.22
06/12/2025	Deposit	3,991,332.13	90,945.43	1.00	90,945.43
06/12/2025	Deposit	3,996,537.07	5,204.94	1.00	5,204.94
06/12/2025	Deposit	4,138,364.53	141,827.46	1.00	141,827.46
06/12/2025	Deposit	4,148,204.53	9,840.00	1.00	9,840.00
06/12/2025	Deposit	4,166,619.47	18,414.94	1.00	18,414.94
06/12/2025	Deposit	4,275,991.68	109,372.21	1.00	109,372.21
06/12/2025	Deposit	4,314,088.47	38,096.79	1.00	38,096.79
06/12/2025	Deposit	4,342,064.93	27,976.46	1.00	27,976.46
06/12/2025	Deposit	4,373,685.99	31,621.06	1.00	31,621.06
06/12/2025	Deposit	4,383,911.85	10,225.86	1.00	10,225.86
06/12/2025	Deposit	4,389,055.61	5,143.76	1.00	5,143.76
06/18/2025	Withdrawal	4,039,055.61	-350,000.00	1.00	-350,000.00
06/25/2025	Deposit	4,993,624.61	954,569.00	1.00	954,569.00
06/25/2025	Deposit	5,020,139.61	26,515.00	1.00	26,515.00
06/27/2025	Withdrawal	4,920,139.61	-100,000.00	1.00	-100,000.00
06/30/2025	Interest	4,935,928.52	15,788.91	1.00	15,788.91
06/30/2025	Ending Balance	4,935,928.52			4,935,928.52

Interest & Sinking Account - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2025	Starting Balance	395,030.17			395,030.17
04/30/2025	Interest	396,470.00	1,439.83	1.00	1,439.83
05/30/2025	Interest	397,957.00	1,487.00	1.00	1,487.00
06/30/2025	Interest	399,399.83	1,442.83	1.00	1,442.83
06/30/2025	Ending Balance	399,399.83			399,399.83

Interest & Sinking Account - Government Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2025	Starting Balance	1.97			1.97
04/30/2025	Interest	1.98	0.01	1.00	0.01
05/30/2025	Interest	1.99	0.01	1.00	0.01
06/30/2025	Interest	2.00	0.01	1.00	0.01
06/30/2025	Ending Balance	2.00			2.00

Maintenance Tax Note 2008 - Fund 197 - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2025	Starting Balance	266,181.02			266,181.02
04/30/2025	Interest	267,151.21	970.19	1.00	970.19
05/30/2025	Interest	268,153.18	1,001.97	1.00	1,001.97
06/30/2025	Interest	269,125.40	972.22	1.00	972.22
06/30/2025	Ending Balance	269,125.40			269,125.40

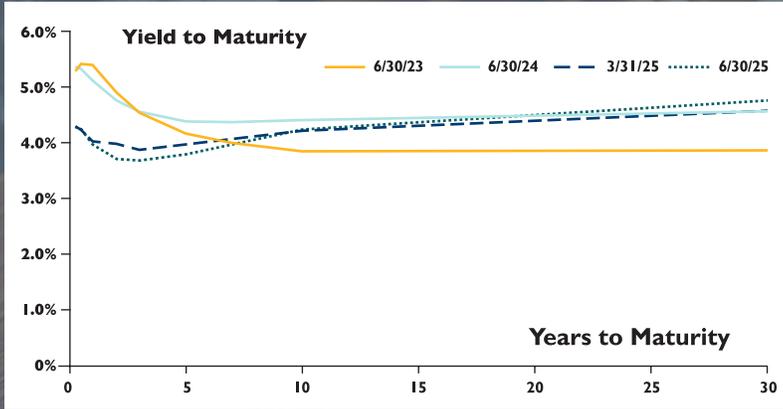
Important Information about this statement

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

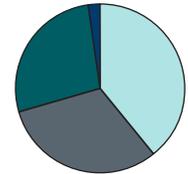
June 30, 2025

After selling off in the first quarter due to the uncertainty leading up to the implementation of widespread tariffs, positive news of trade deals pushed equity prices sharply higher in the second quarter as the Dow Jones Industrial Average, S&P 500, and Nasdaq-100 indexes gained 5.5%, 10.9%, and 18.0%, respectively. There were two Federal Open Market Committee (FOMC) meetings in the second quarter. At both the May 7 and June 18 FOMC meetings, the committee voted to leave the fed funds target range unchanged at 4.25% and 4.50%. At the June meeting, the key focus for markets was whether the median 2025 dot would show one or two cuts in the Summary of Economic Projections (SEP). The release showed two rate cuts in 2025, unchanged from the March release. The June payroll data from the Bureau of Labor Statistics (BLS) was much stronger than expected, especially considering that the ADP report showed a net job loss. The June report showed 147,000 jobs were added, a +16,000 revision to the previous two months, and a decline in the unemployment rate to 4.1%.



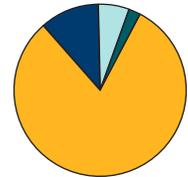
Government Overnight Fund		Duration 0.19614
	Participant Assets	Market Value
Beginning of Quarter Balance	8,045,258,538.70	8,045,976,777.46
Deposits	1,451,540,381.40	
Withdrawals	(3,118,049,004.04)	
End of Quarter Balance	6,378,749,916.06	6,379,228,811.27

Cash/Repo	39%
Agencies	32%
Treasuries	27%
MM Funds	2%



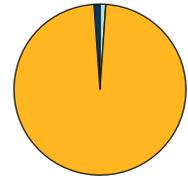
Corporate Overnight Fund		Duration 0.22625
	Participant Assets	Market Value
Beginning of Quarter Balance	4,258,242,093.29	4,258,323,756.17
Deposits	719,702,716.92	
Withdrawals	(1,151,414,429.21)	
End of Quarter Balance	3,826,530,381.00	3,826,315,084.75

Commercial Paper	81%
MM Funds	11%
Cash/Repo	6%
Treasuries	2%



Corporate Overnight Plus Fund		Duration 0.07754
	Participant Assets	Market Value
Beginning of Quarter Balance	13,613,883,338.76	13,614,529,658.59
Deposits	3,243,806,875.19	
Withdrawals	(5,667,832,894.47)	
End of Quarter Balance	11,189,857,319.48	11,189,116,735.94

Commercial Paper	98%
MM Funds	1%
Cash/Repo	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	4.33%	4.32%	4.30%	4.31%	4.30%	4.33%
Corp Overnight Fund	4.43%	4.43%	4.42%	4.42%	4.41%	4.43%
Corp Overnight Plus Fund	4.47%	4.46%	4.44%	4.44%	4.43%	4.45%

William Mastrodicasa
William Mastrodicasa

Lone Star Investment Pool Investment Officers

Tammy Davis
Tammy Davis

The Lone Star Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, charges, 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.

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

Custodian Bank: State Street Bank

*Investment Managers:
American Beacon Advisors and
Mellon Investments Corp (Dreyfus)*

A TASBO Strategic Partner



The Official Investment Pool of



Lone Star Monthly Performance Update

The Lone Star Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, charges, 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.

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Fund Performance Update
June 30, 2025

Comments by Mellon, Investment Manager

As has been the case since March, widespread tariffs continued to be a primary focus of the financial markets in June. Geopolitical risks increased with the bombings in Iran. The equity markets appeared to focus on an improving tariff situation as both the S&P 500® and Nasdaq-100® indexes reach all-time highs. The Dow Jones Industrial Average®, S&P 500® and Nasdaq-100® indexes gained 4.5%, 5.1% and 6.6%, respectively, in June. As expected, the Federal Open Market Committee (FOMC) left the target rate unchanged at 4.25% to 4.50% at its June meeting. The FOMC noted that uncertainty has “diminished but remains elevated” but otherwise made minimal changes to the press release following the meeting. The key focus for markets was whether the median 2025 dot would show one or two cuts and the median projection in the Summary of Economic Projections (SEP). The release showed two rate cuts in 2025, unchanged from the March release. However, the forecast for growth was revised lower (from 1.7% to 1.4%) and both unemployment (from 4.4% to 4.5%) and inflation (headline from 2.7% to 3.0%; core from 2.8% to 3.1%) were revised higher for 2025. The next FOMC meeting is scheduled for July 30.

Active Participants This Month

Schools and Colleges	599
Other Governmental Entities	94
<i>Total</i>	<i>693</i>

Government Overnight Fund

Return Information

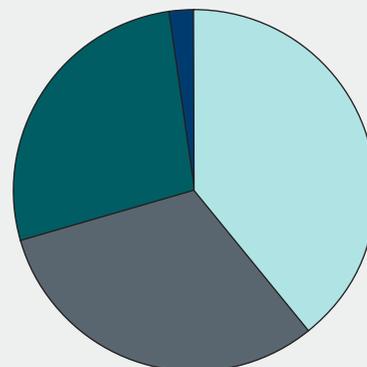
June 30, 2025

Average Monthly Return (a)	4.30%
SEC 7-day Fund Yield (b)	4.33%
Weighted Average Maturity One (c)	28 days
Weighted Average Maturity Two (c)	100 days
Portfolio Maturing beyond One Year	7%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	2,493,159,968.93	2,493,159,968.93
US Treasuries	1,730,851,457.14	1,730,897,368.69
Agencies	2,021,764,513.76	2,022,197,497.42
Money Market Funds	132,973,976.23	132,973,976.23
Total Assets	6,378,749,916.06	6,379,228,811.27

Investment Distribution



Cash Repo	39%
Agencies	32%
Treasuries	27%
Money Market	2%

(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

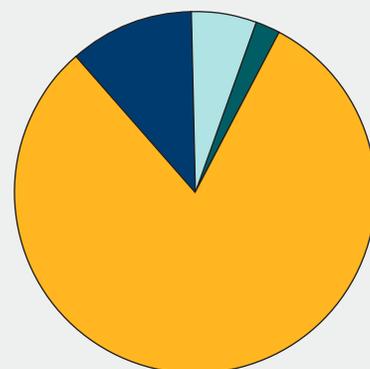
June 30, 2025

Average Monthly Return (a)	4.41%
SEC 7-day Fund Yield (b)	4.43%
Weighted Average Maturity One (c)	32 days
Weighted Average Maturity Two (c)	68 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	214,126,412.74	214,126,412.74
US Treasuries	84,360,472.36	84,369,878.50
Agencies	-	-
Commercial Paper	3,091,190,856.50	3,090,966,154.11
Money Market Funds	436,852,639.40	436,852,639.40
Total Assets	3,826,530,381.00	3,826,315,084.75

Investment Distribution



Commercial Paper	81%
Money Market	11%
Cash/Repo	6%
Treasuries	2%

(b)

SEC 7-Day Yield Calculation

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

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

Corporate Overnight Plus Fund

Return Information

June 30, 2025

Average Monthly Return (a)	4.43%
SEC 7-day Fund Yield (b)	4.45%
Weighted Average Maturity One (c)	43 days
Weighted Average Maturity Two (c)	82 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	107,856,318.44	107,856,318.44
US Treasuries	-	-
Agencies	-	-
Commercial Paper	10,946,559,498.68	10,945,818,915.14
Money Market Funds	135,441,502.36	135,441,502.36
Total Assets	11,189,857,319.48	11,189,116,735.94

Investment Distribution



Commercial Paper	98%
Money Market	1%
Cash/Repo	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.



Human Resources Department

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3050
Fax 915.765.3099

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

Members of the District Advisory Board Committee (DAB)

2025-2026

Ms. Nubia Hernandez	Parent
Ms. Cynthia Aviles	Parent
Ms. Tara Bojorquez	Parent
Ms. Carmen Bonilla	Community Representative
Mr. Jacob Contreras	High School Teacher
Ms. Patricia Vega	High School Teacher
Ms. Claudia Herrera Soto	High School Instructional Spec.
Ms. Paloma Santillana	Intermediate Bilingual Teacher
Ms. Maria Salcido	Intermediate Teacher
Mr. Jorge Lazo	Junior High Teacher
Ms. Micaela Alvidrez	Special Education Teacher
Ms. Valeria Valenzuela	Intermediate Bilingual Teacher
Ms. Loretta Aguilar	G/T Representative
Mr. Raymond Bonilla	CTE Representative
Ms. Alicia Alvarado	District Lead Counselor
Mr. Alejandro Olvera	High School Principal
Ms. Myrna Lopez	Prek-8 Principal
Ms. Karina Schulte	District Instructional Specialist
Ms. Claudia Castro	District Parent Liaison
Marisela Ramos	Diagnostician/SPED/504 Coordinator
Ms. Linda Rivero	Health Care Professional
Ms. Lizeth Carroll	Sup. Designee

TISD SHAC Roster 2024-2025

Name	Represents	TISD Parent	Committee	E-mail address	Phone Number
Officers- 2024-25					
Cynthia Aviles CO-CHAIR	Parent			Cynthiaaviles23@yahoo.com	915-760-3526
Linda Rivero, RN CO-CHAIR, CHAIR HEALTH ED, HEALTH SVC	TISD District Nurse			riveroL@tisd.us	915-765-3565
Raymond Bonilla VICE-CHAIR	TISD CTE Coordinator			bonillaR@tisd.us	915-474-4128
Sandy Garcia SECRETARY	HR Specialist			garciaSs@tisd.us	915-765-3051
Norma Aguirre CHAIR NUTRITION	CNS Manager			aguirreN@tisd.us	915-765-3046
Luis Vega CHAIR PE	Athletic Director			vegaL@tisd.us	915-491-7693
Maria Morales CHIAR-SOCIAL SERVICES	At-Risk Coordinator			moralesM@tisd.us	915-765-3454
Members 2024-25					
Cabinet				cabinet@tisd.us	
Leadership				Leadership@tisd.us	
Counselors				Counselors@tisd.us	
Claudia Castro	Parent Liason			cstroC@tisd.us	915-765-3290
	Security				
	Adult Education				
Laura Roa	TIS			roaL@tisd.us	
	TIS Alternate				
Damaris Duran	TJH			duanD@tisd.us	
	TJH Alternate				
Jorge Torres	THS			torresJ@tisd.us	
	THS Alternate				
	CTE				

TISD SHAC Roster 2024-2025

<i>Name</i>	<i>Represents</i>	<i>TISD Parent</i>	<i>Committee</i>	<i>E-mail address</i>	<i>Phone Number</i>
<i>Victoria Aragon</i>	<i>Common Threads</i>			varagon@commonthreads.org	<i>915-261-2851</i>
<i>Kristen Ortega, MPH</i>	<i>AFHK</i>			kortega@actionforhealthykids.org	<i>915-209-2225</i>
<i>Cynthia Aviles</i>	<i>Parent</i>				
<i>Carmen Bonilla</i>	<i>Parent</i>				
<i>Rosy Hernandez</i>	<i>Parent</i>				



Committee Abbreviation Key:

1 Family/Community Involvement

4 Health Education

7 Safe & Healthy School Environment

2 Nutrition Services

5 Social Services

8 Staff Wellness

3 Physical Education

6 Health Services

Attachment 11.03 School Safety and Security Committee

In accordance with Texas Education Code 37.109, the School Safety and Security Committee, to the greatest extent practicable, includes:

COMMITTEE REQUIREMENTS
City or County's Office of Emergency Management (one or more representatives)
Local Police Department or Sheriff's Office (one or more representatives)
District Police Department (one or more representatives, if applicable)
President of the Board of Trustees
A member of the Board of Trustees (other than the President)
Superintendent
Designee(s) of the Superintendent (one or more, but one must be a classroom teacher in the district)
A member of the Open-Enrollment Charter School's Governing Body (or designee – this applies only to districts who partner with an open-enrollment charter school to provide instruction to charter students; however, if a charter provides instruction to district students, they should consider doing this as well)
Parents or Guardians of Enrolled Students (at least two parents are required)

Attachment 11.03 School Safety and Security Committee

School Safety and Security Committee Members

NAME	AGENCY/TITLE	WORK PHONE	MOBILE PHONE	EMAIL
Georgina Gonzalez	Texas Division of Emergency Management, District Chief, TDEM	915-238-4408	915-238-4408	Georgina.Gonzalez@tdem.Texas.gov
Rudy Gallegos	El Paso City-County Emergency Management, Lead Planner	915- 838-3275	915-222-1631	GalleogsR@elpasotexas.gov
Ramon Galaviz	Sheriff Resource Officer		915-541-5398	rgalaviz@epcounty.com
Matthew Scales	Department of Public Safety			Matthew.scales@dps.texas.gov
Crystal Nesbitt	EP County Sheriff Office / Community Oriented Policing Representative	915-851-3287		cnesbitt@epcounty.com
Marlene Bullard	Tornillo ISD / Board President		915-203-6540	Marlene@tisd.us
Ida Estrada	Tornillo ISD / Board of Trustee			Ida@tisd.us
Rosy Vega-Barrio	Tornillo ISD / Superintendent	915-765-3007	915-892-1620	RvegaB@tisd.us
DAB/SHAC	Teacher			
Rene Estrada	Facilities Director		915-497-4203	EstradaRe@tisd.us
Carlos Garcia	Tornillo ISD/ Technology & Safety Director		915-637-4838	GarciaC@tisd.us
Chris Escarsega	Tornillo ISD / Network Administrator		915-204-0207	EscarsegaC@tisd.us
Hugo Fuentes	Tornillo ISD / System Administrator		915-490-5062	FuentesH@tisd.us
Arturo Santillana	Tornillo ISD / Safety Officer		915-765-7702	SantillanaPenaA@tisd.us
Roxanne Ayala	Tornillo ISD / Safety Officer		575-386-6643	AyalaR@tisd.us
DAB/SHAC	Tornillo ISD / Parent			
DAB/SHAC	Tornillo ISD / Parent			

Attachment 11.03 School Safety and Security Committee

District Incident Command System Committee Members

NAME	AGENCY/TITLE	WORK PHONE	MOBILE PHONE	EMAIL
Rosy Vega-Barrio	Tornillo ISD / Superintendent	915-765-3007	915-892-1620	RvegaB@tisd.us
Carlos Garcia	Tornillo ISD/ Technology & Safety Director		915-637-4838	GarciaC@tisd.us
Rene Estrada	Tornillo ISD / Facilities & Transportation Director			EstradaR@tisd.us
Lizeth Carroll	Tornillo ISD / Human Resources Director			CarrollL@tisd.us
Rachel Aguilar	Tornillo ISD / Secretary to Superintendent			AguilarR@tisd.us
Luis Guerra	Tornillo ISD / Finance Director			GuerraL@tisd.us
Linda Rivero	Tornillo ISD / Registered Nurse			RiveroL@tisd.us
Norma Aguirre	Tornillo ISD / Child Nutrition Director			AguirreN@tisd.us
Chris Escarsega	Tornillo ISD / Network Administrator			EscarsegaC@tisd.us
Hugo Fuentes	Tornillo ISD / Systems Administrator			FuentesH@tisd.us

Attachment 11.03 School Safety and Security Committee

In accordance with Texas Education Code 37.109, except as otherwise provided in the Code, the School Safety and Security Committee shall meet at least once during each academic semester and at least once during the summer. The committee is subject to Chapter 551, Government Code, has the freedom to meet in executive session as provided by that chapter, and posts notice of their committee meetings in the same manner as notice of a meeting of the **board of trustees**. The table below includes data concerning the previous year's meetings.

SCHOOL SAFETY AND SECURITY COMMITTEE MEETINGS HELD DURING THE 2025-2026 ACADEMIC YEAR	
Meeting Date	Meeting Time
9/30/2025 (scheduled)	4:00pm
1/6/2026 (scheduled)	4:00pm
3/10/2026 (scheduled)	4:00pm
5/26/2026 (scheduled)	4:00pm

SCHOOL SAFETY AND SECURITY COMMITTEE MEETINGS HELD DURING THE 2024-2025 ACADEMIC YEAR	
Meeting Date	Meeting Time
10/1/2024	4:00pm
1/7/2025	4:00pm
3/4/2025	4:00pm
5/27/2025	4:00pm

SCHOOL SAFETY AND SECURITY COMMITTEE MEETINGS HELD DURING THE 2023-2024 ACADEMIC YEAR	
Meeting Date	Meeting Time
7/20/2023	4:00pm
8/31/2023	4:00pm
10/05/2023	4:00pm
3/5/2024	4:00pm
6/6/2024	4:00pm



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:



E-rate Service Provider Evaluation Worksheet

Application Information	
Description	Information
Type of Service	Category 2 - Cyber Security
Funding Year	FY25 : 7/1/2025 - 6/30/2026
Form 470 Number	#REF!
Form 470 Form ID:	CBR202500216-2
Bidding Number	TISDFY25-CS02
Scope of Work	Cyber Security

Factor Points		
Description	Factor	Max
Price	A	30
Prior Experience	B	25
Qualifications	C	20
Walkthrough	D	15
Bill Methods	E	5
E-rate Experience	F	5
Total		100

Factor Rating	
Score	Description
0	Very Poor
1	Poor
2	Fair
3	Very Good
4	Excellent

Vendor Name	Factor A		Factor B		Factor C		Factor D		Factor E		Factor F		Points
	Score A	Pts A	Score B	Pts B	Score C	Pts C	Score D	Pts D	Score E	Pts E	Score F	Pts F	
ANM	3.63	27.188	3.75	23.438	4.00	20	3.75	14.063	4.00	5	3.75	4.6875	94.38
SHI	2.75	20.625	3.75	23.438	3.75	18.75	1.75	6.5625	4.00	5	3.75	4.6875	79.06
Visual Edge IT	2.75	20.625	3.00	18.75	4.00	20	1.50	5.625	4.00	5	3.75	4.6875	74.69
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00



E-rate Service Provider Evaluation Worksheet

E-rate Information	
	Application
Type of Service	Category 2 - Cyber Security
Funding Year	FY25 : 7/1/2025 - 6/30/2026
Form 470 Number	#REF!
Form 470 Form ID:	CBR202500216-2
Bidding Number	TISDFY25-CS02
Scope of Work	Cyber Security

Factor Points		
Description	Factor	Max
Price	A	30
Prior Experience	B	25
Qualifications	C	20
Walkthrough	D	15
Bill Methods	E	5
E-rate Experience	F	5
Total		100

Factor Rating	
Score	Description
0	Very Poor
1	Poor
2	Fair
3	Very Good
4	Excellent

Vendor Name	Factor A		Factor B		Factor C		Factor D		Factor E		Factor F		Points
	Score A	Pts A	Score B	Pts B	Score C	Pts C	Score D	Pts D	Score E	Pts E	Score F	Pts F	
ANM	4.00	30	3.00	18.75	4.00	20	4.00	15	4.00	5	3.00	3.75	92.50
SHI	4.00	30	3.00	18.75	3.00	15	0.00	0	4.00	5	3.00	3.75	72.50
Visual Edge IT	4.00	30	3.00	18.75	4.00	20	0.00	0	4.00	5	3.00	3.75	77.50
		0		0	4.00	20		0		0		0	20.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00

Evaluator:

Job Title:

Date:

Signature: Luis Guerra



E-rate Service Provider Evaluation Worksheet

E-rate Information	
	Application
Type of Service	Category 2 - Cyber Security
Funding Year	FY25 : 7/1/2025 - 6/30/2026
Form 470 Number	#REF!
Form 470 Form ID:	CBR202500216-2
Bidding Number	TISDFY25-CS02
Scope of Work	Cyber Security

Factor Points		
Description	Factor	Max
Price	A	30
Prior Experience	B	25
Qualifications	C	20
Walkthrough	D	15
Bill Methods	E	5
E-rate Experience	F	5
Total		100

Factor Rating	
Score	Description
0	Very Poor
1	Poor
2	Fair
3	Very Good
4	Excellent

Vendor Name	Factor A		Factor B		Factor C		Factor D		Factor E		Factor F		Points
	Score A	Pts A	Score B	Pts B	Score C	Pts C	Score D	Pts D	Score E	Pts E	Score F	Pts F	
ANM	3.00	22.5	4.00	25	4.00	20	4.00	15	4.00	5	4.00	5	92.50
SHI	2.00	15	4.00	25	4.00	20	2.00	7.5	4.00	5	4.00	5	77.50
Visual Edge IT	2.00	15	3.00	18.75	4.00	20	1.00	3.75	4.00	5	4.00	5	67.50
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00

Evaluator:

Job Title:

Date:

Signature: Hugo Fuentes



E-rate Service Provider Evaluation Worksheet

E-rate Information	
	Application
Type of Service	Category 2 - Cyber Security
Funding Year	FY25 : 7/1/2025 - 6/30/2026
Form 470 Number	#REF!
Form 470 Form ID:	CBR202500216-2
Bidding Number	TISDFY25-CS02
Scope of Work	Cyber Security

Factor Points		
Description	Factor	Max
Price	A	30
Prior Experience	B	25
Qualifications	C	20
Walkthrough	D	15
Bill Methods	E	5
E-rate Experience	F	5
Total		100

Factor Rating	
Score	Description
0	Very Poor
1	Poor
2	Fair
3	Very Good
4	Excellent

Vendor Name	Factor A		Factor B		Factor C		Factor D		Factor E		Factor F		Points
	Score A	Pts A	Score B	Pts B	Score C	Pts C	Score D	Pts D	Score E	Pts E	Score F	Pts F	
ANM	3.50	26.25	4.00	25	4.00	20	4.00	15	4.00	5	4.00	5	96.25
SHI	2.00	15	4.00	25	4.00	20	2.00	7.5	4.00	5	4.00	5	77.50
Visual Edge IT	3.00	22.5	2.00	12.5	4.00	20	2.00	7.5	4.00	5	4.00	5	72.50
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00

Evaluator: Carlos Garcia

Job Title: Technology Director

Date: 7/22/2025

Signature: 



E-rate Service Provider Evaluation Worksheet

E-rate Information	
	Application
Type of Service	Category 2 - Cyber Security
Funding Year	FY25 : 7/1/2025 - 6/30/2026
Form 470 Number	#REF!
Form 470 Form ID:	CBR202500216-2
Bidding Number	TISDFY25-CS02
Scope of Work	Cyber Security

Factor Points		
Description	Factor	Max
Price	A	30
Prior Experience	B	25
Qualifications	C	20
Walkthrough	D	15
Bill Methods	E	5
E-rate Experience	F	5
Total		100

Factor Rating	
Score	Description
0	Very Poor
1	Poor
2	Fair
3	Very Good
4	Excellent

Vendor Name	Factor A		Factor B		Factor C		Factor D		Factor E		Factor F		Points
	Score A	Pts A	Score B	Pts B	Score C	Pts C	Score D	Pts D	Score E	Pts E	Score F	Pts F	
ANM	4.00	30	4.00	25	4.00	20	3.00	11.25	4.00	5	4.00	5	96.25
SHI	3.00	22.5	4.00	25	4.00	20	3.00	11.25	4.00	5	4.00	5	88.75
Visual Edge IT	2.00	15	4.00	25	4.00	20	3.00	11.25	4.00	5	4.00	5	81.25
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00
		0		0		0		0		0		0	0.00

Evaluator: Christopher Escarsega

Job Title: Network Administrator

Date: 7/22/2025

Signature: *Christopher Escarsega*

Note: Scoring for price category is determined by setting the lowest price as a base comparison and given a score of 4. Rest of prices are scored proportionately.

E-rate Amount \$ **45,000.00**

CS01 - Cyber Security Projects

#	Vendor Name	CIS02 Backup	TB	Comments
1	ANM	\$55,000.00	64 TB	Discovery meeting. Included full storage scope.
2	SHI	\$5,623.46	1 TB	Did not include full storage scope. No walkthrough/meeting.
3	Visual Edge IT	\$64,341.00	12TB	Did not include full storage scope. No Walkthrough/meeting. 3-year contract.

NB = No Bid

WS = Wrong Solution/Scope of Work

May no longer need



MEMORANDUM

To: Board of Trustees
From: Mr. Christopher Escarsega, Network & Cybersecurity Administrator
Subject: Consider Approval to Purchase Interactive Displays for Classrooms
Date: July 30, 2025

RATIONALE:

As part of our strategic investment in expanding access to high-quality digital learning resources, we are proposing an initiative to increase the availability of interactive displays across all grade levels. This initiative supports the district's goal of providing equitable access to current technology tools that foster student engagement, creativity, and achievement across all academic areas.

Purpose of the Interactive Display Initiative

1. **Advance Digital Learning Access:** With the increasing integration of interactive digital tools in core instruction, this initiative ensures that classrooms at all grade levels are equipped with technology that supports collaborative and engaging learning environments. The addition of interactive displays will promote broader and more effective use of instructional software and platforms.
2. **Support Curriculum Innovation:** As the district continues to implement more digitally integrated curricula, interactive displays will enhance student access to dynamic educational content, particularly in areas such as STEM, literacy, and personalized learning. These displays are essential for running current and future instructional applications that demand high-performance visual and touch-enabled technology.
3. **Enhance Instructional Delivery:** By equipping classrooms with modern interactive displays that meet today's instructional and security standards, teachers will be better prepared to deliver engaging, multimedia-rich lessons. This upgrade supports more interactive learning experiences and streamlines classroom management through integrated digital tools.

Budget Impact

A total of \$39,920 is proposed for the purchase of Interactive Displays for Classrooms initiative to support district's commitment to providing equitable access to current technology tools that promote student engagement, creativity, and academic achievement across all grade levels.

Account Number: 429-11-6395-14-999-11-1-00

Administrative Recommendation

The purchase of these interactive displays represents a strategic expansion of our digital learning infrastructure. This investment will allow the district to modernize classroom environments, support evolving curriculum needs, and provide educators with tools that enhance student engagement and instructional delivery. The inclusion of a five-year warranty reduces long-term maintenance costs and ensures sustainability. We respectfully request the Board's approval to proceed with this technology enhancement initiative.



QUOTATION

Quote Number: 3755
 Quote Date: Jul 8, 2025
 Page: 1

111 Bluffs Court
 STE C
 Canton, GA 30114
 USA

**Tips Contract 230105 Technology Solutions
 Products and Svcs
 ONESCREEN CES 2024-19-C121-ALL
 Federal ID 46-2867670**

Voice: (678) 999-7129

Quoted To:
Tomillo Independent School District 19200 Cobb Avenue Tomillo, TX 79853-9999 usa

Ship To:
Tomillo Independent School District 430-D Oil Mill road Tomillo, TX 79853 usa

Customer ID	Good Thru	Payment Terms	Sales Rep
Tomillo	8/7/25	Net 30 Days	L003

Quantity	Item	Description	Unit Price	Amount
16.00	OS-T7-65	65 inch touch screen Android 13.0, 8 GB RAM, 128 GB Memory, 40 touch points, Google EDLA , with mic Due to Market Changes. Price is also subject to Tariff changes in the Market	2,395.00	38,320.00

**All Pricing Subject to Change without Notice All orders subject to price increase due to imposed tariffs
 All Freight Charges are Estimated**

Subtotal	38,320.00
Sales Tax	
Freight	1,600.00
TOTAL	39,920.00



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:

Sonitrol (Intrusion Alarm only)

Service	Buildings	Costs
Annual Intrusion Alarm Monitoring Cost	All Blds	\$ 17,500.00

Black Fire & Security Services (Intrusion Alarm only)

Service	Buildings	Costs
Annual Intrusion Alarm Monitoring Cost	All Blds	\$ 1,512.00
One-Time Installation Costs	CO, ELG, CC, TC	\$ 12,294.44
One-Time Installation Costs	HS, HS-P, JH	\$ 9,993.02
One-Time Installation Costs	IS, FT	\$ 7,782.58
One-Time Installation Total Costs		\$ 30,070.04

Long Term Savings

Vendor	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Total
Sonitrol	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 87,500.00
Black Fire	\$ 31,582.04	\$ 1,512.00	\$ 1,512.00	\$ 1,512.00	\$ 1,512.00	\$ 37,630.04
					5-Year Savings	\$ 49,869.96

95% False Alarms. environmental noises, AC, etc.
 < 5% Actual occurrences: staff forget to disable alarms.

Proposals Received

Vendor	One Time Costs	Monitoring Cost - Year	Monitoring Cost - Month
Black Fire	\$30,070.04	\$1,512.00	\$126.00
PyroCom	\$60,631.76	\$3,355.20	\$279.60
APIC	NP	NP	NP



Black Fire & Security Services

5013 Becknell Lane | El Paso, Texas 79924
 9153176687 | accounting@blackfireandsecurity.com |
[Http://www.blackfireandsecurity.com](http://www.blackfireandsecurity.com)

RECIPIENT:

Tornillo ISD

Technology Service Center
 19190 Cobb Avenue
 Tornillo, Texas 79853
 Phone: 915-637-4838

Estimate #2590	
Sent on	Feb 26, 2025
Title	Replace Security Alarm System & Reduce Monitoring Accounts
Total	\$1,512.00

Product/Service	Description	Qty.	Unit Price	Total
Security Monitoring	24 Hour Emergency Monitoring for Police Response and ADC Cloud Service (paid annually) Administration Building Account	12	\$42.00	\$504.00
Security Monitoring	24 Hour Emergency Monitoring for Police Response and ADC Cloud Service (paid annually) High School Account	12	\$42.00	\$504.00
Security Monitoring	24 Hour Emergency Monitoring for Police Response and ADC Cloud Service (paid annually) Jr. High Account	12	\$42.00	\$504.00
			Total	\$1,512.00

Due to potential tariffs, this quote is valid for the next 15 days, after which values may be subject to change. This quote represents a cash/check discount.

Signature: _____ Date: _____



Black Fire & Security Services

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 9153176687 | accounting@blackfireandsecurity.com |
[Http://www.blackfireandsecurity.com](http://www.blackfireandsecurity.com)

RECIPIENT:

Tornillo ISD

Tornillo High School
 430 Oil Mill Road
 Tornillo, Texas 79853
 Phone: 915-637-4838

Estimate #2608	
Sent on	Feb 26, 2025
Title	Replace Intrusion System
Property Name	Tornillo High School
Total	\$9,993.02

SCOPE:

- Install Power G Panel in High School IT room
- Install External Antenna to boost cell reception
- Install one (1) back-up key pad in high school IT room
- Install one (1) remote key pad at employee entrance of high school
- Install Twenty-five (25) door contacts in high school
- Install one (1) repeater in high school
- Install one (3) sirens in high school

- Install one (1) remote keypad at Jr. high
- Install Nine (9) door contacts in Jr. high
- Install one (1) repeater in Jr. high
- Install two (2) sirens in Jr. high

- Install thirteen (13) door contacts at field house
- Install one (1) remote keypad at field house
- Install one (1) repeater in field house
- Install one (1) siren in field house

- Install one (1) door contacts at high school portable

- Install motion detectors as needed.
- Program all devices
- Test & Troubleshoot
- Train select staff on proper panel and mobile app use.

Product/Service	Description	Qty.	Unit Price	Total
IQPR017M	DSC IQPR017M IQ Pro Metal Cabinet, Verizon, PowerG 915 MHz	1	\$588.37	\$588.37
LTE-50ANT	DSC LTE-50ANT Indoor/Outdoor LTE Cellular Extension Antenna Kit, 50'	2	\$165.59	\$331.18
UPUB1270	SEALED 12 VOLT 7 AMP HOUR F1	1	\$23.99	\$23.99
HS2LCD	DSC HS2LCD PowerSeries Neo Full Message LCD Hardwired Keypad, English Function Keys	1	\$153.85	\$153.85



Black Fire & Security Services

5013 Becknell Lane | El Paso, Texas 79924
 9153176687 | accounting@blackfireandsecurity.com |
[Http://www.blackfireandsecurity.com](http://www.blackfireandsecurity.com)

Product/Service	Description	Qty.	Unit Price	Total
IQR-PG	Qolsys IQR-PG 7" HD Touchscreen IQ Remote PowerG Secondary Tablet with Wi-Fi and Battery Backup	3	\$278.11	\$834.33
3W-PG9945	DSC PG9945 PowerG Wireless Door and Window Contact with Auxiliary Input, White	48	\$44.33	\$2,127.84
3W-PG9920	DSC PG9920 PowerG Wireless Repeater, 915MHz	3	\$141.00	\$423.00
PG9901 BATT	DSC PG9901 BATT PowerG Wireless Indoor Siren with Battery	6	\$109.81167	\$658.87
Labor - Technician	Labor to complete scope	40	\$59.00	\$2,360.00
Labor - Assistant	Labor to complete scope	40	\$37.00	\$1,480.00
Misc. Equipment	Small supplies	1	\$50.00	\$50.00
Service Trip Fee	Vehicle trip fees for one week.	5	\$40.00	\$200.00

Subtotal	\$9,231.43
El Paso, Texas (8.25%)	\$761.59
Total	\$9,993.02

This install will consolidate the high school, Jr. high and stadium field house into one intrusion central station account.

Due to potential tariffs, this quote is valid for the next 15 days, after which values may be subject to change. This quote represents a cash/check discount.

Signature: _____ Date: _____



Black Fire & Security Services

5013 Becknell Lane | El Paso, Texas 79924
9153176687 | accounting@blackfireandsecurity.com |
Http://www.blackfireandsecurity.com

RECIPIENT:

Tornillo ISD

Tornillo Intermediate School
420 Oil Mill Rd
Tornillo, Texas 79853
Phone: 915-637-4838

Estimate #2625

Sent on Feb 26, 2025
Title Replace Intrusion System

Total \$7,782.58

SCOPE:

- Install Power G Panel in intermediate school IT room
- Install External Antenna to boost cell reception
- Install one remote key pad at employee entrance of the intermediate school
- Install eighteen (18) door contacts in intermediate school
- Install one back-up key pad in transportation maintenance IT room
- Install five (5) door contacts in transportation maintenance IT room
- Install one (1) remote keypad at the transportation maintenance building
- Install one (1) repeater in intermediate school and transportation maintenance building
- Install four (4) sirens in both buildings.
- Install motion detectors as needed.
- Program all devices
- Test & Troubleshoot
- Train select staff on proper panel and mobile app use.

Product/Service	Description	Qty.	Unit Price	Total
IQPR017M	DSC IQPR017M IQ Pro Metal Cabinet, Verizon, PowerG 915 MHz	1	\$588.37	\$588.37
LTE-50ANT	DSC LTE-50ANT Indoor/Outdoor LTE Cellular Extension Antenna Kit, 50'	2	\$165.59	\$331.18
UPUB1270	SEALED 12 VOLT 7 AMP HOUR F1	1	\$23.99	\$23.99
HS2LCD	DSC HS2LCD PowerSeries Neo Full Message LCD Hardwired Keypad, English Function Keys	1	\$153.85	\$153.85
IQR-PG	Qolsys IQR-PG 7" HD Touchscreen IQ Remote PowerG Secondary Tablet with Wi-Fi and Battery Backup	2	\$278.11	\$556.22
3W-PG9945	DSC PG9945 PowerG Wireless Door and Window Contact with Auxiliary Input, White	23	\$44.33	\$1,019.59
PG9984P	PowerG Wireless dual Technology (Mirror Optic and Microwave) PIR Motion Detector with Pet Immunity.	5	\$102.60	\$513.00
3W-PG9920	DSC PG9920 PowerG Wireless Repeater, 915MHz	2	\$141.00	\$282.00



Black Fire & Security Services

5013 Becknell Lane | El Paso, Texas 79924
 9153176687 | accounting@blackfireandsecurity.com |
[Http://www.blackfireandsecurity.com](http://www.blackfireandsecurity.com)

Product/Service	Description	Qty.	Unit Price	Total
PG9901 BATT	DSC PG9901 BATT PowerG Wireless Indoor Siren with Battery	4	\$109.8125	\$439.25
Labor - Technician	Labor to complete scope	32	\$59.00	\$1,888.00
Labor - Assistant	Labor to complete scope	32	\$37.00	\$1,184.00
Misc. Equipment	Small supplies	1	\$50.00	\$50.00
Service Trip Fee	Vehicle trip fees for one week.	4	\$40.00	\$160.00

Subtotal	\$7,189.45
El Paso, Texas (8.25%)	\$593.13
Total	\$7,782.58

This install will consolidate the intermediate school and transportation maintenance buildings into one intrusion central station account.

Due to potential tariffs, this quote is valid for the next 15 days, after which values may be subject to change. This quote represents a cash/check discount.

Signature: _____ Date: _____



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[Http://www.blackfireandsecurity.com](http://www.blackfireandsecurity.com)

RECIPIENT:

Tornillo ISD

Administration Building
 19200 Cobb Avenue
 Tornillo, Texas 79853
 Phone: 915-637-4838

Estimate #2626	
Sent on	Feb 26, 2025
Title	Replace Intrusion System
Total	\$12,294.44

SCOPE:

- Install Power G Panel in administration building IT room
- Install External Antenna to boost cell reception
- Install one (1) back-up key pad in administration building IT room
- Install one (1) remote key pad at employee entrance of the administration building
- Install fifteen (15) door contacts in administration building
- Install two (2) sirens in the administration building
- Install one (1) repeater in administration building

- Install nine (9) door contacts in elementary gym
- Install one (1) remote keypad in elementary gym
- Install one (1) silent in elementary gym
- Install one (1) repeater in elementary gym

- Install eight (8) door contacts in community center
- Install one (1) remote keypad in community center
- Install one (1) siren in community center
- Install one (1) repeater in community center

- Install three (3) door contacts in technology service center
- Install one (1) remote keypad in technology service center
- Install one (1) siren in technology service center
- Install one (1) repeater in technology service center

- Install motion detectors as needed.
- Program all devices
- Test & Troubleshoot
- Train select staff on proper panel and mobile app use.

Product/Service	Description	Qty.	Unit Price	Total
IQPR017M	DSC IQPR017M IQ Pro Metal Cabinet, Verizon, PowerG 915 MHz	1	\$588.37	\$588.37
LTE-50ANT	DSC LTE-50ANT Indoor/Outdoor LTE Cellular Extension Antenna Kit, 50'	2	\$165.59	\$331.18
UPUB1270	SEALED 12 VOLT 7 AMP HOUR F1	1	\$23.99	\$23.99
HS2LCD	DSC HS2LCD PowerSeries Neo Full Message LCD Hardwired Keypad, English Function Keys	1	\$153.85	\$153.85



Black Fire & Security Services

5013 Becknell Lane | El Paso, Texas 79924
 9153176687 | accounting@blackfireandsecurity.com |
[Http://www.blackfireandsecurity.com](http://www.blackfireandsecurity.com)

Product/Service	Description	Qty.	Unit Price	Total
IQR-PG	Qolsys IQR-PG 7" HD Touchscreen IQ Remote PowerG Secondary Tablet with Wi-Fi and Battery Backup	4	\$278.11	\$1,112.44
3W-PG9945	DSC PG9945 PowerG Wireless Door and Window Contact with Auxiliary Input, White	35	\$44.33	\$1,551.55
PG9984P	PowerG Wireless dual Technology (Mirror Optic and Microwave) PIR Motion Detector with Pet Immunity.	5	\$102.60	\$513.00
3W-PG9920	DSC PG9920 PowerG Wireless Repeater, 915MHz	7	\$141.00	\$987.00
PG9901 BATT	DSC PG9901 BATT PowerG Wireless Indoor Siren with Battery	5	\$109.812	\$549.06
Labor - Technician	Labor to complete scope	64	\$59.00	\$3,776.00
Labor - Assistant	Labor to complete scope	64	\$37.00	\$2,368.00
Misc. Equipment	Small supplies	1	\$100.00	\$100.00
Service Trip Fee	Vehicle trip fees for one week.	6	\$40.00	\$240.00
			Total	\$12,294.44

This install will consolidate the elementary school, administration building, elementary school gym, community center and technology service center into one intrusion central station account.

Due to potential tariffs, this quote is valid for the next 15 days, after which values may be subject to change. This quote represents a cash/check discount.

Signature: _____ Date: _____

EDUCATION SERVICE CENTER REGION 19 ALLIED STATES COOPERATIVE
RFP AWARD SUMMARY

RFP TITLE: Audio/Video, Fire, Security and Surveillance Products/Services –
ESC Region 19 Allied States Cooperative
RFP NUMBER: 24-7488
RFP OPENING DATE: April 9, 2024
CONTRACT TERM: Date of award until May 31, 2025, with 4 annual extension
options.
(Extended by Region 19 until May 31, 2026)
FUNDING SOURCE: Various
RFP's ISSUED: 36
RESPONSES: 1437
ADVERTISEMENT DATES: El Paso Times – March 11, 2024 & March 18, 2024

RECOMMENDED FOR AWARD: **A/V Concepts & Security, LLC**
~~**Advanced Security Contractors, Inc. (HUB)**~~ *updated 2/17/25
Rapid Fire Safety & Security LLC
Aegis Special Systems, LLC (HUB)
**American Surveillance Co (American Surveillance
Company Inc.) (HUB)**
APi National Service Group (API National Service Group Inc.)
~~**APIC Solutions, Inc (APIC Solutions Texas, LLC)**~~ * Updated 11/22/24
Assurance Fire Protection, LLC
AVES Audio Visual Systems Inc (HUB)
AVX (D.W. Collins Inc)
Black Fire & Security Services LLC
Car-Mac Special Systems LLC (Carlos L Macias)
Century Fire Systems, LLC
Dantek Systems (Dantek Systems Inc.)
Electripro, Inc. dba Integrated Technologies and Design (HUB)
EP Trident Fire Protection, LLC
GarCom, Inc. (HUB)
HB Pro Sound (H.B. Electronics, Inc.) (HUB)
Henderson Fire Protection Inc.
Intraworks Inc.
L & L Special Systems LLC
Plan B Networks, Inc
Pyrocom System Inc. (PyroCom systems Inc.)
Resident Technology (David Felix)
Saucedo Lock Co. (DACAMA LLC)
Sound & Signal Systems of Texas
Southwest Sonitrol (Southwest Sonitrol Inc.; Sonitrol of El Paso)
System Integrations (MJAMPL Inc.)
Team 1st Technologies LLC
Technology World LLC (DBA Sentry) (HUB)
The Cable Source (The Cable Source Ltd.Co.)
Virtual Technologies Inc
TOTAL (estimated) **\$25,000,000.00/year**

EXPLANATIONS:

Award of this solicitation will enable ESC Region 19 - Allied States Cooperative (ASC) to establish a contract with vendor(s) for Audio/Video, Fire, Security and Surveillance Products/Services for those procurements made with federal, state or local funds. Evaluation and award recommendation were based on 70% pricing and 30% references. AISYS Consulting (AISYS Consulting, LLC) and Johnson Controls (Johnson Controls US Holdings; Johnson Controls Fire Protection LP) withdrew their submittals. IntegriWard, LLC. and Matrix Special Systems, Inc. submitted a proposal however were not considered; vendors are delinquent on reporting and/or administrative fee payment. RECON Security Corporation submitted a proposal however was not considered; vendor does not meet the scope of work. The awarded vendors' pricing and information can be found on the Award Detail spreadsheet.

SPECIFICATIONS, PREPARATION AND EVALUATION PROVIDED BY:

Rebecca Hernandez – ESC Region 19

Andrea Amiri – ESC Region 19

Patty Delgado - ESC Region 19

Special Conditions

(apply to all)

1. Vendors awarded this contract will be utilized on an as-needed basis.
2. Vendors must attach their pricelist for all applicable products being proposed. To include all tools, ladders, extensions, scissor lifts, and trade supply materials needed to perform the work.
3. The discounts provided will include delivery unless otherwise stated at the time bids are submitted or in those instances where parts must be sent overnight.
4. No submittals will be considered or evaluated for possible award unless price lists are submitted from either the company, manufacturer, or wholesale supplier.
5. Any required permits will be the responsibility of the vendor and may invoice the client as a passthrough cost only.
6. Vendors must attach a fee schedule to include all applicable fees/rates. Hourly rates to include rates for service/maintenance work, estimating/consulting, inspection, installation, repair, monitoring, rates for certified technicians, rate for helpers, etc. (to include after hours (6 p.m.) holidays, weekends, etc.).
7. Vendors must submit a copy of their licenses and permits as well as other documentation in compliance with local, state, and federal laws.
8. Vendor must provide proof of authorized sales and service agency from any manufacturers they submit for award consideration.
9. Vendors may be required to provide bonds at the discretion of the member.
10. All cleanup and removal from work site will be the responsibility of the awarded vendor.
11. All work performed under this contract will come with a one-year warranty as to workmanship and functionality.

Audio/Video, Security and Low Voltage Equipment Supplies and Installation

1. Clients reserve the option to purchase their own materials to ensure the quality of their choice.
2. Vendor agrees to have full crew working to expedite work and be willing to work after hours and on weekends to eliminate interruptions.
3. Awarded vendors will show the ability to procure, install, configure, and certify elements of any associated scope of work, to include owner acceptance as well as adherence and continuance of all manufacturers' warranty.

4. Bids are to include equipment and installation by manufacturer/factory certified installer, end user training and items which contain electrical power distribution (i.e., UPS back up, power conditioners and power supplies) are to include installation by a licensed electrician.
5. Awarded vendors will be responsible for turnkey purchase, installation & operation for orders received.

Fire & Security Alarm

1. This RFP will be for installation, service, and monitoring of new systems installed by the vendor as well as taking over existing installed systems for both fire and security monitoring.
2. Awarded vendors agree to change out or take over existing accounts by coordinating with existing vendors on change-outs for any equipment that may be owned by the current vendor.
3. Awarded vendors will submit the names of all licensed fire alarm technicians on staff with proposals for award consideration.
4. All work performed on ASC member's property will only be performed by licensed fire alarm technicians.
5. Vendors must comply with all adopted standards in Chapter 6002 Fire Detection and Alarm Device Installation and TAC 34.600 Fire Alarm Rules.
6. All work performed by the awarded vendor must comply with the International Building Code (IBC).
7. All work, goods and services must comply with NFPA (National Fire Protection Association) and NEC (National Electrical Code).
8. Vendors wishing to be considered for award must own and provide the manufacturer, model number, year purchased, and serial number of a smoke detector sensitivity machine along with proof of service and maintenance in accordance with the manufacturer's specifications and provide clients with a copy of the annual calibration certificate.
9. A copy of all employees' licenses for security intrusion alarm installers by the state vendor wishes to service will be submitted with proposals for award consideration.
10. Vendors wishing to be considered for award must submit a copy of their Class B Security Contractor Company license.
11. Awarded vendors must provide activity reports to each ASC member's designated contact person of the system's status when requested during the contract term.
12. All required inspection certifications of fire systems will be provided to the ASC member's designated person along with the Texas State Fire Marshall and El Paso Fire Department or the state in which the vendor wishes to provide services.
13. If vendor intends to use a separate monitoring service from itself, the name, address, contact person, phone number, and email address must be included with the proposal for award consideration.
14. Awarded vendors agree to provide shop certified drawings to ASC members that are agreed upon by both parties prior to commencement of any work.

Approved By: _____
Dr. Armando Aguirre
Dr, Armando Aguirre

Date: _____
April 30, 2024
February 11, 2025



Re: INTRUSION ACCONTS

From Garcia, Carlos <GarciaC@tisd.us>

Date Tue 4/15/2025 4:14 PM

To Claire Moon <cmoon@gosonitrol.com>

Cc Michael Mendek <mmendek@gosonitrol.com>

Bcc 23 Cabinet Team <Cabinet@tisd.us>; 10 Technology Team <Technology@tisd.us>; 12 Public Safety Team <PS@tisd.us>; JORGE HERAS <JHERAS@ESC19HS.NET>

 3 attachments (1,012 KB)

Re: Request for Installer Code- Westside Head Start; RE: TISD Consolidate Invoices; Fw: Invoices;

Good afternoon Claire,

Thank you for reaching out regarding the accounts pending cancellation. After careful review and internal discussions, we have decided not to renew our services with Sonitrol, and I would like to outline the reasons behind this decision for clarity and transparency:

1. Budget Constraints and Lack of Proactive Pricing Support

Due to budget constraints and an overall decline in funding, we have been forced to re-evaluate all service contracts to identify potential cost-saving opportunities. While we appreciate the recent mention that monitoring fees are negotiable, this information comes after over 20+ years of service. At this stage, it's difficult to revisit our decision based on pricing alone. Had there been a more proactive approach to rate adjustments in previous years, we may be having a different conversation.

2. Failure to Consolidate Invoices

At the start of the current fiscal year, we requested that all invoices be consolidated to streamline our finance processes. On September 16, 2024, we received a message from Ms. Isis Grajeda acknowledging this request and indicating that she was working on a solution (see attached). However, our finance team continues to receive multiple separate invoices without any follow-up or resolution (see attached examples). This lack of follow-through has contributed to administrative inefficiencies and frustration.

3. Unresolved Billing for Terminated Campus

On March 26, 2025, Ms. Ana Horta from our finance team contacted your office regarding a payment processed for March services at the Elementary campus, despite services having already been terminated by ESC 19. I followed up on March 27, 2025, and Ms. Horta followed up again on April 3, 2025. As of today, we have not received any confirmation or response regarding this matter (see attached). The need for repeated follow-ups and lack of communication is unacceptable.

Lastly, it is concerning that when our finance team does not receive a response, I am regularly asked to intervene. This additional burden is neither efficient nor sustainable. Your support team's responsiveness has consistently fallen short of our expectations—emails are unanswered, follow-ups are neglected, and response times are far from acceptable.

For these reasons, we will be moving forward with the cancellation of all of our accounts. We appreciate the years of service provided, but we must prioritize vendors that are responsive, proactive, and aligned with our

operational and financial needs.

Carlos



Carlos Garcia
Information Technology & Security Services

 (915) 765-3035

19200 Cobb Ave.

 (915) 765-3099

PO Box 170

 GarciaC@tisd.us

Tornillo, TX 79853

www.tisd.us



From: Claire Moon
Sent: Tuesday, April 15, 2025 1:48 PM
To: Garcia, Carlos
Subject: INTRUSION ACCONTS

CAUTION: This email originated from outside TISD organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Carlos,

I hope that you are well.

I am emailing you to see if there is anything specific that Sonitrol can do regarding the accounts that are pending cancellation.

I do not know the reason for the pending cancellation, however I do know that the accounts and the relevant fees are negotiable and that the panels that you have installed are capable of much more than they are used for currently. The equipment is also proprietary and is not compatible with any other intrusion systems, so hoping that maybe that we can at least open up the conversation, before the district pays for a completely new system to be installed. Sonitrol values you as a client and we have know you for many years.

Please let me know if we can schedule a meeting, phone call or further emails.

Kind regards

Claire Moon
Client Services Manager
9152613211

Sent from my iPad



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:



Tornillo Independent School District

Request for Quote/Proposal

RFP Information			
Form 470 Date Posted:		Phone:	915-765-3030
Due Date:		E-mail:	Erate@tisd.us
Bidding Number:		Address:	19200 Cobb Ave PO Box 170 Tornillo, TX 79853
Form 470 Application #:			
SLD Entity:	142108		
Additional Information:			

For Vendor Use Only			
Date Submitted:		Vendor Quote #:	
Vendor Name:		Phone:	
Contact Name:		Address:	
E-mail Address:		City:	
E-rate SPIN:		State:	
		Zip:	

Product Number	Product Description	Qty	Unit Cost	Total Price
Grand Total:				
Additional Information:				

*Tornillo ISD is exempt from all applicable Federal and State Taxes.
Tax-exempt information will be furnished upon request.*

79

Data Protection & Business Continuity (Backup)

After reviewing the requirements in the RFP, it was determined that an offsite, immutable copy of server backup data could not be achieved based on the current onsite data protection software. ANM is recommending these solutions and services as the District’s current setup will not allow for any immutability, off-site or on premises. Windows Backup and the use of non-protected NAS devices greatly increase the risk for data loss and the ability to recover cleanly. We have provided budgetary numbers for a turn-key solution with Veeam, Object-First, and Wasabi to provide not-only offsite immutable copies of backup data, but onsite as well. If Tornillo ISD would like to explore this solution further, please let us know and we would be happy to walk you through the components and design.

For Tornillo ISD's consideration, ANM has prepared the following at-a-glance budgetary numbers to be able to achieve the District’s desired outcome:

Description	Pricing
Onsite immutable backup target - 64TB ObjectFirst	\$40,000
Veeam Software for 20 instances or VMs for 1 year	\$2,000
Wasabi cloud target for off-site backup copy with immutability	\$3,000
Professional Services for installation	\$10,000
Total Estimated Budgetary Cost	\$55,000

TORNILLO INDEPENDENT SCHOOL DISTRICT PROPERTY VALUE DISCUSSION

	Historical FY23		Historical FY24		Current FY25		Budget FY26
Property values used for local collections (LCPV)	\$ 92,663,808		\$ 97,323,713		\$ 90,591,678		\$ 100,497,231
M&O Tax Rate	\$ 0.8994		\$ 0.6688		\$ 0.6669		\$ 0.6189
Local Collections	\$ 1,249,691	no lag	\$ 1,032,354	No lag	\$ 1,056,117	No lag	\$ 3,136,103
Property values used for state calculations (SCPV)	\$ 97,323,713		\$ 90,591,678		\$ 100,497,231		\$ 288,164,455
WADA	1,495.88		1,439.43		1,407.56		1,400.95
Wealth per WADA	\$ 65,061		\$ 62,936		\$ 71,398		\$ 205,692
State Aid FSP	\$ 9,214,597		\$ 8,605,945		\$ 8,673,867		\$ 8,892,287
Hold Harmless Adjustment	\$ -		\$ -		\$ -		\$ -
Adjusted State Aid FSP	\$ 9,214,597	0.00%	\$ 8,605,945		\$ 8,673,867		\$ 8,892,287
Total Cost of Tier I	\$ 9,345,185		\$ 9,020,035		\$ 8,823,268		\$ 8,890,985
Local Share of Tier 1	\$ (817,325)	12.90%	\$ (582,323)	8.75%	\$ (619,967)	7.03%	\$ (1,781,785)
State Share of Tier 1	\$ 8,527,860	87.10%	\$ 8,437,712	91.25%	\$ 8,203,301	92.97%	\$ 7,109,200

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.



Human Resources Department

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3026
Fax 915.765.3099

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

**Tornillo Independent School District
Athletics Extra Performance Pay
2025-2026**

TORNILLO HIGH SCHOOL - ATHLETICS		
Activity	# Positions	Amount
Athletic Director	1	\$8500 to \$8000
Extra Days for AD	30 Days	\$7,500
Extra Curricular Athletic Activity - Hourly		\$7.25 per hour
Sport	# Positions	Amount
Football - Head Coach	1	\$7,000
Football - 1st Assistant Coordinator	1 to 2	\$5,500
Football - 2nd Assistant Coordinator	1	\$4,500
Volleyball - Head Coach	1	\$4,500
Volleyball - 1st Assistant Coordinator	1	\$3,000
Volleyball - 2nd Assistant Coordinator	1	\$2,000
Boys Cross Country - Head Coach	1	\$3,000
Girls Cross Country - Head Coach	1	\$3,000
Boys Track - Head Coach	1	\$2,500
Boys Track - 1st Assistant Coordinator	1	\$2,250
Girls Track - Head Coach	1	\$2,500
Girls Track - 1st Assistant Coordinator	1	\$2,250
Boys Basketball - Head Coach	1	\$5,500
Boys Basketball - 1st Assistant Coordinator	1	\$3,000
Boys Basketball - 2nd Assistant Coordinator	1	\$2,000
Girls Basketball - Head Coach	1	\$5,500
Girls Basketball - 1st Assistant Coordinator	1	\$3,000
Girls Basketball - 2nd Assistant Coordinator	1	\$2,000
Baseball - Head Coach	1	\$4,500
Baseball - 1st Assistant Coordinator	1	\$3,000
Softball - Head Coach	1	\$4,500
Softball - 1st Assistant Coordinator	1	\$3,000
Tennis - (G & B)	1	\$5000 to 7000
Cheerleading	1	\$2,500
Gatekeeper Score Book Announcer (All Sports)		Amount
Per Game		\$7.25 per hour
Each additional event		\$7.25 per hour

**Tornillo Independent School District
Athletics Extra Performance Pay
2025-2026**

TORNILLO PreK-8 - ATHLETICS		
Sport	# Positions	Amount
Football	3	\$2,000
7th Volleyball *	1	\$2,000
8th Volleyball*	1	\$2,000
Boys Cross Country	1	\$1,500
Girls Cross Country	1	\$1,500
Track	3	\$1,500
7th Boys Basketball*	1	\$2,000
8th Boys Basketball*	1	\$2,000
7th Girls Basketball *	1	\$2,000
8th Girls Basketball *	1	\$2,000
7th Baseball *	1	\$1,500
8th Baseball*	1	\$1,500
7th Softball *	1	\$1,500
8th Softball*	1	\$1,500
Boys Tennis	1	\$2,000
Girls Tennis	1	\$2,000
Cheerleading	1	\$1,500
7th Boys Soccer	1	\$1,500
7th Girls Soccer	1	\$1,500
8th Boys Soccer	1	\$1,500
8th Girls Soccer	1	\$1,500

Note: Athletic Stipends will be annualized and pay will be divided in 24 equal payments. Proration applies if the contract is not completed.

* When teams are combined, stipend will decrease to one position only

Notes:

Removed
New Stipend
Revised Wording

**Tornillo Independent School District
Extra Curricular Activities
Extra Performance Pay
2025-2026**

DISTRICT		
Extra Curricular Duties	# Positions	Amount
GT District Coordinator	1	\$750
Special Olympics District Coordinator (only when hosting)	1	\$750
Tornillo PreK-6		
Extra Curricular Duties	# Positions	Amount
UIL Campus Coordinator	1	\$450
UIL Events Coaches (Limit 2 events)	14	\$400
UIL Host Site Coordinator (Only when hosting)	1	\$500
Elementary Honor Society	1	\$500
GT Campus Coordinator	1	\$600
Science Fair Campus Coordinator	1	\$500
Twirlers Team Coach	1	\$1000
Tornillo 7th and 8th		
Extra Curricular Duties	# Positions	Amount
National Junior Honor Society (NJHS)	1	\$500
Student Council	1	\$500
UIL Campus Coordinator	1	\$450
UIL Event Coach (no more than 2)	28	\$400
UIL Host Site Coordinator (Only when hosting)	1	\$500
GT Campus Coordinator	1	\$600
Science Fair Campus Coordinator	1	\$500
Destination Imagination	1	\$750
Robotics (participation in competition)	1	\$1250
Engineering (participation in competition)	1	\$1250
One Act Play (participation in competition)	1	\$1250
E-Sports (participation in competition)	2	\$1250
TORNILLO HIGH SCHOOL		
Extra Curricular Duties	# Positions	Amount
Class Sponsor - Sr	1	\$550
Class Sponsor - Jr	1	\$450
Class Sponsor - So	1	\$350
Class Sponsor - Fr	1	\$250
Homecoming Activities	1	\$500
Yearbook Sponsor	1	\$1,500
Graduation Coordinator	1	\$500
Future Business Leaders of America (FBLA)	4 to 2	\$375 to \$750
National Technical Honor Society (NTHS)	2	\$375
Technology Students Association (TSA)	2	\$750
Texas Association of Future Educators (TAFE)	1	\$750
Engineering, Robotics and Coding Campus Coordinator	2	\$1250
E-Sports (participation in competition)	2	\$1250
UIL Campus Coordinator	1	\$450
UIL Event Coaches	14	\$400

**Tornillo Independent School District
 Extra Curricular Activities
 Extra Performance Pay
 2025-2026**

UIL Host Site Coordinator (Only when school is the actual site)	1	\$500
One Act Play	1	\$1,500
GT Campus Coordinator	1	\$600
Student Council	1	\$500
National Honor Society (NHS)	1	\$500
Science Fair Campus Coordinator	1	\$500
Secondary Music Director	1	\$5,000

Note: Principals will identify sponsors and will notify HR in writing when assignment has been completed.
 Compensation will be in a lump sum no later than the last day of May.

Notes:

- Removed
- New Stipend
- Revised Wording

**Tornillo Independent School District
Special Teaching Supplements
2025-2026**

TEACHER-ADVANCED DEGREES	
Stipend	Rate
Masters*	\$1,500
Doctorate*	\$2,000

* If degree is NOT required for position.

Note: Degree must be in specific subject teaching area.

CAMPUS ADMINISTRATORS	
Stipend	Rate
Interim Administrator Professional	\$1,000 per month

ASSIGNMENTS STIPENDS		
Stipend	Rate	
Bilingual	\$3,000	
Special Education	\$5,000	
7-12 Math Certified	\$5,000	
7-12 Science Certified	\$5,000	
7-12 ELAR Certified	\$5,000	
Career and Technical Education	\$425 per section	\$3,000 full load
Dual Credit Credential	\$425 per section	\$3,000 full load
Diagnostician	\$5,000	
Speech Therapist	\$5,000	

Note: All Stipends are prorated based on the number of days worked and/or by the number of sections teaching in

All supplemental pay stipends are subject to student enrollment and/or program funding.

All Stipends will be annualized. Pay will be divided in 24 equal payments. Proration applies if contract is not completed.

Notes:

Removed
New Stipend
Revised Wording

**Tornillo Independent School District
Other Pay Schedules
2025-2026**

CERTIFIED/NON CERTIFIED		
Stipend	Hourly Rate	
Intersession/Summer School	\$30	
After School Tutoring	\$30	
Adult Education Instruction	\$30	
Student Workers-Program Based Funding	Program Based	
TEACHER		
Stipend	(3 hours min.)	(6 hours min.)
District Staff Development to include Reading/Math Academies	\$50	\$100
SUBSTITUTE TEACHER PAY SCHEDULE		
Position	Daily Rate	
Substitute-No Degree	\$90	
Substitute-Associates	\$105	
Substitute-Degreed	\$125	
Substitute-Certified	\$150	
Substitute-Retired Teacher	\$170	
Long Term Substitute	\$10 extra daily	
DISTRICT EMPLOYEE ALLOWANCES		
Position	Monthly Rate	
Cell Phone	\$25	
Safety stipend	\$2000	
OTHER SUBSTITUTES		
Position	Daily Rate	Hourly Rate
Bus Driver	\$96	\$12
Campus Clerical	\$68	\$8.50
Custodial	\$68	\$8.50
Food Service Helper	\$68	\$8.50
OTHER INCENTIVES		
Position	Amount	
Campus Teacher of the Year	\$500	
District Elementary Teacher of the Year	\$1,000	
District Secondary Teacher of the Year	\$1,000	
District Paraprofessional Employee of the Year	\$500	
District Auxiliary Employee of the Year	\$500	
New Teacher Mentor (full year)	\$500	
UTEP Resident Mentor (If funding/grant available)	\$1000	

Notes:

- Removed
- New Stipend
- Revised Wording

**Tornillo Independent School District
Grant Funded Stipends
2025-2026**

GRANT FUNDED STIPENDS		
Grant	# Positions	Amount
*Stronger Connections Grant Manager	1	\$9,000
*Stronger Copnnections Lead Counselor	1	\$9,000
*Stronger Connection Advisory Committee	3	\$4,000
*Stronger Connections Faculty Representatives	4	\$1,000
**Laso 3-Strong Foundation Implementation Project Manager	1	\$6,000
**Laso 3-Strong Foundation Implementation JH Instructional Coach	1	\$4,000
**Laso 3-Strong Foundation Implementation 7th & 8th Math Teacher	1	\$8,400
**Laso 3-Strong Foundation Implementation 6th Math Teacher	1	\$2,800
**Laso 3-Strong Foundation Implementation HS Math Coach-Alg 1	1	\$1,400
**Laso 3-Strong Foundation Implementation Alg 1 Math Teacher	1	\$1,400
***Laso 3-BL Grant Strategic Operations - Master Teacher	5	\$3,000
***Laso 3-BL Grant Strategic Operations - Associate Teacher	5	\$1,000
Team Leads		\$1,000

Notes:

- * Approved on July, 2024 Board Meeting
- ** Approved on May, 2025 Board Meeting
- ***Pending on Approval on June, 2025 Board Meeting

Athletics Salary Comparisons - Competitive Division

Tennis									
Tornillo	Amount	Presidio	Amount	Kermit	Amount	Anthony	Amount	Alpine	Amount
Tennis boys & girls	\$ 5,000.00	No tennis		Head coach	\$ 5,000.00	No tennis		Head coach	\$ 4,000.00
				Assis. Coach (only spring tennis)	\$ 2,500.00			(only spring season)	

Football									
Tornillo	Amount	Presidio	Amount	Kermit	Amount	Anthony	Amount	Alpine	Amount
Head coach (1)	\$ 7,000.00	No football		Head Coach	\$98000 (under AD contract)	Head coach - varsity & jv (1)	\$ 15,000.00	Head coach	\$ 15,000.00
1st Assis. Coord. (2)	\$ 5,500.00			1st Assis.	\$ 7,000.00	Assis. Coach - Varsity & JV (4)	\$ 4,000.00	First assistants	\$ 7,500.00
2nd Assis. Coord.(1)	\$ 4,500.00			2nd Assis.	\$ 4,500.00	MS 8th	\$ 4,000.00	Second assistants	\$ 4,500.00
						MS 7th	\$ 4,000.00		

Athletic Director									
Tornillo	Amount	Presidio	Amount	Kermit	Amount	Anthony	Amount	Alpine	Amount
AD	\$ 8,500.00	Athletic Coordinator	\$ 75,124.00	AD	\$ 98,000.00	AD	\$ 5,000.00	AD	\$ 8,000.00
AD - Extra Days	\$ 7,500.00			All coaches get paid an extra 20 days at the coaches daily teaching rate for summer workouts		AD - Extra days	\$ 4,000.00		

Athletics Salary Comparisons-Region 19

Tennis							
Tornillo	Amount	San Elizario (2024-2025)	Amount	Fabens (2024-2025)	Amount	Anthony (2024-2025)	Amount
Tennis Boys & Girls	\$5,000.00	Head Coach-HS	\$7,500.00	Head Coach	\$7,000.00	No Tennis	
		Assistant-HS	\$3,900.00	Assistant Coach	\$3,800.00		
		Middle School-7th	\$1,800.00	Middle School-Boys & Girls	\$2,500.00		
		Middle School 8th	\$1,800.00				

Football							
Tornillo	Amount	San Elizario (2024-2025)	Amount	Fabens (2024-2025)	Amount	Anthony (2024-2025)	Amount
Head Coach (1)	\$7,000.00	Head Coach-HS	\$16,000.00	Head Coach-HS (1)	\$15,000.00	Head Coach -Vars & JV (1)	\$15,000.00
1st Assit. Coord (2)	\$5,500.00	Coordinator (2)	\$9,000.00	Off. Coordinator (1)	\$7,000.00	Assis Coach- Vars & JV (4)	\$4,000.00
2nd Asst. Coord. (1)	\$4,500.00	Assistant (5)	\$7,200.00	Def. Coordinator (1)	\$7,000.00	MS 8th	\$4,000.00
		Assistant-9th (2)	\$7,000.00	Assistant (2)	\$5,500.00	MS7th	\$4,000.00
		Head Coach - MS	\$3,200.00	JV (2)	\$5,500.00		
		Middle School - 7th	\$2,700.00	9th Grade (2)	\$5,500.00		91
		Middle School - 8th	\$2,700.00	Middle School - 7th	\$3,000.00		
				Middle School - 8th	\$3,000.00		

Athletic Director							
Tornillo	Amount	San Elizario (2024-2025)	Amount	Fabens (2024-2025)	Amount	Anthony (2024-2025)	Amount
Athletic Director	\$8,500.00	Executive Director	Mid-584.47	Athletic Trainer	\$11,000.00	Athletic Director	\$5,000.00
AD - Extra Days	\$7,500.00	Annual Salary	\$ 111.05			AD -Additional Days	\$4,000.00



ALPINE ISD ATHLETICS STIPENDS

COORDINATORS

Role	# of Positions	Stipend
Girls' Coordinator	1	\$3,000
Middle School Coordinator	1	\$3,000
Defensive Coordinator	1	\$3,000
Offensive Coordinator	1	\$3,000

COACHING STIPENDS

Role	# of Positions	Stipend
Assistant Football	9	\$4,500
Head Volleyball	1	\$4,000
Assistant Volleyball (incl. MS Volleyball)	4	\$3,500
Head Cross Country	1	\$4,000
Assistant Cross Country	1	\$3,500
Middle School Cross Country	2	\$750
Head Cheer	1	\$2,400
Middle School Cheer	1	??
Head Powerlifting	1	\$4,000
Assistant Powerlifting	1	\$3,000
Head Basketball	2	\$4,000
Assistant Basketball	3	\$3,000



ALPINE ISD ATHLETICS STIPENDS

Middle School Basketball	4	\$2,000
Head Track	2	\$4,000
Assistant Track	6	\$3,000
Middle School Track	6	\$750
Head Tennis	1	\$4,000
Assistant Tennis	1	\$3,000
Middle School Tennis	1	\$750
Head Baseball	1	\$4,000
Assistant Baseball	2	\$3,000
Middle School Baseball	2	\$750
Head Softball	1	\$4,000
Assistant Softball	1	\$3,000
Middle School Softball	1	\$750
Head Golf	1	\$4,000
Middle School Golf	1	\$750

ADDITIONAL STIPENDS

Role	# of Positions	Stipend
Commercial Drive License (CDL) Driver	<i>Unlimited</i>	\$2,000
Summer Strength & Conditioning	<i>Unlimited</i>	up to \$1,000
Athletics Social Media Coordinator	1	\$2,000
District Executive Committee Chair	1	\$2,000



Human Resources Department

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3050
Fax 915.765.3099

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

PROPOSED REVISIONS

Note: For searches of personal ~~telecommunications~~communication devices or other personal electronic devices, see FNF.

Personal Use
Telecommunications
Communication
Devices

A student shall not use a personal communication device on school property during the school day. While on school property, the student shall store any personal communication device in accordance with administrative regulations.

A student who violates this policy or any regulations shall be subject to discipline in accordance with the Board-adopted Student Code of Conduct.

An authorized District employee ~~may~~shall confiscate a student's personal telecommunicationscommunication device, ~~including a mobile telephone, that is~~ used in violation of this policy or any applicable campus rulesregulations.

~~A confiscated personal telecommunications device shall be released for a fee determined by the Board. In accordance with the student handbook, the student or the student's parents may retrieve the device after paying the fee.~~

If a personal ~~telecommunications~~communication device is not retrieved, the District shall dispose of the device after providing the notice required by law.

~~Other Electronic~~
~~Devices~~

~~Guidelines regarding other personal electronic devices shall be addressed in the student handbook.~~

Instructional Use

~~A student shall obtain prior approval before using personal telecommunications or other personal electronic devices for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate user agreements. [See CQ]~~

Exceptions

A student shall be authorized to use a personal communication device on school property during the school day only under the following circumstances:

1. The student's use is necessary for implementation of the student's individualized education program, a 504 plan, or a similar program or plan;
2. The student's use is required due to a documented need based on a directive from a qualified physician; or

STUDENT CONDUCT
PERSONAL COMMUNICATION DEVICES/ELECTRONIC DEVICES

FNCE
(LOCAL)

3. The student's use is necessary to comply with a health or safety requirement imposed by law or as part of the District or campus safety protocols.

Implementation

The Superintendent shall develop regulations to implement this policy.

Compliance

Annually, the Superintendent shall report to the Board on the implementation and compliance of this policy.

STUDENT CONDUCT
PERSONAL COMMUNICATION DEVICES/ELECTRONIC DEVICES

ADMIN.REG.

To ensure a focused and distraction-free learning environment, the following administrative regulations for personal electronic devices will be enforced:

Devices not permitted for use during the instructional day, to include lunch time and transitions:

- Cell phones
- Smart watches
- Headphones or earbuds
- Tablets, laptops, or other personal electronic devices that are not assigned/supported by TISD.

Devices must remain SILENT and out of sight from the start of the first period to the end of the last instructional period. Additionally, devices should not be carried in the student's clothing.

Consequences of Violating the Policy:

- 1st Offense
 - Device will be confiscated by staff. (Notify parent/guardian)
 - Students can pick up the device.
 - A \$10 fine must be paid at the office to retrieve the device.
- 2nd Offense
 - Same as first offense: confiscation, a parent/guardian MUST pick-up, and pay \$15 fine.
- 3rd Offense
 - Confiscation. Parent/guardian MUST pick up and pay \$20 fine.
 - In-School Suspension/Out of School Suspension (ISS/OSS) can be assigned by administrator.

Additional Notes:

- Refusal to surrender a device when requested may result in immediate disciplinary action. (PEIMS CODE 21-Being insubordinate ISS or OSS)
- Repeated violations beyond the third offense will be subject to further administrative review and action with a continuation of a \$20.00 fee. (PEIMS CODE 21- Being Insubordinate resulting in Discretionary DAEP/HOPE)
- All fines must be paid in cash only to the front office.
- The device will be held for up to 30-calendar days from the day it is confiscated. The device will be discarded in case a parent/guardian does not pick it up within the 30-calendar day timeframe.
- The district/campus is not responsible for any damage to the device.

- Exceptions: the student will be allowed to use a personal communication device if it is necessary to implement the student's individualized education program, 504 plan or a similar plan, if the device is required due to a qualified physician order or if it complies with a health or safety requirement.



MEMORANDUM

To: Board of Trustees
From: Rosy Vega-Barrio, Superintendent
Subject: FD(LOCAL) – Non-enrolled student participation in UIL
Date: July 30, 2025

HISTORY:

Senate Bill 401, passed during the 88th Texas Legislative Session, permits public school districts to allow students who are not enrolled in the district (e.g., homeschooled students) to participate in University Interscholastic League (UIL) activities, provided they reside within the district’s attendance boundaries. Districts have the authority to opt in or opt out of this provision through local policy adoption or revision. The Texas Association of School Boards (TASB) has provided policy language to reflect either decision under FD(LOCAL).

RATIONALE:

After reviewing the implications of SB 401, Tornillo ISD has decided to opt out of allowing non-enrolled students to participate in UIL activities. The decision reflects the district’s commitment to prioritizing resources and opportunities for students enrolled in our schools. Additionally, the complexity of managing eligibility, academic accountability, and program equity for non-enrolled participants poses logistical and oversight challenges for district staff and coaches.

BUDGET IMPACT:

None

ADMINISTRATIVE RECOMMENDATION:

Administration is recommending the Board of Trustees approve FD(LOCAL), as presented.

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	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

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).]



MEMORANDUM

To: Board of Trustees
From: Rosy Vega-Barrio, Superintendent
Subject: Resolution to Establish School Library Advisory Council
Date: July 30, 2026

HISTORY:

During the 88th Texas Legislative Session, House Bill 900 (also known as the READER Act) was passed, requiring increased oversight and community involvement in the selection and review of library materials in public schools. The legislation mandates that districts adopt policies for developing library collections and establish procedures for parental and community input. One key provision allows or encourages districts to form a Local School Library Advisory Council to assist in implementing these expectations.

RATIONALE:

In alignment with HB 900 and the district's commitment to transparency and community engagement, Tornillo ISD seeks to establish a Local School Library Advisory Council. The purpose of the council is to provide guidance and feedback on library material selections, promote age-appropriate and educationally valuable resources, and ensure parental and educator voices are part of the library curation process. The council will include representation from school staff, parents, and community members, and will operate under clearly defined guidelines to support the educational mission of the district.

BUDGET IMPACT:

None

ADMINISTRATIVE RECOMMENDATION:

Administration is recommending the Board of Trustees approve the resolution to establish a school library advisory council, as presented.

Resolution Establishing a Local School Library Advisory Council

WHEREAS, Senate Bill 13 from the 89th Legislative Session relates to a District's library materials and catalog, the establishment of a local school library advisory council (SLAC), and parental rights regarding public school library catalogs and access by the parent's child to library materials;

WHEREAS, Education Code 33.025 allows a District to establish a SLAC to assist the District in ensuring that local community values are reflected in each school library catalog in the District;

WHEREAS, a District that establishes a SLAC must consider the recommendations of the SLAC before adding library materials to a school library catalog, removing library materials from a school library catalog following a challenge to the library material, or making changes to policies or guidelines related to a school library catalog;

WHEREAS, the SLAC's duties include recommending:

1. Policies and procedures for the acquisition of library materials consistent with local community values;
2. To the Board of Trustees whether library materials proposed for acquisition under the law are appropriate for each grade level of the District or campus for which the library materials are proposed to be acquired;
3. If feasible, joint use agreements or strategies for collaboration between the District and local public libraries and community organizations;
4. The removal of any library materials that the SLAC determines to be harmful material or material containing indecent content or profane content that is inconsistent with local community values or age appropriateness;
5. The policies and procedures for processing challenges received;
6. The action to be taken by the District in response to a challenge;

WHEREAS, any recommendation made by the SLAC must adhere to the library standards approved under Education Code 33.021;

WHEREAS, the SLAC must consist of at least five members, with each member appointed by the Board of Trustees, and with each Trustee appointing an equal number of members;

WHEREAS, a majority of the voting members of the SLAC must be persons who are parents of students enrolled in the District and who are not employed by the District;

WHEREAS, one of those members of the SLAC shall serve as chair of the council;

WHEREAS, the Board of Trustees may also appoint one or more persons to serve as nonvoting members of the SLAC from any of the following groups:

1. Classroom teachers employed by the District;
2. Librarians employed by the District;

3. School counselors certified under Subchapter B, Chapter 21, employed by the District;
4. School administrators employed by the District;
5. The business community;
6. The clergy;

WHEREAS, the SLAC shall meet at least two times each year and at other times as necessary to fulfill the council's duties;

WHEREAS, for each meeting, the SLAC shall:

1. Post at least 72 hours before the meeting:
2. Post notice of the date, hour, place, and subject of the meeting on a bulletin board in the central administrative office of each campus in the District;
3. Ensure that the notice required is posted on the District's website, if the District has a website;
4. Prepare and maintain minutes of the meeting that state the subject and content of each deliberation and each vote, order, decision, or other action taken by the SLAC during the meeting;
5. Make an audio or video recording of the meeting;
6. Not later than the 10th day after the date of the meeting, submit the minutes and audio or video recording of the meeting to the District;

WHEREAS, as soon as practicable after receipt of the minutes and audio or video recording discussed above, the District shall post the minutes and audio or video recording on the District's website, if the District has a website.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Tornillo Independent School District establishes a local school library advisory council.

Adopted this _____ day of _____, _____, by the Board.

Board President's signature: _____

Board Secretary's signature: _____



MINUTES OF REGULAR BOARD MEETING

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

Wednesday, June 18, 2025

5:31PM –
5:32PM

1. (OTHER) First Order of Business

- 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
Ofelia Bosquez, Secretary
Ines Delgado
Maria Saldaña
Enrique Vega

MEMBERS ABSENT:

Hector Lopez

- 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

Ofelia Bosquez, Board Secretary, read the district vision and mission.

5:32PM –
5:34PM

2. (OTHER) Superintendent's Report

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

No Action Necessary.

5:34PM –
5:35PM

3. (OTHER) Open Forum - None

4. Lone Star Governance

- A. Student Outcome Monitoring:

1. Tornillo High School – CCMR Goal Update

2. Tornillo High School – Preliminary EOC Results

Mr. Alejandro Olvera, THS Principal, presented the Board of Trustees with the CCMR Goal Update and preliminary EOC results.

No Action Necessary.

3. PK-8 Campus – Preliminary STAAR Results

Mrs. Dania Sotelo, PK-8 Assistant Principal, presented the Board of Trustees with the preliminary STAAR results.

No Action Necessary.

5:41PM –
6:09PM

- B. (Accountability 1) Review Board's Time Use Tracker

Ms. Marlene Bullard, Board President, facilitated the review of the board's time use trackers.

6:09PM –
6:10PM

No Action Necessary.

6:10PM – 5. (ADVOCACY) Community Engagement on Student Outcome Goals – None

6:11PM

6. (VISION Y) Information / Reports / Presentations

A. Financial Reports – Information Only

6:11PM –

6:12PM

Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Financial Reports for May 2025.

No Action Necessary.

B. Alternative Security Measures – School Marshal & School Guardian Programs

6:12PM –

6:22PM

Mr. Carlos Garcia, District Safety Supervisor, presented the Board of Trustees with the Alternative Security Measures.

No Action Necessary.

C. 2026 Senior Trip

6:22PM –

6:26PM

Mr. Alejandro Olvera, THS Principal, presented the Board of Trustees with the 2026 Senior Trip.

No Action Necessary.

D. Annual SHAC Report

6:26PM –

6:27PM

Mr. Carlos Garcia, Technology Director, presented the Board of Trustees with the Annual SHAC Report.

No Action Necessary.

E. Walk-In Cooler Project

6:27PM –

6:39PM

Mr. Carlos Garcia, Technology Director, presented the Board of Trustees with the Walk-In Cooler Project.

No Action Necessary.

F. Human Resources Update

6:39PM –

6:47PM

Ms. Lizeth Carroll, HR / Compliance Director, presented the Board of Trustees with the Human Resources Update.

No Action Necessary.

7. (STRUCTURE) Board Items

A. Consider Approval of Revisions to CKE (LOCAL) Policy (1st Reading)

6:47PM –

6:49PM

Mr. Carlos Garcia, District Safety Supervisor, presented the Board of Trustees with the Revisions to CKE (LOCAL) Policy.

Maria Saldaña made the motion and Ida Estrada seconded the motion to approve the Revisions to CKE (LOCAL) Policy (1st Reading), as presented.

Motion Passed Unanimously.

B. Consider Approval of Blended Learning Grant Stipends: Master & Associate Teacher

6:49PM –

6:56PM

Mrs. Loretta Aguilar, Instructional Specialist – Technology, presented the Board of Trustees with the Blended Learning Grant Stipends: Master & Associate Teacher.

Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the

*Blended Learning Grant Stipends: Master & Associate Teacher, as presented.
Motion Passed Unanimously.*

6:56PM –
7:03PM

- C. Consider Approval of Partnership with Region 11 for Blended Learning Professional Development and Coaching
Mrs. Loretta Aguilar, Instructional Specialist – Technology, presented the Board of Trustees with the Partnership with Region 11 for Blended Learning Professional Development and Coaching.

Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the Partnership with Region 11 for Blended Learning Professional Development and Coaching, as presented.

Motion Passed Unanimously.

7:03PM –
7:05PM

- D. Consider Approval to Replace AVID Courses with Path-College / Career Course
Mr. Alejandro Olvera, THS Principal, presented the Board of Trustees with the proposal to replace AVID Courses with Path-College / Career Courses.

Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve Replacing AVID Courses with Path-College / Career Courses, as presented.

Motion Passed Unanimously.

7:05PM –
7:21PM

- E. Discussion and Possible Action Regarding Voter Approval Tax Rate Election (VATRE)
Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Voter Approval Tax Rate Election (VATRE).

Marlene Bullard made the motion and Ida Estrada seconded the motion to approve the Voter Approval Tax Rate Election (VATRE), as presented.

Motion Passed with 5:1:0 Vote; Maria Saldaña opposed.

8. (STRUCTURE) Consent Agenda

7:21PM –
8:32PM

- A. Consider Approval of Minutes from Previous Meetings:
1.Regular Board Meeting Minutes - May 28, 2025
2.Budget Workshop - June 11, 2025
- B. Consider Approval of Data Sharing MOU with Region 19
- C. Consider Approval of Regular Board Meeting Dates for 2025-2026
- D. Consider Approval of 2025-2026 T-TESS Manual
- E. Consider Approval of 2025-2026 Employee Handbook
- F. Consider Approval of the 2025-2026 Letter of Agreement Eduphoria Suite / TEKS bank with ESC Region 19
- G. Consider Approval of Revisions to the 2025-2026 Academic Calendar
- H. Consider Approval for the Shared Services Agreement (SSA) with ESC Region 19 for the 2024-2025 Migrant Program
- I. Consider approval of TASB Policy Manual Update 125 (1st Reading) affecting the following (LOCAL) Policies:
1.BDAA(LOCAL): OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS
2.BDB(LOCAL): BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES
3.BDF(LOCAL): BOARD INTERNAL ORGANIZATION ADVISORY

COMMITTEES

- 4. EI(LOCAL): ACADEMIC ACHIEVEMENT
- 5. FDE(LOCAL): ADMISSIONS: SCHOOL SAFETY TRANSFERS
- 6. FEC(LOCAL): ATTENDANCE: ATTENDANCE FOR CREDIT
- 7. FFAC(LOCAL): WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT
- J. Consider Approval of Stipend Chart for the 2025-2026 School Year
- K. Consider Approval of 2025-2026 School Year Non-Teacher Salary Pay Scale

*Ines Delgado requested item 8.J. Consider Approval of Stipend Chart for the 2025-2026 School Year be removed for separate consideration. Maria Saldaña requested item 8.K. Consider Approval of 2025-2026 School Year Non-Teacher Salary Pay Scale be removed for separate consideration. Marlene Bullard requested items 8.B. Consider Approval of Data Sharing MOU, 8.G. Consider Approval of Revisions to the 2025-2026 Academic Calendar, and 8.L. Consider Approval of 2025-2026 School Year TL-1 Salary Pay Scale be removed for separation. With items 8.B, 8.G, 8.J., 8.K., and 8.L. removed from the consent agenda Ofelia Bosquez made the motion, and Ines Delgado seconded the motion to approve consent agenda items, as presented.
Motion Passed Unanimously.*

8.B. Consider Approval of Data Sharing MOU with Region 19

Mrs. Rosa Vega-Barrio, Superintendent, explained the Data Sharing MOU with Region 19 to the Board of Trustees.

No Action Taken

8.G. Consider Approval of Revisions to the 2025-2026 Academic Calendar

Mrs. Rosa Vega-Barrio, Superintendent, explained the Revisions to the 2025-2026 Academic Calendar to the Board of Trustees.

Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the Revisions to the 2025-2026 Academic Calendar, as presented.

Motion Passed with a 5:1:0 vote; Marlene Bullard opposed.

8.J. Consider Approval of Stipend Chart for the 2025-2026 School Year

Ms. Lizeth Carroll, HR / Compliance Director, explained the Stipend Chart for the 2025-2026 School Year to the Board of Trustees.

Marlene Bullard made the motion and Ofelia Bosquez seconded the motion to table item.

Motion to Table Item Passed Unanimously.

8.K. Consider Approval of 2025-2026 School Year Non-Teacher Salary Pay Scale

Ms. Lizeth Carroll, HR / Compliance Director, explained the 2025-2026 School Year Non-Teacher Salary Pay Scale to the Board of Trustees.

Ofelia Bosquez made the motion and Marlene Bullard seconded the motion to approve the 2025-2026 School Year Non-Teacher Salary Pay Scale, as presented.

Motion Passed with a 5:1:0; Ines Delgado opposed.

8.L. Consider Approval of 2025-2026 School Year TL-1 Salary Pay Scale

Ms. Lizeth Carroll, HR / Compliance Director, explained the 2025-2026 School Year TL-1 Salary Pay Scale to the Board of Trustees.

Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the 2025-2026 School Year TL-1 Salary Pay Scale, as presented.

Motion Passed Unanimously.

8:32PM – **9. Next Meeting Tentative Date: July 30, 2025**

8:33PM *There being no further business, Ofelia Bosquez made the motion and Ida Estrada seconded the motion to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 8:33 PM.*

Marlene Bullard Date
President, Board of Trustees

Ofelia Bosquez Date
Secretary, Board of Trustees

(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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This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

Instruction Sheet
TASB Localized Policy Manual Update 125

Tornillo ISD

Code	Type	Action To Be Taken	Note
BDAA	(LOCAL)	Replace policy	Revised policy
BDB	(LOCAL)	Replace policy	Revised policy
BDF	(LOCAL)	ADD policy	See explanatory note
EI	(LOCAL)	Replace policy	Revised policy
FDE	(LOCAL)	Replace policy	Revised policy
FEC	(LOCAL)	Replace policy	Revised policy
FFAC	(LOCAL)	No policy enclosed	See explanatory note

Explanatory Notes

TASB Localized Policy Manual Update 125

Tornillo ISD

BDAA(LOCAL) OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS

Revisions are recommended to this local policy on board officer duties and requirements. At Board Officers, the sentence indicating that the board may assign a district employee to provide clerical assistance is recommended for deletion since the superintendent, rather than the board, manages staff assignments, including providing support to the board. Under Terms and Duties — Vice President, the revised language clarifies that when the vice president automatically becomes president due to a vacancy, they then serve as president until the board reorganizes.

BDB(LOCAL) BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES

This policy has been revised in coordination with BDF(LOCAL) to clarify the difference between board committees and advisory committees. Accordingly, the subtopic of this code has been changed from Internal Committees to Board Committees, and new provisions are recommended to establish how board committees are formed and outline their purpose. Text addressing Dissolution of board committees is also recommended for inclusion. The language previously at Special Committees has been moved to BDF(LOCAL).

BDF(LOCAL) BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES

This new local policy is recommended for inclusion to coordinate with the changes at BDB. The subtopic of this code has been changed from Citizen Advisory Committees to Advisory Committees. Language has been moved here from BDB(LOCAL) and updated to clarify how advisory committees are formed and the parameters of their responsibilities. A section on Dissolution of the committees is also recommended for inclusion.

EI(LOCAL) ACADEMIC ACHIEVEMENT

At Partial Credit, recommended revisions replace the phrase "combined grade for" with "average of" to more accurately reflect the determination of awarding credit when a student earns a passing grade in only half of a course.

FDE(LOCAL) ADMISSIONS: SCHOOL SAFETY TRANSFERS

At Safe Schools Data, "bullying" is recommended for inclusion as an offense for which the district must collect and maintain data. The revision aligns with the Unsafe School Choice Option Guidance Handbook.

FEC(LOCAL) ATTENDANCE: ATTENDANCE FOR CREDIT

Revisions throughout this policy are recommended for clarity.

The information in the first sentence of the policy has been incorporated at Absences Considered for improved readability. Rather than directing the board to establish attendance committees, the policy now authorizes the establishment of those committees by the administration. At Methods for Regaining Credit or Awarding a Final Grade, specifics regarding petitions for credit are recommended for deletion in favor of a reference to administrative regulations.

Revisions at Imposing Conditions for Awarding Credit or a Final Grade are recommended to clarify requirements regarding "seat time." For more information, see the TASB.org article [TEKS Mastery, Not Seat Time, Required for Attendance for Credit](#).

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

Explanatory Notes
TASB Localized Policy Manual Update 125

Tornillo ISD

FFAC(LOCAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

The revisions to the legal framework at this code reflect the new Department of State Health Services rules on unassigned medication for respiratory distress. If your district currently maintains medication that can be used when a person is experiencing respiratory distress, please contact your policy consultant for appropriate text to include in your local policy.

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

Board Officers	The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. Officers shall be elected by majority vote of the members present and voting.
Vacancy	A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
Term and Duties	Board officers shall serve for a term of two years or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
President	In addition to the duties required by law, the President of the Board shall: <ol style="list-style-type: none">1. Preside at all Board meetings unless unable to attend.2. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board.
Vice President	The Vice President of the Board shall: <ol style="list-style-type: none">1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.2. Automatically become President of the Board if a vacancy in that office occurs and serve in this role until the Board reorganizes.
Secretary	The Secretary of the Board shall: <ol style="list-style-type: none">1. Ensure that an accurate record is kept of the proceedings of each Board meeting.2. Ensure that notices of Board meetings are posted and sent as required by law.3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.4. Sign or countersign documents as directed by action of the Board.

Note: For advisory committees that include staff, parents, community members, or students, see BDF.

Board Committees

For purposes of this policy, a Board committee is a committee composed only of current Board members.

Formation of a Board committee shall be by Board action. When establishing a Board committee, the Board action shall, at a minimum, specify the:

- Number of Board members on the committee;
- Process to appoint Board members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.

Transacting
Business

Unless specified by the Board, a Board committee shall not have final decision-making authority. Board committee recommendations must be reported to the Board at a regular or special meeting. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

Note: For committees composed only of current Board members, see BDB.

**Advisory
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of District staff, parents, other community members, and/or students. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

Transacting
Business

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

ACADEMIC ACHIEVEMENT

EI
(LOCAL)

**Certificate of
Coursework
Completion**

The District shall issue a certificate of coursework completion to a student who has successfully completed state and local credit requirements for graduation but has failed to meet all applicable state testing requirements. [See EIF, FMH]

Partial Credit

When a student earns a passing grade in only half of a course and the average of both halves is lower than 70, the District shall award the student credit for the half with the passing grade.

Safe Schools Data

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
2. Any student who becomes a victim of one of the following violent criminal offenses while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
 - a. Attempted murder;
 - b. Indecency with a child;
 - c. Aggravated kidnapping;
 - d. Aggravated assault on someone other than a District employee or volunteer;
 - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
 - f. Aggravated robbery;
 - g. Continuous sexual abuse of a young child or disabled individual; or
 - h. Bullying.

School Safety Transfers

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

From a Persistently Dangerous School

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a
Violent Criminal
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

**Absences
Considered**

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has been in attendance for 90 percent of the days the class is offered.

**Attendance
Committees**

The Board authorizes the establishment of an attendance committee or as many attendance committees as necessary for efficient implementation of state law.

The Superintendent is authorized to make the specific appointments in accordance with legal requirements.

**Parental Notice of
Excessive Absences**

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

**Methods for
Regaining Credit or
Awarding a Final
Grade**

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

A petition for credit or a final grade may be filed in accordance with administrative regulations. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. [See Imposing Conditions for Awarding Credit or a Final Grade, below]

Regardless of whether a petition is filed, the attendance committee may also review the records of all students whose attendance drops below 90 percent of the days the class is offered.

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

Personal Illness

The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

Best Interest Standard

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.

Guidelines on Extenuating Circumstances

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

Imposing Conditions for Awarding Credit or a Final Grade

The attendance committee or principal, as applicable, is not required to assign a student to attend a specified program for an amount of time equivalent to the student's absences (i.e., "seat time").

The attendance committee or principal, as applicable, shall consider the student's unique circumstances and, if necessary, shall impose other conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class. Conditions may include:

1. Maintaining attendance standards for the rest of the semester.
2. Completing additional assignments, as specified by the committee or teacher.
3. Attending tutorial sessions as scheduled.
4. Completing other instructional programs, as specified by the committee.
5. Taking an examination to earn credit. [See EHDB]

In all cases, the student must earn a passing grade in order to receive credit.

Appeal Process

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).



(LOCAL) Policy Comparisons

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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

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

Contact us:

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

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

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

Board Officers

The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. ~~The Board may assign a District employee to provide clerical assistance to the Board.~~ Officers shall be elected by majority vote of the members present and voting.

Vacancy

A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.

Term and Duties

Board officers shall serve for a term of ~~two years~~ two years or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

President

In addition to the duties required by law, the President of the Board shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions ~~and~~, propose resolutions, and vote on all matters coming before the Board.

Vice President

The Vice President of the Board shall:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Automatically become President of the Board if a vacancy in that office occurs and serve in this role until the Board reorganizes.

Secretary

The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

Special Committees

~~The President shall appoint members to special~~**Note:** For ad-
visory committees ~~created by the Board to fulfill specific~~
~~assignments, unless otherwise provided that include~~
staff, parents, community members, or students, see
BDF.

Board Committees

For purposes of this policy, a Board committee is a committee com-
posed only of current Board members.

Formation of a Board committee shall be by Board action. ~~These~~
~~committees may include District personnel~~When establishing a
Board committee, the Board action shall, at a minimum, specify
the:

- Number of Board members on the committee;
- Process to appoint Board members to the committee;
- Term of committee membership; and ~~citizens. The function of~~
~~committees~~
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory,
~~but not administrative. Special~~and shall make recommendations in
the areas of their responsibility. Board committees shall report their
findings and recommendations to the Board and shall ~~be dissolved~~
~~upon completion of the assigned task or vote of the Board~~not as-
sume administrative duties or responsibilities.

~~The President of the Board and the Superintendent shall be ex offi-~~
~~cio members of all Board committees, unless otherwise provided~~
~~by Board action.~~

Transacting
Business

~~Committees may transact business only within the specific author-~~
~~ity granted~~Unless specified by the Board. ~~To be binding, all such~~
~~business~~, a Board committee shall not have final decision-making
authority. Board committee recommendations must be reported to
the Board at ~~the next~~a regular or special meeting ~~for approval and~~
~~entry into the minutes as a public record.~~ The Board shall not ac-
cept a Board committee's recommendation without due considera-
tion of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

Note: For committees composed only of current Board members, see BDB.

**Advisory
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of District staff, parents, other community members, and/or students. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

Transacting
Business

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

ACADEMIC ACHIEVEMENT

EI
(LOCAL)

Certificate of Coursework Completion

The District shall issue a certificate of coursework completion to a student who has successfully completed state and local credit requirements for graduation but has failed to meet all applicable state testing requirements. [See EIF, FMH]

Partial Credit

When a student earns a passing grade in only half of a course and the ~~combined grade for~~ **average of** both halves is lower than 70, the District shall award the student credit for the half with the passing grade.

Safe Schools Data

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
2. Any student who becomes a victim of one of the following violent criminal offenses, ~~as defined by the Penal Code~~, while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
 - a. Attempted murder;
 - b. Indecency with a child;
 - c. Aggravated kidnapping;
 - d. Aggravated assault on someone other than a District employee or volunteer;
 - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
 - f. Aggravated robbery; ~~or~~
 - g. Continuous sexual abuse of a young child or disabled individual; ~~or~~
 - ~~g~~-h. Bullying.

School Safety Transfers

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

From a Persistently Dangerous School

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the

beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a
Violent Criminal
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

~~This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.~~

**Absences
Considered**

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has ~~attended been in attendance for 90 percent of the re-~~ **attended been in attendance for 90 percent of the re-** ~~quired percentage of days under this policy~~ **quired percentage of days** the class is offered.

**Attendance
Committees**

The Board ~~shall establish~~ **authorizes the establishment of** an attendance committee or as many **attendance** committees as necessary for efficient implementation of ~~Education Code 25.092~~ **state** law.

The Superintendent ~~shall~~ **is authorized to** make the specific appointments in accordance with legal requirements.

**Parental Notice of
Excessive Absences**

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

**Methods for
Regaining Credit or
Awarding a Final
Grade**

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

~~Petitions~~ **A petition** for credit or a final grade may be filed ~~at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.~~

in accordance with administrative regulations. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. ~~The~~ **[See Imposing Conditions for Awarding Credit or a Final Grade, below]**

Regardless of whether a petition is filed, the attendance committee may also, ~~whether a petition is filed or not,~~ review the records of all students whose attendance drops below 90 percent of the days the class is offered.

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

Personal Illness

The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

Best Interest Standard

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.

Guidelines on Extenuating Circumstances

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

Imposing Conditions for Awarding Credit or a Final Grade

The attendance committee or principal, as applicable, is not required to assign a student to attend a specified program for an amount of time equivalent to the student's absences (i.e., "seat time").

The attendance committee or principal, as applicable, shall consider the student's unique circumstances and, if necessary, shall impose other conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class ~~rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences.~~ Conditions may include:

1. Maintaining attendance standards for the rest of the semester.
2. Completing additional assignments, as specified by the committee or teacher.

3. Attending tutorial sessions as scheduled.
4. Completing other instructional programs, as specified by the committee.
5. Taking an examination to earn credit. [See EHDB]

In all cases, the student must earn a passing grade in order to receive credit.

Appeal Process

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).



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:

Note: For general provisions applicable to district security personnel, including school marshals, see CKE.

Board Authority

The board may appoint one or more school marshals for each campus. *Education Code 37.0811(a)*

Definition

A school marshal is a person who is appointed to serve as a school marshal by the board under Education Code 37.0811, is licensed under Occupations Code 1701.260, and has powers and duties described by Code of Criminal Procedure 2.127. *Occupations Code 1701.001(8)*

Eligibility

The board may select for appointment as a school marshal an applicant who is an employee of the district and certified as eligible for appointment under Occupations Code 1701.260. *Education Code 37.0811(b)*

TCOLE Licensing

To be eligible for appointment as a school marshal, an applicant shall:

1. Successfully complete all prerequisite Texas Commission on Law Enforcement (TCOLE) training;
2. Pass the state licensing exam;
3. Be employed and appointed by an authorized school district; and
4. Meet all statutory requirements, including psychological fitness.

37 TAC 227.3(a); Code of Criminal Procedure 2.127(d)

A school marshal training program is open to any employee of a district who holds a license to carry a handgun issued under Government Code Chapter 411, Subchapter H. *37 TAC 227.5(a)*

TCOLE shall license an eligible person who:

1. Completes required training to the satisfaction of TCOLE staff; and
2. Is psychologically fit to carry out the duties of a school marshal as indicated by the results of the psychological examination administered under Occupations Code 1701.260(d).

Occupations Code 1701.260(f)

Psychological
Fitness

In order for an individual to enroll in any school marshal licensing training, obtain a school marshal license, or renew or reapply for a

school marshal license, they must first demonstrate psychological fitness through a psychological examination.

The psychological examination shall be conducted by a professional selected by the district. The professional shall be either a psychologist licensed by the Texas State Board of Examiners of Psychologists or a psychiatrist licensed by the Texas Medical Board. The psychologist or psychiatrist must be familiar with the duties of a school marshal.

The examination must be conducted pursuant to professionally recognized standards and methods. The examination process must consist of:

1. A review of the duties and responsibilities of a school marshal as developed by TCOLE;
2. At least two instruments, one which measures personality traits and one which measures psychopathology; and
3. A face-to-face interview conducted after the instruments have been scored.

The individual must be declared by that professional, on a form prescribed by TCOLE, to be in satisfactory psychological and emotional health to carry out the duties of a school marshal in an emergency shooting or situation involving an active shooter.

If, after examination, the professional declines to declare the individual as psychologically fit, the individual must report the outcome to TCOLE on a form prescribed by TCOLE.

An examination for license renewal or reactivation must be conducted within 90 days of the date of the application for license renewal or reactivation.

37 TAC 227.4

Reimbursement for
Training

The board may, but shall not be required to, reimburse the amount paid by the applicant to participate in the training program under Occupations Code 1701.260. *Education Code 37.0811(b)*

District Responsibilities

A district shall:

1. Submit and receive approval for an application to appoint a person as a school marshal;
2. Upon authorization, notify TCOLE using approved format prior to appointment;

3. Report to TCOLE, within seven days, when a person previously authorized to act as a school marshal is no longer employed with the district;
4. Report to TCOLE, within seven days, when a person previously authorized to act as a school marshal is no longer authorized to do so by the district, TCOLE standards, another state agency, or under other law;
5. Immediately report to TCOLE a school marshal's violation of any TCOLE standard, including the discharge of a firearm carried under the authorization of these provisions outside of a training environment; and
6. Immediately report to TCOLE any indication, suspicion, or allegation that a school marshal is no longer psychologically fit to carry out the duties of a school marshal.

For five years, the district must retain documentation that the district has met all requirements under law in a format readily accessible to TCOLE. This requirement does not relieve a district from retaining all other relevant records not otherwise listed.

37 TAC 227.1

Powers and Duties

A school marshal may make arrests and exercise all authority given to peace officers under the Code of Criminal Procedure, subject to written regulations adopted by the board.

A school marshal may only act as necessary to prevent or abate the commission of an offense that threatens serious bodily injury or death of students, faculty, or visitors on school premises.

A school marshal may not issue a traffic citation for a violation of the Transportation Code.

Code of Criminal Procedure 2.127

Reporting
Requirements

Once appointed, a school marshal shall:

1. Immediately report to TCOLE and the district any circumstance which would render them unauthorized to act as a school marshal by virtue of their employment with the district, failure to meet the standards of TCOLE, another state agency, or under law;
2. Immediately report to TCOLE any violation of applicable TCOLE standards, including any discharge of a firearm carried under the authorization of these provisions outside of training environment; and

3. Comply with all requirements under law, including Education Code 37.0811.

37 TAC 227.3(b)

Fit for Duty Review

When TCOLE receives a report or other reliable information that a school marshal may no longer be psychologically fit to carry out the duties of a school marshal, TCOLE may:

1. Issue an emergency suspension order; or
2. Require a fit for duty review upon identifying factors that indicate the licensee may no longer be able to perform the duties of a school marshal safely and effectively.

TCOLE shall provide written notice of the psychological examination to the license holder not later than the 10th business day before the deadline to submit to the examination. Written notice shall include the reasons for the examination.

The examination shall be conducted by a psychiatrist or psychologist chosen by the licensee.

To facilitate the examination of any licensee, TCOLE will provide all appropriate documents and available information.

The examining practitioner will provide TCOLE with a report indicating whether the school marshal is fit for duty. If the school marshal is unfit for duty, the practitioner will include the reasons or an explanation why the individual is unfit for duty.

A second examination may be ordered by TCOLE if it questions the practitioner's report. The examination will be conducted by a psychiatrist or psychologist appointed by TCOLE. If the report of the appointed practitioner disagrees with the report of the initial practitioner, the final determination as to the school marshal's fitness shall be decided by the executive director of TCOLE.

A school marshal who fails a psychological examination shall have their license suspended until the executive director orders it reinstated.

Any school marshal ordered to undergo a fit for duty review shall comply with the terms of the order and cooperate fully with the examining practitioner.

34 TAC 227.6

Handgun Possession

A school marshal may carry a concealed handgun or possess a handgun on the physical premises of a school, but only:

SECURITY PERSONNEL
SCHOOL MARSHALS

CKEB
(LEGAL)

1. In the manner provided by written regulations adopted by the board; and
2. At a specific school as specified by the board.

Accessing Handgun A school marshal may use a handgun the school marshal is authorized to carry or possess only under circumstances that would justify the use of deadly force under Penal Code 9.32 or 9.33.

Board Regulations A board's written regulations must provide that a school marshal may carry a concealed handgun on the school marshal's person or possess the handgun on the physical premises of a school in a locked and secured safe or other locked and secured location.

The written regulations must also require that a handgun carried or possessed by a school marshal may be loaded only with frangible duty ammunition approved for that purpose by TCOLE.

Inactive Status

A district employee's status as a school marshal becomes inactive on:

1. Expiration of the employee's school marshal license under Occupations Code 1701.260;
2. Suspension or revocation of the employee's license to carry a handgun;
3. Termination of the employee's employment with the district; or
4. Notice from the board that the employee's services as school marshal are no longer required.

Education Code 37.0811(c)-(f)

Identity Confidential

The identity of a school marshal is confidential and is not subject to a request under the Public Information Act, except that the person's name, date of birth, and handgun license number, and the address of the person's place of employment must be provided by TCOLE to:

1. The director of the Department of Public Safety;
2. The district;
3. The chief law enforcement officer of the local municipal law enforcement agency if the person is employed at a campus of a district located within a municipality;
4. The sheriff of the county if the person is employed at a campus of a district that is not located within a municipality; and

5. The chief administrator of any school district-commissioned peace officer, if the person is employed at a district that has commissioned peace officers.

If a parent or guardian of a student enrolled at a school inquires in writing, the district shall provide the parent or guardian written notice indicating whether any employee of the school is currently appointed as a school marshal. The notice may not disclose information that is confidential.

Education Code 37.0811(g), (h); Occupations Code 1701.260(j)

No State Benefits

A school marshal is not entitled to state benefits normally provided by the state to a peace officer. *Code of Criminal Procedure 2.127(c)*

Memorandum of Understanding to Share Marshal

A district may enter into a memorandum of understanding with another district, open-enrollment charter school, or private school under which a school marshal appointed to a campus of the district may temporarily act as a school marshal at a campus of the other school for the duration of an event occurring at the campus of the other school at which both schools are participating. The memorandum of understanding must comply with the requirements for written regulations under Education Code 37.0811 [see Handgun Possession, above] and may be used to satisfy the requirement for written regulations or written authorization under Penal Code 46.03(a)(1) to allow that school marshal to carry a firearm on the premises of the school at which the event occurs. *Education Code 37.08131*

Note: For general provisions applicable to district security personnel, including district peace officers, see CKE.

“Commissioned security officer” is a security officer under Occupations Code Chapter 1702 authorized by the Department of Public Safety (DPS) to carry a firearm and operating in compliance with 37 Administrative Code Chapter 35, Subchapter F.

Security Services Contractor

For the purposes of providing security personnel, the board may contract with a licensed security services contractor for the provision of a commissioned security officer who has completed the Level II or III training course required by DPS.

Education Code 37.081; Occupations Code 1702.002; 37 TAC 35.81-.83

Employed by the District

A district may not employ a commissioned security officer unless it provides notice to DPS in the form prescribed by the Public Safety Commission of:

1. The district’s intent to employ a commissioned security officer and register with DPS;
2. The name, title, and contact information of the person serving in the district as the contact for DPS; and
3. Any change in the information provided above.

Occupations Code 1702.181

The provisions of Occupations Code Chapter 1702 relating to security officer commissions apply to a person employed by a district whose duties include serving as a security guard, security watchman, or security patrolman on property owned or operated by the district if the board files a written request with DPS to issue a commission to the district’s employees with those duties.

The commission expires at the time the officer’s employment as a security officer by the district is terminated.

Occupations Code 1702.321

PROPOSED REVISIONS

(see pages 4-6)

School Resource Officers

To implement the District's comprehensive safety programs, the District has entered into a memorandum of understanding (MOU) with each local law enforcement agency that provides the District with school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

Jurisdiction

The jurisdiction of school resource officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Authority and Duties

A school resource officer shall perform duties as described in the MOU and as included in the District improvement plan and the Student Code of Conduct. Pursuant to the MOU, a school resource officer shall:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, school resource officers may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.
6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry a firearm in accordance with the MOU and the directives with the commissioning entity.

8. Carry out all other duties in accordance with the MOU.

A school resource officer shall not be assigned routine classroom discipline or administrative tasks. Each school resource officer shall receive at least the minimum amount of education and training required by law.

[See CKE(LEGAL) and CKEC(LEGAL)]

**Security Officers
Authorized to
Possess Firearms**

To assist with implementing the District's comprehensive safety programs, the District shall employ security officers as defined by Occupations Code Chapter 1702. To be authorized to carry a firearm, a security officer shall have completed the Department of Public Safety (DPS) Level III training course in order to be commissioned. The District shall comply with DPS rules for the employment of commissioned security officers. Security officers shall be accountable to and shall report to the Superintendent.

Jurisdiction

The jurisdiction of security officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Authorization

Pursuant to its authority under state law, the Board shall authorize security officers to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each authorized security officer shall have immunities as provided by law.

Each specifically authorized security officer shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved security officer. The written authorization shall specify the District premises and other property where the security officer is authorized to carry a firearm, as well as the means of carrying and storing the firearm.

Revocation

The Superintendent, as well as the Board, shall have the authority to revoke at any time a security officer's authorization to possess a firearm under this policy.

In addition, authorization for a security officer to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason.

Duties

An authorized security officer shall not perform routine law enforcement duties unless the duty is performed in response to an emergency that poses a threat of death or serious bodily injury to a student, employee, or other individual on a District campus.

In addition to complying with the relevant DPS regulations, a security officer shall:

1. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District;
2. Maintain school security by patrolling campus hallways, completing door checks, and monitoring the perimeter of the campus throughout the day;
3. Routinely check exterior doors and interior classroom doors to ensure they are locked;
4. Complete weekly exterior door audits;
5. Inform campus administrators of malfunctioning cameras, doors, locks, gates, windows, etc., that require the submission of a work order for repair;
6. Assist with campus safety drills (i.e., fire, hold, secure, lock-down, evacuate, shelter);
7. Assist and coordinate with law enforcement personnel as needed;
8. Notify the police, fire department, emergency responders, or other appropriate authority of any situation requiring immediate attention; and
9. Perform other tasks and carry out all other lawful duties as directed by the Superintendent.

Handgun Licensees Each security officer shall be required to maintain a current license to carry a handgun in accordance with state law.

Training In addition to the training required by law and applicable DPS rules, each security officer assigned to a campus shall receive training in the following:

1. Student mental health, including suicide awareness;
2. Trauma-informed care;
3. Age-appropriate responses;
4. Child abuse identification and reporting;
5. Bullying, cyberbullying, harassment, and dating violence;
6. Special accommodations for students with disabilities (including behavior de-escalation techniques);
7. Confidentiality; and

8. Board policies and District regulations.

Permitted Weapons
and Ammunition

Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.

Implementation

The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.

School Marshals

Authorization

Pursuant to its authority under state law, the Board may appoint an employee of the District to serve as a school marshal if the employee is certified as eligible by the Texas Commission on Law Enforcement (TCOLE). A school marshal shall be authorized to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each school marshal shall have immunities as provided by law.

Each specifically authorized school marshal shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved employee. The written authorization shall specify the District premises and other property where the employee is authorized to carry a firearm, as well as the means of carrying and storing the firearm.

Serving as a school marshal shall be strictly voluntary.

Revocation

The Superintendent, as well as the Board, shall have the authority to revoke at any time a school marshal's authorization to possess a firearm under this policy.

In addition, authorization for a school marshal to possess a firearm under this policy shall be automatically revoked if the employee is no longer authorized by law to serve as a school marshal or is placed on administrative leave or separates from employment with the District, regardless of the reason.

Jurisdiction

The jurisdiction of school marshals shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Authority and Duty

Subject to limitations in law, a school marshal shall:

1. Act as necessary to prevent or abate the commission of an offense that poses a threat of death or serious bodily injury to a person in the jurisdiction of the District;

2. Make arrests and exercise all authority given peace officers as necessary to prevent or abate the commission of an offense that poses a threat of death or serious bodily injury to a person in the jurisdiction of the District;
3. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary; and
4. Carry out all other lawful duties as directed by the Superintendent.

Training

The District shall provide to each school marshal who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.

Permitted Weapons and Ammunition

Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.

Implementation

The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.

[See CKE(LEGAL) and CKEB(LEGAL)]

Employees Authorized to Possess Firearms for Emergency Response

Purpose

The Board has adopted these provisions regarding firearms to address concerns about effective and timely response to emergency situations on District property, including invasion of a school by an armed outsider; a hostage situation; actions of a student or employee who is armed and poses a direct threat of physical harm to himself, herself, or others; and similar circumstances.

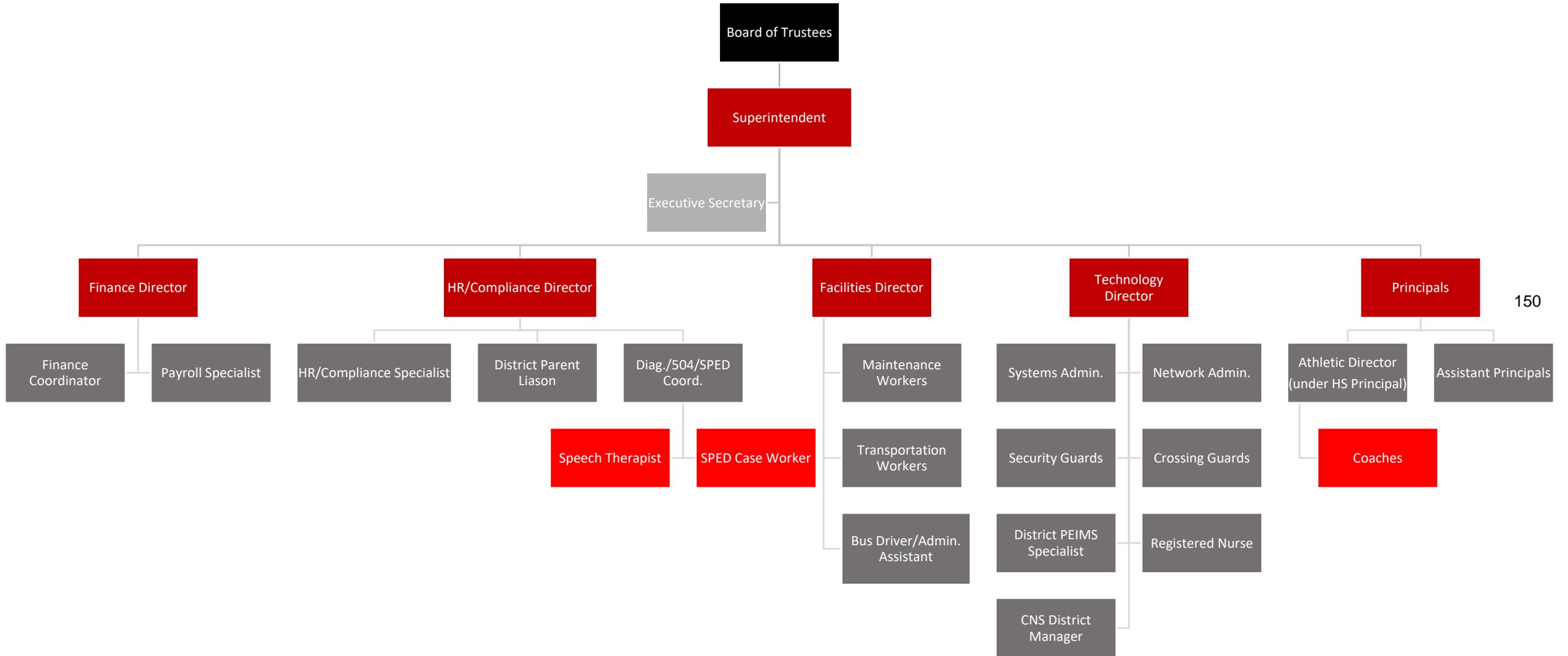
Authorization

Pursuant to its authority under state law, the Board may authorize specific District employees to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each authorized employee shall have immunities as provided by law.

Each specifically authorized employee shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved employee. The written authorization shall specify the District premises and other property where the employee is authorized to carry a firearm, as well as the means of carrying and storing the firearm.

Participation in this safety and security program shall be strictly voluntary.

<u>Revocation</u>	<p><u>The Superintendent, as well as the Board, shall have the authority to revoke at any time a specific employee's authorization to possess a firearm under this policy.</u></p> <p><u>In addition, authorization for a specific employee to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason.</u></p>
<u>Duties</u>	<p><u>An authorized employee shall not perform routine law enforcement duties unless the duty is performed in response to an emergency that poses a threat of death or serious bodily injury to a student, employee, or other individual on a District campus.</u></p> <p><u>In an emergency an authorized employee shall:</u></p> <ol style="list-style-type: none"><u>1. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District; and</u><u>2. Carry out all other lawful duties as directed by the Superintendent.</u>
<u>Handgun Licensees</u>	<p><u>Only a District employee who maintains a current license to carry a handgun in accordance with state law shall be eligible for authorization to possess a firearm on District property under this policy and in accordance with the District's emergency operations plan.</u></p> <p><u>A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).</u></p>
<u>Training</u>	<p><u>The District shall provide to each District employee who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.</u></p>
<u>Permitted Weapons and Ammunition</u>	<p><u>Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.</u></p>
<u>Implementation</u>	<p><u>The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.</u></p>





2025-2026
Employee Handbook

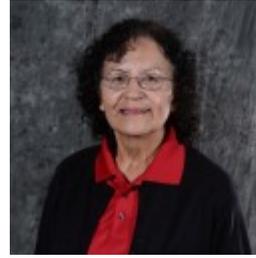
TORNILLO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES



Marlene Bullard
President



Ida Estrada
Vice-President



Ofelia Bosquez
Secretary



Ines Delgado
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 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.

EMPLOYEE HANDBOOK RECEIPT

Employee Name:

Campus / Department:

Position:

I hereby acknowledge the receipt of the electronic and/or hard copy of the 2025-2026 Tornillo ISD Employee 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 document. 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 two campuses: Tornillo Prek_8 Campus (Pre-K through 8th grade), and Tornillo High School (9th through 12th grade), as well as the Alternative Education Program HOPE.

Mission Statement, Goals, and Objectives

Policy AE

- Tornillo ISD's mission is to empower our learning community to live their purpose by honoring values and beliefs for a holistic postsecondary journey.
- Tornillo's ISD vision is "Believe We Can Succeed; With Pride We Will Achieve".

Goals (Approval of New Goals Pending)

- The percentage of all graduates that will meet criteria for CCMR will increase from 91% August 2024 to 100% by August 2029.
- The percentage of 3rd grade students that score meets on STAAR Reading will increase from 25% to 60% by September 2029.
- The percentage of 3rd grade students that score meets on STAAR Math will increase from 29% to 60% by September 2029.

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
- Iris Delgado, 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

The board usually meets at 5:30 p.m. at 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 three business days 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 one-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	Athletics Director
Linda Rivero.....	Registered Nurse
Marisela Ramos	Diagnostician/ SPED/504 Coordinator
Sandra Cruz	Finance Coordinator
Emily Saucedo.....	District PEIMS Data Specialist
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 AlvaradoPreK-8 School Counselor
 Maria Hernandez.....PreK-8 School Counselor
 Ruth Gonzalez.....Payroll Specialist
 Rachel AguilarSuperintendent’s Secretary
 Sandra Garcia Human Resources/Compliance Specialist
 Claudia Castro Parent Liaison

Helpful Contacts and Directory

Superintendent.....765-3005
 Director of Finance765-3010
 Finance Coordinator765-3015
 Payroll Specialist765-3020
 Human Resources/Compliance Director765-3050
 Human Resources Specialist765-3051
 Transportation/Facilities Director765-3060
 Athletics.....765-3550
 Registered Nurse765-3565
 Security.....765-4885
 Custodial.....765-3060
 Transportation.....765-3060
 Special Education Coordinator765-3040
 Director of Technology765-3035
 High School Cafeteria765-3575
 PkeK-8 School.....765-3350/3450
 High School

765-3550

Academic Calendar

TISD 2025-2026 Academic Calendar

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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August 2025						
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31						
September 2025						
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October 2025						
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November 2025						
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December 2025						
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28	29	30	31			

JULY	
06/30	- 07/04 District Closed
07/18New Employee Orientation
07/21	- 07/25 District Staff Development
07/26District Open House
07/281st Semester Begins / Classes Begin
September	
09/01Holiday - Labor Day
09/17P/T Conference for THS
09/18P/T Conference for PK-8
October	
09/29	- 10/03 Extended Year/Makeup Days
10/06	- 10/10 District Closed
10/13	- 10/15 Teacher Planning / No School for Students
November	
11/11Wellness Day - District Closed
11/24	- 11/28 Holiday - Thanksgiving
December	
12/02	- 12/12 Testing - STAAR
12/18Early Release for Students/Teachers
12/19Wellness Day - District Closed
12/22	- 01/02 Holiday - Christmas Break
January	
01/05	- 01/07 Teacher Planning / No School for Students
01/082nd Semester Begins / Classes Begin
01/19Holiday - MLK/COVID-Weather Makeup Days
February	
02/09Wellness Day - District Closed
02/25P/T Conference for THS
02/26P/T Conference for PK-8
March	
03/09	- 03/13 Extended Year/Makeup Days
03/16	- 03/20 Holiday - Spring Break
03/23	- 03/25 Teacher Planning / No School for Students
April	
04/03Holiday - Good Friday
04/06Wellness Day - District Closed
04/07	- 04/30 Testing - STAAR
May	
05/01Early Release for Students
05/04Wellness Day - District Closed
05/25Holiday - Memorial Day-Weather Makeup Day
05/26	- 05/28 Early Release for Students
05/29Early Release for Students/Teachers
July	
06/01	- 06/12 Extended Year/Makeup Days
06/16	- 06/26 Testing - STAAR

January 2026						
S	M	T	W	T	F	S
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February 2026						
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June 2026						
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28	29	30				

KEY

- State Testing
- 5 Staff/Student Wellness Days
- Staff Development/Teacher Planning
- Holiday
- Extended Year
- Parent / Teacher Conferences
- Smart Snack Exemption Days

Instructional Minutes : State Minimum: 75,600 (PK-12th), Actual minutes 78,720

Weeks	Days	Minutes
1st	44	HS:21120 MS 6th-8th:21120 MS 3rd-5th:21120 EL:21120
2nd	40	HS:18960 MS 6th-8th:18960 MS 3rd-5th:18960 EL:18960
3rd	40	HS:19200 MS 6th-8th:19200 MS 3rd-5th:19200 EL:19200
4th	43	HS:19440 MS 6th-8th:19440 MS 3rd-5th:19440 EL:19440

- ★ Open House
- [] 9 Weeks Begins/Ends
- Weather Makeup Day
- New Employee Orientation
- \$ Pay Day
- / Early Release Students Only
- / Early Release Students & Teachers

Last Updated: 6/13/2025

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, 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.

In accordance with Title IX, the district does not discriminate on the basis of sex 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, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Lizeth Carroll, HR/Compliance Director, 19200 Cobb, Av. Tornillo, TX 79853. carroll@tisd.us, phone number 915-765-3001. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Georgina Miramontes, Diagnostician/SPED/504 Coordinator, 19200 Cobb Av. Tornillo, TX 79853. ramosm@tisd.us phone number 915-765-3001.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on

the TRS Website (www.trs.texas.gov).

Contract and Noncontract Employment

Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed Online, or copies will be provided upon request.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees. All paraprofessional and auxiliary employees, regardless of certification, are employed at-will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources Department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Human Resources when there is action against, or revocation of their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Human Resources Department if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources Department if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Non-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. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

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 the Transportation/Facilities Director or the Human Resources Department.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Human Resources Department by the academic year or the first day of instruction.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, Online training regarding seizure disorder awareness, recognition, and related first aid.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Department and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. *See Overtime Compensation.* At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

ADA Accommodations

Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting the Human Resources office and identifying an adjustment or change at work that is needed because of a disability. An employee also may submit a written request to HR using the ADA Accommodation Request Form, which is available on the district's website.

Upon receiving the reasonable accommodation request, the Human Resources director will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR will work closely with the employee and supervisor to ensure that reasonable

accommodation is provided and effective

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.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Lizeth Carroll, Human Resources Director at 915-765-3001.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Lizeth Carroll, Human Resources Director at 915-765-3001 to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Human Resources.

Outside Employment and Tutoring

Policy DBD

All employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Administrators. An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district.

Administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers. An exception applies to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. Services must be performed on the administrator's personal time. Contact the Human Resources director for more information.

Performance Evaluation

Policy DN series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Tornillo ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Compliance Director.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Mental Health Training

Policy DMA

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. *See Overtime Compensation.*

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact Human Resources Department for more information about the district's pay schedules or their own pay.

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. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact if they have any questions.

The schedule of pay dates for the 2025-2026 school year follows:

Tornillo Independent School District 2025 - 2026 Payroll Schedule

Pay Period Start	Pay Period End	Payroll Due-Date	Pay Date
6/16/2025	6/30/2025	7/9/2025	7/15/2025
7/1/2025	7/15/2025	7/18/2025	7/31/2025
7/16/2025	7/31/2025	8/4/2025	8/15/2025
8/1/2025	8/15/2025	8/19/2025	8/29/2025
8/16/2025	8/31/2025	9/3/2025	9/15/2025
9/1/2025	9/15/2025	9/17/2025	9/30/2025
9/16/2025	9/30/2025	10/2/2025	10/15/2025
10/1/2025	10/15/2025	10/17/2025	10/31/2025
10/16/2025	10/31/2025	11/4/2025	11/14/2025
11/1/2025	11/15/2025	11/18/2025	11/28/2025
11/16/2025	11/30/2025	12/3/2025	12/15/2025
12/1/2025	12/15/2025	12/16/2025	12/31/2025
12/16/2025	12/31/2025	1/7/2026	1/15/2026
1/1/2026	1/15/2026	1/20/2026	1/30/2026
1/16/2026	1/31/2026	2/3/2026	2/13/2026
2/1/2026	2/15/2026	2/17/2026	2/27/2026
2/16/2026	2/28/2026	3/3/2026	3/13/2026
3/1/2026	3/15/2026	3/17/2026	3/31/2026
3/16/2026	3/31/2026	4/2/2026	4/15/2026
4/1/2026	4/15/2026	4/17/2026	4/30/2026
4/16/2026	4/30/2026	5/4/2026	5/15/2026
5/1/2026	5/15/2026	5/19/2026	5/29/2026
5/16/2026	5/31/2026	6/3/2026	6/15/2026
6/1/2026	6/15/2026	6/17/2026	6/30/2026
6/16/2026	6/30/2026	7/2/2026	7/15/2026

Revised 6/15/2025

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.

Overpayments. Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay. If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year. An agreement between an employee and the district must be in place in order to deduct any overpayment.

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. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact the Payroll Department if they have any questions.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not

measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 A.M. Sunday and ends at 11:59 P.M. Saturday.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and superintendent must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ACTIVE Care, the statewide public-school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Payroll or the Human Resources Department for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for life, dental, vision, disability, and cancer. Premiums for these programs can be paid by payroll deduction. Employees should contact Payroll or the Human Resources Department for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

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.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resources Department.

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).

Other Benefit Programs

The Tornillo Independent School District also provides additional benefits including:

- Free Admission Passes to Home Athletic Events with employee ID badge
- Tax Sheltered Annuities under Section 403(b)
- Wellness days.

Leaves and Absences

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Payroll and Human Resources for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in half day increments if a substitute is required or hourly increments if a substitute is not required for the position. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Compensatory Leave
- Local Leave
- State sick Leave accumulated before the 1995-96 School Year
- State personal leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for five consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

All absences in excess of ten days during a semester shall be investigated by the employee's immediate supervisor. Appropriate action shall be taken.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in- law,

- a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
- Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL).

Medical Certification. Any employee, who is absent more than three days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests FMLA leave for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees, on an approved leave of absence other than family and medical leave, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FMLA. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes:

nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Leave shall not be approved on the first five and last five days of instruction for each semester, day before or after a school holiday, days scheduled for end-of-semester or end-of-year exams and days scheduled for state testing or professional/staff development.

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Local Leave

All employees shall earn five paid local leave days per school year in accordance with administrative regulations. Local leave shall accumulate without limit.

Sick Leave Bank

Tornillo ISD has established a sick leave bank, (as defined in DEC (Local)), that employees may join through the contribution of local leave. Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury (as defined in DEC (Local)), and the employee has exhausted all paid leave.

Membership and Contribution:

Each employee that elects to be a member of the Sick Leave Bank must sign a Contribution to the Catastrophic Sick Leave Bank form annually. Membership must be reestablished annually. At the time of reestablishment of membership, one day of local leave will be contributed.

Request Process:

If a member employee has experienced a catastrophic illness or injury *and has exhausted all leave*, the employee may request up to 10 days of leave. No more than 10 days will be awarded to an employee per year. The request must be made by using the Catastrophic Sick Leave Bank Request Form. The Catastrophic Sick Leave Bank form must be submitted with the medical certification, signed by a licensed physician, documenting the need for the leave. The Request Form and all required supporting documents must be submitted to the Human Resources Department.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

NOTE: Request for leave will only be awarded if there is leave in the bank. If there are no leave days in the Sick Bank, request will automatically be denied.

APPEAL: All decisions regarding the sick leave bank may be appealed in accordance with DGBA (LOCAL), beginning with the Superintendent or designee.

Family and Medical Leave Act (FMLA) General Provisions

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

What is FMLA Leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition makes you unable to work,
- To care for your spouse, child or parent with serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is a spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an eligible employee if all of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements.

You work for a covered employer if one of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency.

Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA Leave?

Generally, to request FMLA leave you must:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer must:

- Allow you to take job-protected time off work for a qualifying reason,

- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process.



Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses FML

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child..

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the

use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA (LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FML or have questions should contact Human Resources Department for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to Human Resources and law enforcement.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

Bereavement leave is a non-paid leave. Employees can be absent up to 5 days due to the passing of a member of their immediate family. Employees need to communicate with their immediate

supervisor to inform them about the need of taking Bereavement leave.

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably

discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Human Resources. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Human Resources for details on eligibility, requirements, and limitations.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities.

District Communications

Throughout the school year, Central Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

- District newsletter emailed to employees
- Recent news found at www.tisd.us
- Tweets found at <https://twitter.com/TornilloISD>
- Phone-Callouts

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. For ease of reference, the district's policy concerning the process of bringing concerns and complaints, DGBA, is reprinted as follows:

<https://pol.tasb.org/Policy/Search/443?filter=dgba>

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, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation 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:

Texas Educators' Code of Ethics

Statement of Purpose

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. This chapter shall apply to educators and candidates for certification.

(19 TAC 247.1(b))

Enforceable Standards

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 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 or distribution of controlled substances and/or abuse of 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.

2. 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 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.

3. 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:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly, or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) 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.

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.
- 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 up to and including termination.

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.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation DIA(Local) is reprinted on the following page:
<https://pol.tasb.org/PolicyOnline?key=443>

Harassment of Students

Policies DF, 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. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

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 has reasonable cause to believe that child abuse or neglect occurred 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.

Procedures for reporting and investigating harassment of student are listed below:

- The report can be oral, written or via anonymous alert on the district’s main website
- The information can be communicated to any adult in the district, teacher, counselor, administrator, custodian
- The information must be made available to the human resources director and the administrator of the campus
- The human resources director will take immediate appropriate actions to separate any suspicious personnel from the district grounds
- The campus administrator will take any action to inform family and law enforcement agencies if the case is necessary
- An investigation will be initiated

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, the department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 24 hours after the employee first has reasonable cause to believe that the child is abused or neglected. Law enforcement agency includes the Texas Department of Public Safety, a municipal police department, a county sheriff’s office, or a county constable’s office and does not include the district police.

A person responsible for the care, custody, or welfare of the child (including a teacher)) is required to report alleged abuse or neglect to DFPS even if a report is made to law enforcement.

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 DFPS can be made using the Texas Abuse Hotline (<https://www.txabusehotline.org/Login/Default.aspx>), or (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, a 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 retaliating against an employee 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. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, 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 following the procedures described above in *Reporting Suspected Child Abuse*.

Reports to the Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee the conduct below must also be reported:

- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301.

“Reported criminal history” means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT)

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.

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district’s scope and sequence. The district may take appropriate action if a teacher does not follow the district’s scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

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
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students

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 CQ, CY, 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, X, LinkedIn, Instagram). Electronic communications also include 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 and 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, mealtimes, 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 district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts 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 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 DH (EXHIBIT)]

See *Use of Electronic Communications between Employees, Students, and Parents* below, for regulations on employee communication with students.

Electronic Communications between Employees, Students, and Parents

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 email 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.
- All staff are required to use school email accounts for all electronic communications with

parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.

- 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.

Public Information on Private Devices

Policy DH, GB

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act.

Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

All employees are 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 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, DHB, DHC

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 Texas Family Code

If an employee is arrested or criminally charged, the superintendent is also required to report the educator’s criminal history to the Division of Investigations at TEA.

The superintendent and directors are required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to policies DHB(LEGAL) and DHC(LEGAL) for timelines and conduct that will result in reporting.

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. The district’s policy regarding employee drug use, DH(LOCAL) follows: <https://pol.tasb.org/PolicyOnline?key=443>

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco 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.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

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
- Improperly 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.

Conflict of Interest

Policy CB, DBD

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

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.

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law and policy relating to the use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures

and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

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. See *Emergencies* for additional information.

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 the 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 CSC

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

Emergency School Closing

Policy EB

The district may close schools because of severe weather, epidemics, or other 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. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize 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.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Business Department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Business Department for additional information on purchasing procedures.

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.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal e-mail is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to Human Resources. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public until a request to withhold the information is submitted.

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. District Office Receptionist is responsible for scheduling the use of facilities after school hours. Contact the District Office Receptionist to request to use school facilities and to obtain information on the fees charged.

Resignations

Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent or other persons designated by the board of trustees, which includes the Human Resources Director. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent, or other person designated by board action. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The superintendent is required to report such conduct to SBEC.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the superintendent at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal or director is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor, or
- Was involved in or solicited a romantic relationship with or solicited or engaged in sexual conduct with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to SBEC.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB, DP

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The reporting requirements for termination of a contract employee are the same as those listed above in Resignations/Contract Employees.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

Dismissal of Noncontract Employees

Policies DHC, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the

grievance. (See *Complaints and Grievances*)

The reporting requirements for termination of a contract employee are the same as those listed above in Resignations/Contract Employees.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

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 against students based on sex, including sexual harassment should be directed to the Superintendent.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen[®]), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container.

Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

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. The district’s policy includes definitions and procedures for reporting and investigating bullying of students, FFI(LOCAL) and is reprinted below:

<https://pol.tasb.org/PolicyOnline?key=443>

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
Tornillo, TX 79853



MEMORANDUM

To: Members of the Board of Trustees
From: Luis M Guerra, Director of Finance
Subject: Budget Amendment - Administration
Date: July 30, 2025

Budget Amendment Request

1. Requesting a budget amendment to allocate to various functions as the result of under budgeting TRS and overtime expenses incurred during the year.

Increase

199.23.6146.00.001.11.0.00	\$ 8,000
199.34.6129.00.934.99.0.00	\$ 20,000
199.41.6119.00.701.99.0.00	\$ 8,000

Decrease

199.52.6129.00.952.99.0.00	\$ 18,000
199.52.6399.00.999.99.0.RS	\$ 18,000

Board President: _____ Date: _____

Board Secretary: _____ Date: _____



Technology Department

19200 Cobb Avenue

Tornillo, TX 79853

Phone 915.765.3035

Fax 915.765.3099

MEMORANDUM

To:

From:

Subject:

Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

Asset Class	Manufacturer	Model	Serial Number	Barcode
Document Camera	SMART Technologies	Document Camera 450	A102HW48A0123	7563
Document Camera	SMART Technologies	Document Camera 450	A102HW48A0132	6604
Document Camera	SMART Technologies	Document Camera 450	A102HW48A0330	6588
Laptop	Dell	Latitude 5300 2-in-1	JQ4LQT2	8999
Document Camera	SMART Technologies	Document Camera 450	A102HW48A0244	6590
Tablet	Microsoft	Surface Pro	013094490853	10866
Tablet	Microsoft	Surface Pro 7	076817694953	7079
Tablet	Microsoft	Surface Pro 7	004728701853	9341
Wireless Headset	Logitech	H820e	2022TF077698	10043
Wireless Headset	Logitech	H820e	2022TF077678	10040
Wireless Headset	Logitech	H820e	2022TF084598	10048
Wireless Headset	Logitech	H820e	2022TF084518	10050
Wireless Headset	Logitech	H820e	2022TF084588	10052
Document Camera	HUE	HD Pro		10251
Document Camera	HUE	HD Pro		10252
Document Camera	HUE	HD Pro		10259
Laptop	Dell	Latitude 3390	BTQ58L2	7956
Laptop	Dell	Latitude 5320	4NKRVG3	11043
Laptop	Dell	Latitude 5320	BNKRVG3	11044
Laptop	Dell	Latitude 5320	5NKRVG3	11047
Laptop	Dell	Latitude 5320	2PKRVG3	11055
Laptop	Dell	Latitude 5320	JQKRVG3	11057
Laptop	Dell	Latitude 5320	CQKRVG3	11058
Laptop	Dell	Latitude 5320	4QKRVG3	11059
Laptop	Dell	Latitude 5320	BQKRVG3	11061
Laptop	Dell	Latitude 5320	6QKRVG3	11062
Laptop	Dell	Latitude 5320	2SKRVG3	11063
Laptop	Dell	Latitude 5320	5PKRVG3	11064
Laptop	Dell	Latitude 5320	7PKRVG3	11066
Laptop	Dell	Latitude 5320	3RKRVG3	11067
Laptop	Dell	Latitude 5320	6PKRVG3	11069
Laptop	Dell	Latitude 5320	FPKRVG3	11073
Laptop	Dell	Latitude 5320	FRKRVG3	11075
Laptop	Dell	Latitude 5320	HNKRVG3	11078
Laptop	Dell	Latitude 5320	DRKRVG3	11080
Laptop	Dell	Latitude 5320	JRKRVG3	11086
Laptop	Dell	Latitude 5320	JNKRVG3	11106
Laptop	Dell	Latitude 5320	6NKRVG3	11108
Laptop	Dell	Latitude 5320	DNKRVG3	11109
Laptop	Dell	Latitude 5320	3NKRVG3	11113
Computer	HP	EliteDesk 800 G8 DM	MXL14138D0	11116
Laptop	Dell	Latitude 3190 2-in-1	9TH01J3	11181
Laptop	Dell	Latitude 3190 2-in-1	1PDD2J3	11188

Laptop	Dell	Latitude 3190 2-in-1	61VTZH3	12603
Laptop	Dell	Latitude 3190 2-in-1	H63Y2J3	11195
Laptop	Dell	Latitude 3190 2-in-1	G0621J3	11200
Laptop	Dell	Latitude 3190 2-in-1	D48TZH3	11204
Laptop	Dell	Latitude 3190 2-in-1	4L901J3	13582
Laptop	Dell	Latitude 3190 2-in-1	4C4X2J3	11218
Laptop	Dell	Latitude 3190 2-in-1	5W1H1J3	11219
Laptop	Dell	Latitude 3190 2-in-1	11ZTZH3	11220
Laptop	Dell	Latitude 3190 2-in-1	6F6TZH3	11230
Laptop	Dell	Latitude 3190 2-in-1	G0PR2J3	13514
Laptop	Dell	Latitude 3190 2-in-1	7FK21J3	12524
Laptop	Dell	Latitude 3190 2-in-1	2Z4VZH3	11259
Laptop	Dell	Latitude 3190 2-in-1	H7KS2J3	11260
Laptop	Dell	Latitude 3190 2-in-1	1TYTZH3	11272
Laptop	Dell	Latitude 3190 2-in-1	HK7PZH3	11273
Laptop	Dell	Latitude 3190 2-in-1	B5CCZH3	11274
Laptop	Dell	Latitude 3190 2-in-1	86RQ2J3	11278
Laptop	Dell	Latitude 3190 2-in-1	12N11J3	13515
Laptop	Dell	Latitude 3190 2-in-1	F7WDZH3	11283
Laptop	Dell	Latitude 3190 2-in-1	258TZH3	12727
Laptop	Dell	Latitude 3190 2-in-1	3B7G2J3	11291
Laptop	Dell	Latitude 3190 2-in-1	FYMR2J3	11301
Laptop	Dell	Latitude 3190 2-in-1	GG4Y2J3	11303
Laptop	Dell	Latitude 3190 2-in-1	8J021J3	11306
Laptop	Dell	Latitude 3190 2-in-1	2RP01J3	11307
Laptop	Dell	Latitude 3190 2-in-1	9K5TZH3	11308
Laptop	Dell	Latitude 3190 2-in-1	5YLG2J3	11313
Laptop	Dell	Latitude 3190 2-in-1	CYSP2J3	11320
Laptop	Dell	Latitude 3190 2-in-1	GZ111J3	11322
Laptop	Dell	Latitude 3190 2-in-1	C4XF1J3	11324
Laptop	Dell	Latitude 3190 2-in-1	65VPZH3	11327
Laptop	Dell	Latitude 3190 2-in-1	C16Q2J3	11346
Laptop	Dell	Latitude 3190 2-in-1	C1RQZH3	11353
Laptop	Dell	Latitude 3190 2-in-1	95S21J3	11354
Laptop	Dell	Latitude 3190 2-in-1	DLRF1J3	11355
Laptop	Dell	Latitude 3190 2-in-1	7W901J3	11357
Laptop	Dell	Latitude 3190 2-in-1	3F7VZH3	11360
Laptop	Dell	Latitude 3190 2-in-1	D4CCZH3	11381
Laptop	Dell	Latitude 3190 2-in-1	JYF11J3	13512
Laptop	Dell	Latitude 3190 2-in-1	2JNR2J3	11385
Laptop	Dell	Latitude 3190 2-in-1	4DND1J3	13581
Laptop	Dell	Latitude 3190 2-in-1	CDMD2J3	11441
Laptop	Dell	Latitude 3190 2-in-1	DB7TZH3	11447
Laptop	Dell	Latitude 3190 2-in-1	J58TZH3	11448

Laptop	Dell	Latitude 3190 2-in-1	1XVDZH3	11450
Laptop	Dell	Latitude 3190 2-in-1	7JVF2J3	11453
Laptop	Dell	Latitude 3190 2-in-1	2T3F1J3	11454
Laptop	Dell	Latitude 3190 2-in-1	93G11J3	11813
Laptop	Dell	Latitude 3190 2-in-1	2LVF2J3	11784
Laptop	Dell	Latitude 3190 2-in-1	29621J3	13640
Laptop	Dell	Latitude 3190 2-in-1	B7201J3	13637
Laptop	Dell	Latitude 3190 2-in-1	HXMR2J3	11760
Laptop	Dell	Latitude 3190 2-in-1	4RDS2J3	11738
Laptop	Dell	Latitude 3190 2-in-1	3CYCZH3	11682
Laptop	Dell	Latitude 3190 2-in-1	76MG2J3	13513
Laptop	Dell	Latitude 3190 2-in-1	2YSP2J3	11835
Laptop	Dell	Latitude 3190 2-in-1	H28D2J3	11693
Laptop	Dell	Latitude 5330	92BHVL3	13829
Laptop	Dell	Latitude 3120	57367K3	12023
Printer	Canon	PIXMA MP450	N050916TT3	0
Printer	HP	LaserJet 1020	CNBK726482	3503
Printer	RISO	EZ221U	76693827	0
Network Server	Dell	PowerEdge R230	218KMD2	8004
Document Camera	SMART Technologies	Document Camera 450	A102HW48A0441	6573
Printer	HP	OfficeJet 4650	TH63E3B1NM0662	0
Network Battery	APC	SURT6000XLT	NS0823009671	4966







Human Resources Department

19200 Cobb Street
Tornillo, TX 79853
Phone 915.765.3050
Fax 915.765.3099

MEMORANDUM

To:
From:
Subject:
Date:

HISTORY:

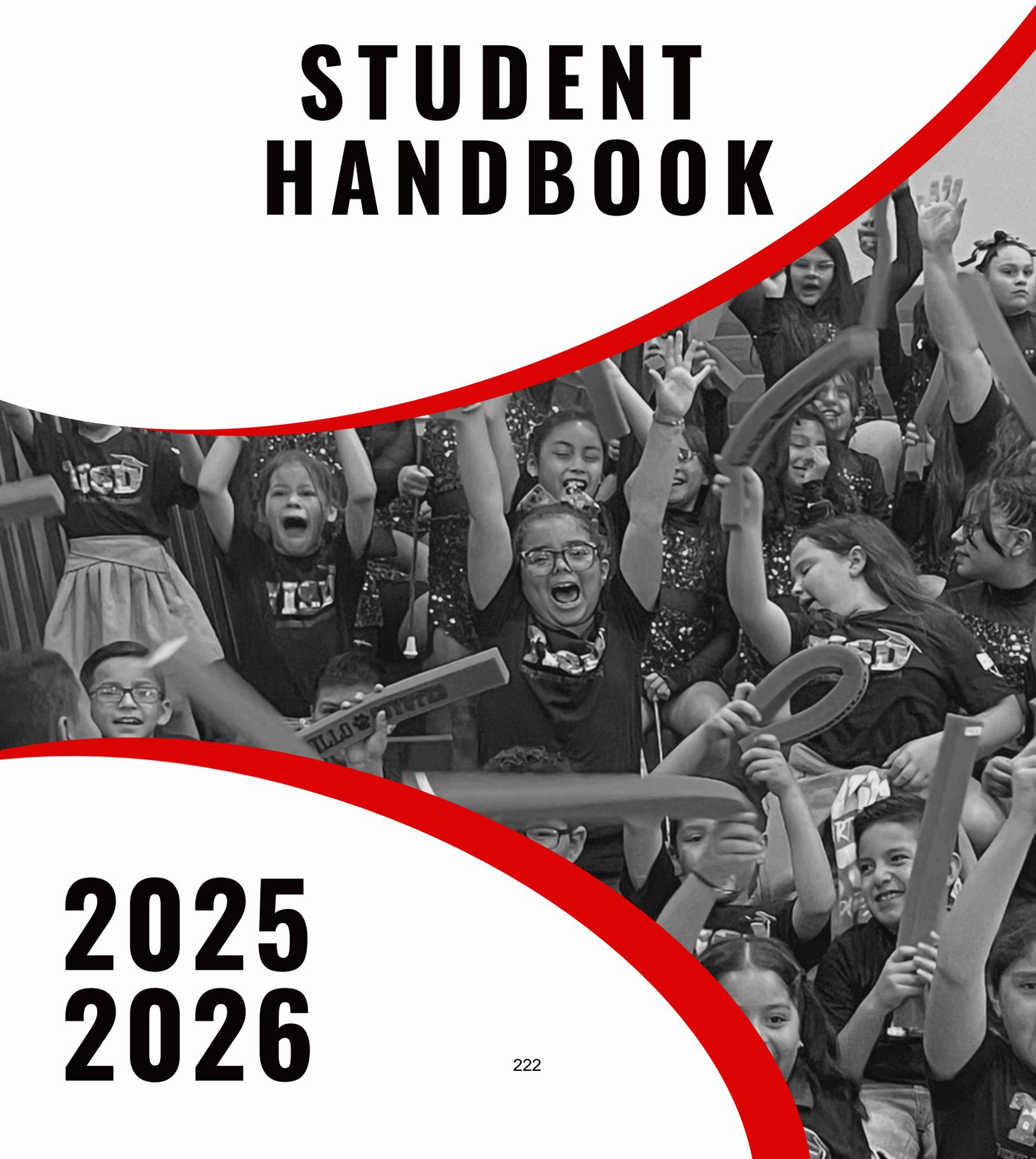
RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:



STUDENT HANDBOOK



**2025
2026**

Tornillo Independent School District

Board of Trustees



Marlene Bullard
Board President



Ida Estrada
Board Vice-President



Ofelia Bosquez
Board Secretary



Maria Ines Delgado
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 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 Ave., Tornillo, TX.

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’s 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 of 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)
- 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 or Psychiatric Evaluation

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

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

Consent to Human Sexuality Instruction

Annual Notification

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

In accordance with state law, a parent may:

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

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

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age
- Devote more attention to abstinence from sexual activity than to any other behavior
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases

- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates

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

Consent Before Human Sexuality Instruction

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

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.

Our district utilizes the RethinkEd curriculum to provide age-appropriate, evidence-based instruction on the prevention of child abuse, family violence, dating violence, and sex trafficking. The curriculum is designed to support students' social-emotional learning (SEL) while integrating critical safety education that aligns with state mandates and best practices.

The instruction is structured to promote awareness, build protective factors, and empower students with the knowledge and skills needed to recognize, avoid, and report unsafe situations. Key content areas include:

- **Understanding Healthy vs. Unhealthy Relationships:** Lessons help students differentiate between safe and unsafe behaviors in friendships, family relationships, and dating contexts.
- **Recognizing Abuse and Violence:** Instruction includes definitions and examples of physical, emotional, verbal, and sexual abuse, as well as signs of grooming, manipulation, and coercion often present in trafficking situations.
- **Personal Safety and Boundaries:** Students learn about bodily autonomy, consent, respecting personal space, and how to assertively communicate boundaries.

- **Digital Safety:** Lessons address online risks, including sexting, cyberbullying, and social media dangers that can contribute to exploitation or trafficking.
- **Reporting and Seeking Help:** The curriculum emphasizes trusted adults, reporting procedures, and how to access community resources and emergency support.
- **Resilience and Empowerment:** Through SEL principles, students build self-awareness, responsible decision-making, and coping strategies to enhance personal safety and resilience.

Curriculum Materials:

RethinkEd provides a structured set of materials, including:

- Interactive digital lessons with video content, discussion prompts, and reflection exercises.
- Printable student workbooks and worksheets.
- Teacher facilitation guides aligned with grade-level outcomes.
- Parent communication templates and take-home resources to reinforce learning at home.
- Embedded assessments and progress monitoring tools to track student understanding and engagement.

For more information, see the district’s abuse prevention instruction website at <https://www.rethinked.com>.

In accordance with state law, a parent may:

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

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

Consent to Provide a Mental Health Care Service

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

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

In the event that a student makes an outcry related to abuse, neglect, self-harm, or any other type of emotional or psychological crisis, the following procedures must be followed to ensure the student's safety and well-being:

1. **Immediate Notification:** The school counselor must be contacted immediately. If the counselor is not available, a campus administrator should be notified without delay. Both counselors and administrators are trained in proper response protocols.
2. **Supervision and Safety:** At no time should the student be left alone. The staff member should personally escort the student to the counselor or administrator to ensure continuous support and supervision.
3. **Assessment and Parental Contact:** The school counselor will assess the student, follow district protocol, and contact the student's parent or guardian. The counselor will provide appropriate resources, referrals, or guidance to help ensure the student receives necessary support or professional services.
4. **Follow-Up:** The school counselor will follow up with the parent/guardian within a reasonable timeframe to confirm that the student has accessed or is receiving support services as recommended.

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

The mental health liaison can be reached at:

Alicia Alvarado

Counselor Lead

300 Oil Mill Drive

AlvaradoA@tisd.us

915-765-3450 ext. 3458

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

[See Mental Health Support (All Grade Levels)]

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

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

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

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

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

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

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

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

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

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

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

Opting Out of Advanced Mathematics in Grades 6-8

The district will automatically enroll a student in grade 6 in an advanced mathematics course if the student performed in the top 60 percent on the grade 5 mathematics STAAR or in the top 40 percent on a local measure that demonstrates proficiency in the student's grade 5 mathematics course work.

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

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

Prohibiting the Use of Corporal Punishment

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

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

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

Note:

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

Limiting Electronic Communications between Students and District Employees

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

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

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

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

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

Objecting to the Release of Directory Information

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

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

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

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

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

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

The district has identified the following as directory information: 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.

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

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

- Name
- Address
- Telephone listing

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

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

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

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

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

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

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

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

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

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

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

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

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

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

Religious or Moral Beliefs

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

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

Tutoring or Test Preparation

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

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

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

In accordance with state law and policy EC, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than 10 percent of the days the class is offered.

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

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

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

Parent Review of Instructional Materials and Plan

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.

Teachers are required to provide a copy of the teacher’s instructional plan or course syllabus for each class to the parent of each student enrolled in that class before the beginning of each semester. A parent may obtain additional copies of plan or syllabus by request.

[For information about parental access to any online library catalog and library materials, including records of their child’s checked out library materials, see Library (All Grade Levels).]

District Review of Instructional Materials

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

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

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

Notices of Certain Student Misconduct to Noncustodial Parent

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

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

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

Student Records

Accessing Student Records

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

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and school counselor evaluations
- Reports of behavioral patterns
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term "intervention strategy" is defined by law

- Records relating to school library materials the child obtains from a school library [See Library (All Grade Levels) for more information.]
- State assessment instruments that have been administered to the child
- Teaching materials and tests used in the child’s classroom

Authorized Inspection and Use of Student Records

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

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

- Inspect and review student records within 45 days after the day the school receives a request for access
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent
- [File a complaint \(https://studentprivacy.ed.gov/file-a-complaint\)](https://studentprivacy.ed.gov/file-a-complaint) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements

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

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

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

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

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

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

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

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

Legitimate educational interest may include:

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

School officials may include:

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

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

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

- 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 they want to inspect.

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

A parent or eligible student who submits a written request and pays copying costs of 10 cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

You may contact the custodian of records for currently enrolled students at 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 (All Grade Levels), Complaints and Concerns (All Grade Levels), and Finality of Grades at policy FNG(LEGAL)]

The district's student records policy is found at policy FL(LEGAL) and FL(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 about the professional qualifications of their child's teachers, including whether the teacher:

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

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

A Student with Exceptionalities or Special Circumstances

Children of Military Families

[The Interstate Compact on Educational Opportunities for Military Children \(https://www.dodea.edu/education/partnership-and-resources/military-interstate-compact\)](https://www.dodea.edu/education/partnership-and-resources/military-interstate-compact) entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements
- Grade level, course, or educational program placement
- Eligibility requirements for participation in extracurricular activities
- Enrollment in virtual or hybrid courses offered by the district or another district or school
- 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.

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

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

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

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

Safety Transfers/Assignments

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

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

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

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

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

[See policy FDE for more information.]

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

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the

service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within 10 district business days.

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

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

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

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

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

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

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

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

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

If you have questions, please contact the district's foster care liaison:

Claudia Castro

Parent Liason

19200 Cobb

CastroC@tisd.us

915-765-3290

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

A Student Who Is Homeless

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

Please also check the campus 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 Liason

19200 Cobb

CastroC@tisd.us

915-765-3290

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

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

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

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

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

Special Education Referrals

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

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

education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

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

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

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

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

Contact Person for Special Education Referrals

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

For questions about post-secondary transitions, including the transition from education to employment, for students receiving special education services, contact 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/>)
- [TEA Special Education Parent and Family Resources](https://tea.texas.gov/academics/special-student-populations/special-education/parent-and-family-resources) (<https://tea.texas.gov/academics/special-student-populations/special-education/parent-and-family-resources>)

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

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

Texas Driving with Disability Program

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

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

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

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

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

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

A Student Who Speaks a Primary Language Other than English

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

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

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

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 campus 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 and Kindergarten

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

Ages 6-18

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

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

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

Age 19 and Older

A student who voluntarily attends or enrolls after their 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The

student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

Compulsory Attendance — Exemptions

All Grade Levels

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

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

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

Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including Wi-Fi 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 Personal Communications and Other Electronic Devices (All Grade Levels).

Secondary Grade Levels

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

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

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

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

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

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

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

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

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

Compulsory Attendance — Failure to Comply

All Grade Levels

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

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

Students with Disabilities

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

Ages 6-18

When a student age 6-18 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 their 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 10 or more unexcused absences within a six-month period in the same school year.

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

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

Age 19 and Older

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

Attendance for Credit or Final Grade (All Grade Levels)

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

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether

there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

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

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- 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)

The district will take official attendance every day as follows:

Intermediate School 10:00 AM

Junior High 10:00 AM

High School 10:00 AM

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

Documentation After an Absence (All Grade Levels)

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

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

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

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

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

Within **two days (48 hours)** 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.

If the student develops 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 on the district’s form. A parent may access the required form by contacting the district nurse at 915-765-3500.

Driver License Attendance Verification (Secondary Grade Levels Only)

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

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

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

Accountability under State and Federal Law (All Grade Levels)

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 about school culture that includes relevant questions on bullying to identify and address student concerns.

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

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

A student may anonymously report an alleged incident of bullying 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 meet the definition of bullying.

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

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

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

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

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

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

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

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

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

The district offers career and technical education programs in the following areas:

- Law Enforcement
- Programming and Software Design
- Diesel Mechanics
- Heating, Ventilation, Air Conditioning (HVAC)
- Teaching and Training
- CMA Certified Medical Assistant (CMA)
- Cyber Security

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 www.tisd.us.

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

Celebrations (All Grade Levels)

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have

severe allergies to certain food products. Discuss any classroom allergies with the teacher before bringing food to share.

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

[See Food Allergies (All Grade Levels)]

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

The district has established a plan for addressing child abuse, neglect, trafficking, and other maltreatment of children. The plan is available at www.tisd.us. Abuse includes physical abuse, including sexual abuse, and mental and emotional abuse. Trafficking includes both sex and labor trafficking.

Duty to Report

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

In accordance with state law and district policy, **all school personnel are mandated reporters** and are required to report **any suspected child abuse, neglect, or human trafficking**.

1. Immediate Action

If any staff member suspects or is made aware of abuse, neglect, or trafficking:

- The staff member must make a **report immediately**, and **no later than 24 hours** after first suspecting the abuse or receiving the disclosure.
- Reporting **cannot be delegated** to another staff member. Each employee with direct knowledge or suspicion is required to report.

2. How to Report

Reports can be made in one of the following ways:

- **Call the Texas Department of Family and Protective Services (DFPS) at 1-800-252-5400** (available 24/7), or
- **Submit a report online** at www.txabusehotline.org (for non-emergencies only)

For other states, replace with your state’s CPS reporting hotline or website.

3. Internal Notification (After Report Is Made)

After reporting to DFPS (or your state’s CPS agency), staff should notify the **campus principal or administrator** that a report has been made—**without disclosing any specific details** of the case, in order to protect confidentiality.

4. Do Not Investigate

School personnel **must not attempt to investigate**, interview the student, or contact the alleged perpetrator or family. The report should be left to **Child Protective Services and/or law enforcement**.

5. Confidentiality

All reports and related information must remain **strictly confidential** and shared only with those directly involved in supporting the student’s safety and care.

6. Training

All staff receive annual training on recognizing signs of abuse, neglect, and human trafficking, as required by law and district policy.

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

Physical abuse

Possible warning signs of physical abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without apparent injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Extreme fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unseasonable clothing that may hide injuries to arms or legs

Sexual Abuse

Possible warning signs of sexual abuse include:

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

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

Emotional Abuse

Possible warning signs of emotional abuse include:

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

Neglect

Possible warning signs of neglect include:

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

Description and Warning Signs of Trafficking

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

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

Possible warning signs of sexual trafficking in children include:

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

Additional warning signs of labor trafficking in children include:

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

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

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

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

If your child is a victim of abuse, neglect, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. Texas Health and Human Services also manages early intervention counseling programs.

To find out what services may be available in your county, see Texas Health and Human Services' [Family Support Services Program Locator](https://fss.hhs.texas.gov/Programs_Available_In_Your_County/default.asp) (https://fss.hhs.texas.gov/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 online 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://www.nsvrc.org/publications/booklets/child-sexual-abuse-parental-guide) (<https://www.nsvrc.org/publications/booklets/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 (Middle/Junior High and High School Grade Levels) for information related to student requests to revise their course schedule.]

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

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

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

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

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

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer/fall 2026 term through the spring 2027 term, the University will admit the top five percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

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

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

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

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

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

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

College Credit Courses (Secondary Grade Levels Only)

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

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory
- Enrollment in AP or dual credit courses through the virtual or hybrid courses offered by the district or another district or school
- 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 (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. Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only) for information on CTE and other work-based programs.

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

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

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

Automated Nonemergency Communications

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

Standard messaging rates of your wireless phone carrier may apply.

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

Complaints and Concerns (All Grade Levels)

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

For those complaints and concerns that cannot be resolved informally, the board has adopted a student and parent grievance policy at FNG(LOCAL) in accordance with Education Code Chapter 26A. This policy describing the grievance process in detail is available in the district's online policy manual at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=443&code=FNG#localTabContent> and is attached to this handbook as an appendix. A parent may file a grievance by submitting the district grievance form to the campus principal. The district's grievance forms are available at the principal's or superintendent's office. A parent may also submit a grievance electronically by downloading the grievance form available on the district website and emailing the completed form to **HR@tisd.us**.

In general, the written grievance 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 appeal to the superintendent or superintendent's designee.

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

Hearings at each level will be conducted in accordance with the timelines established by law described in the district's policy at FNG(LOCAL).

Conduct (All Grade Levels)

Applicability of School Rules

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

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

Campus Behavior Coordinator

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

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

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

Counseling

The district has a comprehensive school counseling program that includes:

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

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

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

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

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

High School Grade Levels

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

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

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

- The importance of postsecondary education
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma
- Financial aid eligibility and how to apply for financial aid
- Automatic admission to state-funded Texas colleges and universities
- Eligibility requirements for the TEXAS Grant
- 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 (All Grade Levels), Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels), and Dating Violence]

Course Credit (Secondary Grade Levels Only)

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

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

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

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

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

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

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

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

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

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

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

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

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

Students in Grades 1-5

A student in elementary school is eligible to accelerate to the next grade level if the student meets all of the following requirements:

- 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
- 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 if the student meets one of the following requirements:

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

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

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

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

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

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

Dating Violence

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

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

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

- Physical or sexual assaults
- Name-calling
- Put-downs
- Threats to hurt the student, the student's family members, or members of the student's household
- Destroying property belonging to the student
- Threats to die by 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>)
- [Preventing Teen Dating Violence](https://www.cdc.gov/intimate-partner-violence/about/about-teen-dating-violence.html) (<https://www.cdc.gov/intimate-partner-violence/about/about-teen-dating-violence.html>)

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

Discrimination

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

Harassment

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

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

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

Sexual Harassment and Sex-Based Harassment

Sexual harassment and sex-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.

Pregnancy or Related Conditions

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

Please contact the campus counselor or nurse for pregnancy-related accommodations.

Retaliation

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

Reporting Procedures

Any student who believes that they have experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's

parent. [See the FFH series of policies and FFH(EXHIBIT) for other appropriate district officials to whom to make a report.]

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

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

Investigation of Report

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

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

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

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

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

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

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

Discrimination

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

Distance Learning (All Grade Levels)

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

[See Remote Instruction]

Virtual and Hybrid Instruction

A student has the option, with certain limitations, to enroll in virtual or hybrid instruction through virtual or hybrid courses offered by the district or by another district or school to earn course credit for graduation.

Depending on the virtual or hybrid course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [See Extracurricular Activities, Clubs, and Organizations (All Grade Levels)] In addition, a student who enrolls in a virtual or hybrid 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 virtual or hybrid course offered by the district by contacting the school counselor.

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

Safe Use of Technology

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

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

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

If you want to know more about partnering with the district regarding cybersecurity and online safety, or if you have complaints or concern about student use of electronic devices, please contact the technology director at 915-765-3035. .

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

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

In accordance with state law, the district prohibits the use of a personal communication device (such as cell phones, tablets, and smartwatches) while on school property during the school day. For more information about permitted use in certain circumstances and disciplinary measures that apply to this prohibition, see the Student Code of Conduct and policy FNCE(LOCAL).

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 personal communications device without authorization during the school day, the student will be disciplined in accordance with the Student Code of Conduct.

The parent may pick up the confiscated communications device from the principal's office.

Confiscated communications 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 communications device may be searched by authorized personnel. [See Searches and Investigations and policy FNF for more information.]

The district is not responsible for damaged, lost, or stolen communications devices.

Instructional Use of Personal Electronic Devices

Students must obtain prior approval to use personal electronic devices allowed by law for instructional purposes while on campus. The district may not permit use of a prohibited personal communication device except as required by law. [See Possession and Use of Personal Communications Devices, Including Cell Phones and Other Electronic Devices] 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" Bullying and Sexting Course](https://txssc.txstate.edu/tools/courses/before-you-text/) (<https://txssc.txstate.edu/tools/courses/before-you-text/>), a state-developed program that addresses the consequences of sexting.

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

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

End-of-Course (EOC) Assessments

[See Graduation (Secondary Grade Levels Only) and Standardized Testing]

Emergent Bilingual Students (All Grade Levels)

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

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

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

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

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

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

Parental Consent

State law requires the district to obtain written parental consent before a student may participate in a student club that is authorized or sponsored by the district. A parent may obtain consent forms for student clubs at the campus front office.

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

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

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

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

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

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

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

If a student is enrolled in a state-approved music course that requires demonstration of the mastery of an essential knowledge and skills in public performance and the student receives a grade below 70 in any course at the end of the grading period, the student may participate in a performance so long as the general public is invited.

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 their own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.

- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, and the like.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- 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 virtual or hybrid course.

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.

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
- Grading consequences for academic dishonesty, including cheating or copying the work of another student, plagiarism (including the unauthorized use of artificial intelligence (AI) such as ChatGPT), and unauthorized communication between students during an examination

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

Graduation (Secondary Grade Levels Only)

Requirements for a Diploma

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

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law
- Complete the required number of credits established by the state and any additional credits required by the district
- Complete any locally required courses in addition to the courses mandated by the state
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE)
- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA)

Testing Requirements for Graduation

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

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

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

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

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

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

[See Standardized Testing]

Foundation Graduation Program

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

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

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

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

Personal Graduation Plans will be completed for each high school student.

State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student’s sophomore year, the student and student’s parent may request that the student graduate without an endorsement. The district will advise the student and the student’s parent of the specific benefits of graduating with an endorsement. The student and the student’s parent must then submit written permission to the school counselor for the student to graduate without an endorsement.

A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student’s desired college or university.

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

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

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

Credits Required

The foundation graduation program requires completion of the following credits:

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

Physical Education	1	1
Languages other than English	2	2
Fine Arts	1	1
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.
 - A student may substitute computer programming languages for these credits.
 - A student may satisfy one of the 2 required credits by successfully completing in elementary school a dual language immersion program or a course in American Sign Language.
 - In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

Available Endorsements

A student must specify which endorsement to pursue upon entering grade 9.

Financial Aid Application Requirement

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

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
- A school counselor authorizes the student to opt out for good cause

Please contact the school counselor for more information.

To confirm that a student has completed and submitted a FAFSA or TASFA, the student must submit one of the following:

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

Personal Graduation Plans

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

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

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

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

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

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

Available Course Options for All Graduation Programs

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

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

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

Certificates of Coursework Completion

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

Students with Disabilities

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

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

A student who receives special education services may earn the distinguished level of achievement or 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 distinguished level of achievement or endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

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

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

Graduation Activities

Graduation activities will include:

- 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.

Graduation Speakers

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

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

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

[See Student Speakers (All Grade Levels) for student speakers at other school events.]

Graduation Expenses

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

Scholarships and Grants

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

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

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

Harassment

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

Hazing (All Grade Levels)

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

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

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

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

Health — Physical and Mental

Health-Related Services

The district offers health services that appraise, protect, and promote health for all students. These services are offered at all campuses to ensure access or referral to primary health care services. Parent consent is required for many of these services, especially those involving sensitive health information or billing for services.

These health services include:

General Health Services

- **Emergency First Aid:** First aid and initial response for illnesses or injuries occurring during school hours

- Immunization Monitoring: Ensuring students are compliant with state immunization requirements
- Medication Administration: Administering prescribed medications in accordance with FFAC policies
- Health Screenings: Conducting vision, hearing, spinal and Type 2 Diabetes risk screenings as mandated by the state
- Communicable Disease Control: Implementing policies to prevent and control the spread of infectious diseases and promote safe school environment
- Health Education: Provide educational and counseling opportunities for promoting and maintaining individual, family, and community health

Specialized Services:

- Mental Health: Counseling, psychological, and social work services aimed at addressing emotional and mental well-being
- School Health and Related Services (SHARS): For students with disabilities, these services are in an IEP and may include:
 - Audiology
 - Counseling
 - Nursing
 - Occupational Therapy
 - Personal Care
 - Physical Therapy
 - Psychological, including assessments
 - Speech Therapy
 - Specialized Transportation

Illness (All Grade Levels)

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

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

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

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 (All Grade Levels).

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

Lice (All Grade Levels)

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

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

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

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

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

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

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

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

In accordance with policy FFAC, authorized employees may administer:

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

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

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

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

Asthma and Severe Allergic Reactions

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

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

[See also Food Allergies (All Grade Levels)]

Unassigned Epinephrine Delivery Systems

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized school personnel who have been adequately trained to administer an unassigned epinephrine delivery system to a person who is reasonably believed to be experiencing a severe allergic reaction (anaphylaxis).

An “unassigned epinephrine delivery system” is an epinephrine delivery system, including an auto-injector or nasal spray, 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 delivery system.

Epinephrine delivery systems include brand-name devices such as EpiPens® and Neffy®.

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

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

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

Physical Activity Requirements

Elementary School

The district will ensure that students in full-day prekindergarten to 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 45 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 their 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 the required physical examination.

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

Spinal Screening Program

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

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

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

Other Examinations and Screenings (All Grade Levels)

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues or for abnormal spinal curvatures.

[See policy FFAA for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.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 (All Grade Levels)]

Diabetes

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

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) *Guidelines for the Care of Students with Food Allergies at Risk for Anaphylaxis* found on the DSHS [Allergies and Anaphylaxis](https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis) website (<https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis>)

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.tisd.us.

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

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder. A parent who submits a plan must

use the [Seizure Management and Treatment Plan Form](https://tea.texas.gov/academics/tea-seizure-management-form.pdf) (<https://tea.texas.gov/academics/tea-seizure-management-form.pdf>) developed by the Texas Education Agency.

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

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

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

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

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 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 the central administration office and online 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: the FFH series of policies
- Freedom from Bullying: FFI

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

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

For more information about these procedures and access to the District Improvement Plan, please contact the respective campus principal.

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

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

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the district website at www.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 their ability, will verify the person's authority to take custody of the student.

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

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

Leaving Campus (All Grade Levels)

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

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

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

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

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

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

document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

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

During Lunch

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 the teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade. [See Attendance for Credit or Final Grade (All Grade Levels)]

A student involved in an extracurricular activity must notify teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in

accordance with timelines approved by the principal and previously communicated to students.

DAEP Makeup Work

Grades 9-12

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), the student will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL) for more information.]

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

Alternative Means to Receive Coursework

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

Opportunity to Complete Courses

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

Nondiscrimination Statement (All Grade Levels)

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

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

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

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

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 sex-based harassment:

Lizeth Carroll

Human Resources

PO BOX 170

CarrollL@tisd.us

915-765-3000

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

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

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator the Superintendent, 915-765-3000
- For all other concerns regarding discrimination, see the Superintendent, 915-765-3000

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

Nontraditional Academic Programs (All Grade Levels)

Early College High School Blueprint

Overview

Tornillo Early College High Schools (TECHS) is an open-enrollment program that allows students least likely to attend college or who wish to accelerate completion of high school, to combine high school courses and college-level courses while participating in rigorous and accelerated instruction. TECHS utilizes a lottery system to fill the 25 spots for each cohort. The lottery system is conducted the last month of 8th grade year and finalized the beginning of 9th grade year.

Blueprint

The Blueprint identifies five benchmarks which serve as the foundational elements of the model and describes essential design elements for each benchmark.

The Blueprint outlines the required design element artifacts to be published publicly and made available to TEA upon request.

The Blueprint defines outcomes-based measures (OBMs) for required data indicators related to access, achievement, and attainment.

ECHS programs are required to adopt the design elements in each benchmark and meet OBMs to receive the Texas Education Agency (TEA) ECHS designation
Intersession Parent and Family Engagement (All Grade Levels)

Parental Rights and Options

State law provides that a parent has the right to direct the moral and religious training of the parent's child, make decisions concerning the child's education, and consent to medical, psychiatric, and psychological treatment of the child without obstruction or interference from a governmental entity of Texas, including a school district.

In addition to referring to the rights of parents, including the right to withhold consent for or exempt the parent's child from certain activities and instruction specified throughout this handbook, parents may access additional information regarding parental rights at the district's website at www.tisd.us.

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. The district will provide at least two opportunities for in-person conferences during each school year for each parent of a child enrolled in the

district with the child's teachers. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at for an appointment. The teacher will usually return your call or meet with you during their conference period or before or after school. [See Report Cards/Progress Reports and Conferences (All Grade Levels)]

- Becoming a school volunteer. [See Volunteers (All Grade Levels) and policy GKG for more information.]
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact the campus principal
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See School Health Advisory Council (SHAC) (All Grade Levels) and policies BDF, EHAA, FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- 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, TX, 79853. An agenda for a regular or special meeting is posted no later than 3 business days before each meeting at Central Office Administration building located at 19200 Cobb, Tornillo, TX, 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 must request a parking permit to park in a school parking lot. So long as space is available, parking permits may be issued throughout the year.

Students will not be permitted to:

- Speed
- Double-park
- Park across a white or yellow line
- Park in a fire lane
- Sit in parked cars during school hours

Students may be subject to disciplinary action for violation of these rules. The district may tow cars that are parked in violation of these rules.

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

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

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.

Repeating Prekindergarten-Grade 8 at Parent Request

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

High School Grade Levels

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

A student in grades 9-12 will be advanced a grade level based on the number of course credits earned. [See Grade-Level Classification (Grades 9-12 Only)]

Repeating a High-School Credit Course

A parent may request in writing that a student repeat a high-school credit course in which the student was enrolled during the previous school year unless the district determines that the student has met all requirements for graduation.

Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

Release of Students from School

[See Leaving Campus (All Grade Levels)]

Remote Instruction

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

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 (All Grade Levels) and policy EIA(LOCAL) for more information.]

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school 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 (All Grade Levels)]

Required State Assessments

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

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

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

Standardized Testing for a Student Enrolled Above Grade Level

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

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

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

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

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

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

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

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

STAAR and EOC assessments are administered electronically.

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

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

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

Standardized Testing for a Student in Special Programs

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

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

An admission, review, and dismissal (ARD) committee for a student in grades 9-12 receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP). [See Graduation (Secondary Grade Levels Only)]

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

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

Failure to Perform Satisfactorily on a STAAR or EOC Assessment

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

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

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

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.

Personal Graduation Plan — Junior High School Students

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

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

The plan will, among other items:

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

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

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[See Personal Graduation Plans for information related to the development of personal graduation plans for high school students.]

Safe Storage of Firearms

A firearm should be stored unloaded in a safe or locked container, with ammunition stored elsewhere.

It is unlawful to store, transport, or abandon an unsecured firearm in a place where children are likely to be and can obtain access to the firearm. Under the Penal Code, a person commits the offense of making a firearm accessible to a child if the child gains access to a readily dischargeable firearm, and the person with criminal negligence:

- Failed to secure the firearm; or
- Left the firearm in a place to which the person knew or should have known the child would gain access

The penalty for allowing a child access to a firearm can range from a Class C misdemeanor (punishable by a \$500 fine) to a Class A misdemeanor (punishable by a \$4000 fine, a year in jail, or a combination of the two).

Safety (All Grade Levels)

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

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a district employee.
- Follow instructions from teachers and other district employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by submitting an online report at www.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 [Stop the Bleed Texas \(https://stopthebleedtexas.org/\)](https://stopthebleedtexas.org/).

Emergency Medical Treatment and Information

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

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

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

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

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

Emergency School Closing Information

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

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

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways: social media, television stations, district website as well as through 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.

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

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 COB 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, disability, age, or reprisal or retaliation for prior civil rights activity.

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

“To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter

addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

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

2. fax:

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

3. email:

Program.Intake@usda.gov

“This institution is an equal opportunity provider.”

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

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

[See policy COB for more information.]

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information about 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.

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

See EFB(EXHIBIT)

Parents are the primary decision makers regarding their student's access to library material. The district encourages parental involvement in library acquisition, maintenance, and campus activities. Parents are encouraged to communicate with the campus principal and their child's teacher about special considerations regarding library materials self-selected by their student. A parent may submit to the district a list of library materials that their child may not be allowed to check out or otherwise access for use outside of the school library by submitting the list to the campus principal.

A parent may access to the school's library or any available online catalog by visiting www.tisd.us.

The district welcomes student and parent feedback on library materials and services. Parents may contact the campus librarian or principal with questions or comments about their child's campus library. A district employee, parent, or person residing in the district may submit a written challenge to the inclusion of any library material in the catalog of the school library by submitting the form available on the district's website.

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.

Parental consent is required before a student may participate in a student club that is authorized or sponsored by the district. [See Extracurricular Activities, Clubs, and Organizations (All Grade Levels)]

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 and Investigations

Searches in General (All Grade Levels)

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

District officials may conduct investigations in accordance with law and district policy and may question students regarding a student's own conduct or the conduct of others. [For

questioning of students by law enforcement officials, see Law Enforcement Agencies (All Grade Levels).]

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

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

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

District Property (All Grade Levels)

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

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

Metal Detectors (All Grade Levels)

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

Personal Communications and Other Electronic Devices (All Grade Levels)

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

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

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

Trained Dogs (All Grade Levels)

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave

personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Drug Testing (Secondary Grade Levels Only)

[See Steroids (Secondary Grade Levels Only) and FNF(LOCAL)]

Vehicles on Campus (Secondary Grade Levels Only)

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Sexual Harassment

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

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, emergent bilingual students, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact 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: student 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 their name in accordance with policy FNA(LOCAL).

[See Graduation (Secondary Grade Levels Only) for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Summer School (All Grade Levels)

Students are invited to participate in year-round acceleration to support attendance recovery and completion of grade-level coursework. Parents interested in this option should contact their campus principal for more information.

Tardies (All Grade Levels)

A student who is more than ten minutes tardy to class may be assigned to detention hall or given another appropriate consequence.

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

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

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

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

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

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

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

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

Transfers (All Grade Levels)

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

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

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

Transportation (All Grade Levels)

School-Sponsored Trips

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

Buses and Other School Vehicles

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

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

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

- Observe all usual classroom rules
- Follow the driver's directions at all times
- Enter and leave the vehicle in an orderly manner at the designated stop
- Keep feet, books, instrument cases, and other objects out of the aisle
- Not deface the vehicle or its equipment
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle
- Be seated while the vehicle is moving
- Fasten their seat belts, if available
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle
- Follow any other rules established by the operator of the vehicle

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

[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 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 either of the following applies:

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

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

[See the Student Code of Conduct]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

The district 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.

Subject to exceptions in accordance with state law and district procedures, the district requires a state criminal history background check for each volunteer, including parents, guardians, or grandparents of a child enrolled in the district.

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 their grade level. It is required when a student does not meet the passing standard on a state-mandated assessment. Accelerated instruction may be provided by assigning a student to a classroom teacher who is certified as a master, exemplary, or recognized teacher or by providing supplemental instruction in addition to regular instruction.

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

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

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

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

CPS stands for Child Protective Services.

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

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

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

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

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

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

ESSA is the federal Every Student Succeeds Act.

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

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

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

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

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

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

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

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

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

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

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

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.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Appendix: Freedom from Bullying Policy

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit www.tisd.us. Below is the text of Tornillo ISD's policy FFI(LOCAL) as of the date this handbook was finalized for this school year

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on 07/26/2023

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

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

Bullying Prohibited

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

Examples

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

Minimum Standards

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

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

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

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures**Student Report**

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format

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

Periodic Monitoring

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

Notice of Report

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

Prohibited Conduct

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence

and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the

school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

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

Counseling

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

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

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.

Appendix: Student Rights and Responsibilities Policy

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit www.tisd.us. Below is the text of Tornillo ISD’s policy FNG(LOCAL) as of the date this handbook was finalized for this school year.

Student Rights and Responsibilities: Student and Parent Complaints/Grievances

Policy FNG(LOCAL) adopted on 07/31/2024

Complaints

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

Other Complaint Processes

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

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

FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.

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

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

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

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

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

Formal Process

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

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

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

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student’s or parent’s absence.

Response

At Levels One and Two, “response” shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student’s or parent’s email address of record, or sent by U.S. Mail to the student’s or parent’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

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

Representative

“Representative” shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

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

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

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

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

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

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

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

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

Level Two

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

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

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

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.

4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

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

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

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

Level Three

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

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

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

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not

included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

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

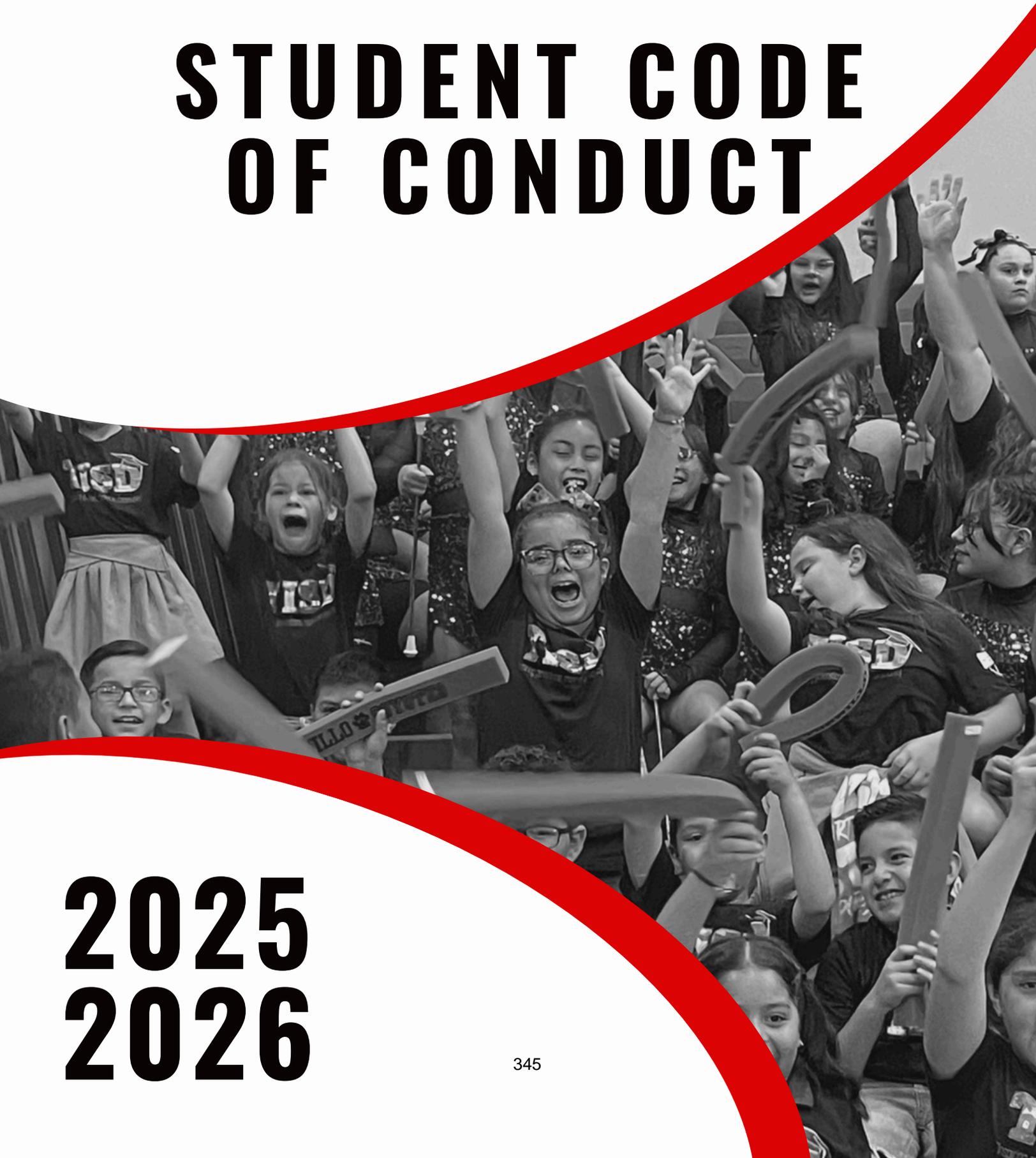
The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may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

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

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.



STUDENT CODE OF CONDUCT



**2025
2026**

Tornillo Independent School District

Board of Trustees



Marlene Bullard
Board President



Ida Estrada
Board Vice-President



Ofelia Bosquez
Board Secretary



Maria Ines Delgado
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 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 / Seccion 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 Ave., Tornillo, TX.

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

Tornillo ISD Student Code of Conduct

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Tornillo ISD Student Code of Conduct

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

In accordance with state law, the Code of Conduct shall be posted at each school campus or shall be available for review at the campus principal’s office. Additionally, the Code of Conduct shall be available at the campus behavior coordinator’s office and posted on the district’s website at www.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.

Not later than the first day of the 2025-2026 school year, the Texas Education Agency (TEA) shall prepare and provide to each school district a report identifying each law relating to school discipline that was amended or added by the 89th Legislature, Regular Session, 2025. A school district shall provide to each student and the parent of or person standing in parental relation to the student the prepared report.

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 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](#), [37.007](#), or [37.0081](#); and
12. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a single 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. Additional staff members may assist the CBC in the performance of the CBC's duties, provided that the CBC personally verifies that all aspects of [Chapter 37, Subchapter A](#) are appropriately implemented. The CBC is primarily responsible for maintaining student discipline. The CBC shall monitor disciplinary referrals and report the following behavior to the campus's threat assessment and safe and supportive school team:

- Conduct that contains the elements of the offense of terroristic threat under [Penal Code 22.07](#);
- Conduct that contains the elements of the offense of unlawfully carrying weapons under [Penal Code 46.02](#);

School District Authority and Jurisdiction

- Conduct that contains the elements of the offense of exhibiting, using, or threatening to exhibit or use a firearm under [Education Code 37.125](#); and
- Any concerning student behaviors or behavioral trends that may pose a serious risk of violence to the student or others.

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 or CBC 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.

School District Authority and Jurisdiction

“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:

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

Standards for Student Conduct

Standards for Student Conduct

Each student is expected to:

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

General Conduct Violations

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 In-School Suspension, Out-of-School Suspension, Disciplinary Alternative Education Program (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. [See Placement and/or Expulsion for Certain Offenses for assault.]
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in any behavior that violates the Student Code of Conduct and is motivated by antisemitism. [See Glossary]
- 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.

General Conduct Violations

- 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. [See Placement and/or Expulsion for Certain Offenses for felony criminal mischief.]
- 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. [See Placement and/or Expulsion for Certain Offenses for felony robbery, aggravated robbery, and theft.]
- 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;
- A short barrel firearm;
- 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;

General Conduct Violations

- Knuckles;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products (including nicotine pouches), 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.

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

Possession of Personal Communication Devices

Students shall not:

- Use a personal communication device, including a cell phone, or other electronic device on school property during the school day and shall store the device in accordance with the method of storage established by the district. [See Glossary]
- The district may authorize the use of a personal communication device for the following reasons:
 - To implement an individualized education program (IEP) or for a plan created under [Section 504, Rehabilitation Act of 1973 \(29 U.S.C Section 794\)](#) or a similar program or plan;
 - With documented need based on a directive from a qualified physician; or
 - To comply with a health or safety requirement imposed by law or as part of the district's safety protocols.

Inappropriate use of a personal communication device during the school day will result in disciplinary action in accordance with this Code of Conduct.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. [See Disciplinary Alternative Education Program (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.

General Conduct Violations

- Possess, use, give, or sell paraphernalia related to any prohibited substance. [See Glossary for “paraphernalia.”]
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. [See Glossary for “abuse.”]
- Abuse over-the-counter drugs. [See Glossary for “abuse.”]
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. [See Glossary for “under the influence.”]
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

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

General Conduct Violations

- Utilize artificial intelligence in a way that would constitute academic dishonesty or as a means of engaging in any other prohibited conduct.

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, unauthorized use of artificial intelligence, 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 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.

First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette

An appropriate administrator may place a student in a disciplinary alternative education program for the first-time offense of possession or use of a nicotine delivery product or e-cigarette, as defined by [Section 161.081, Health and Safety Code](#).

If a student who possesses or uses an e-cigarette is not placed in a disciplinary alternative education program for the first-time offense under [Education Code 37.008](#), the student shall be placed in in-school suspension for a period of at least 10 school days.

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 in a manner that results in a change to the student's educational placement 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.

Discipline Management Techniques

- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension (ISS).
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- In-school suspension, as specified in In-School Suspension.
- Out-of-school suspension, as specified in Out-of-School Suspension.
- Placement in a DAEP, as specified in Disciplinary Alternative Education Program (DAEP) Placement.
- 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.

Discipline Management Techniques

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 [Education Code 37.0012\(d\)](#).

Discipline Management Techniques

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.

Parental Involvement

The principal, campus behavior coordinator, or other appropriate administrator shall notify the parent of or person standing in parental relation to a student who has been placed in a disciplinary alternative education program (DAEP) or expelled of the parent's or person's right to request a behavioral agreement that specifies the responsibilities of the parent or person and student.

The behavioral agreement must specify the responsibilities of the student and parent/guardian. If followed, the agreement may result in a reduced disciplinary placement period, as outlined in the agreement. Reduction in the disciplinary placement period does not entitle the student to different disciplinary placement. The decision to reduce, revoke, or amend the disciplinary placement period is at the sole discretion of the school administration. Compliance with the agreement is required for the reduction to remain valid.

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 this policy may be obtained from the central administration office or online at 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

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

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 Teacher Removal

A teacher may initiate a formal removal from class if:

1. A student's behavior repeatedly interferes with the teacher's ability to teach the class or with other students' ability to learn.
2. A student demonstrates behavior that is unruly, disruptive, or abusive toward the teacher, another adult, or another student in the classroom.
3. A student engages in conduct that constitutes bullying, as defined by [Education Code 37.0832.0](#).

A teacher, CBC, or other appropriate administrator must notify a parent or person standing in parental relation to the student of the formal removal. A teacher may remove a student from class based on a single incident of behavior.

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.

Removal from the Regular Educational Setting

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 written consent.

A student who has been formally removed by a teacher for any other conduct may not be returned to the teacher's class without the teacher's written consent unless the placement review committee determines that the teacher's class is the best or only alternative, and not later than the third class day after the day the student was removed from class, a conference in which the teacher was provided an opportunity to participate has been held. The student may not be returned to the teacher's class unless the teacher provides written consent for the student's return or a return to class plan has been prepared for that student.

Appeals of Formal Teacher Removals

A student may appeal the teacher's removal of the student from class to the school's placement review committee or the campus's threat assessment and safe and supportive school team, in accordance with a district policy providing for such an appeal to be made to this team.

In-School Suspension

In-School Suspension

An in-school suspension is not subject to any time limit.

A school's principal or other appropriate administrator shall review the in-school suspension of a student at least once every 10 school days after the date of the suspension begins to evaluate the educational progress of the student and to determine if continued in-school suspension is appropriate.

During in-school suspension, a student shall receive appropriate behavioral support services and comparable educational services as the student would receive in the classroom. If the student receives special education services, the student must continue to receive special education and related services specified in the student's individualized education program (IEP) and continue to have an opportunity to progress in the general curriculum.

[See First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette for limitations to the general rule.]

Process

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.

In deciding whether to order in-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.

Out-of-School Suspension

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 below grade 3 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 threatens the immediate health and safety of other students in the classroom;
- Documented conduct that results in repeated or significant disruption to the classroom; 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 assigned to out-of-school suspension 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;

Out-of-School Suspension

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.

Alternative Assignment

A parent or person standing in parental relation to the student may submit a written request to the principal or other appropriate administrator to reassign a student placed in out-of-school suspension. The parent or person standing in parental relation to the student must provide information and documentation that they are unable to provide suitable supervision for the student during school hours during the period of the suspension. It is the sole discretion of the principal or other appropriate administrator to reassign the student placed in out-of-school suspension.

Coursework During Suspension

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

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

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 the following conduct violations:

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 die by 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]

Disciplinary Alternative Education Program (DAEP) Placement

- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.
- Engages in conduct that contains the elements of the offense of disruptive activities under [Education Code 37.123](#).
- Engages in conduct that contains the elements of the offense of disruption of classes under [Education Code 37.124](#).
- Possesses or uses an e-cigarette, as defined by [Section 161.081, Health and Safety Code](#), except that if a student who possesses or uses an e-cigarette is not placed in a disciplinary alternative education program for the first-time offense under [Education Code 37.008](#), the student shall be placed in in-school suspension for a period of at least 10 school days. See First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette for additional information.

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 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. Aggravated robbery or felonies listed as offenses in Title 5 [see Glossary] of the Penal Code are punishable as mandatory expulsions.

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\(a\)\(1\)](#).
 - Except as provided by [Education Code 37.007\(a\)\(3\)](#), 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

Disciplinary Alternative Education Program (DAEP) Placement

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 an e-cigarette, as defined by [Section 161.081, Health and Safety Code](#).
- 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 sections 42.07\(a\)\(1\), \(2\), \(3\), or \(7\)](#).
- Engages in expellable conduct and is six to nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation under [Penal Code 36.06](#) against any school employee or volunteer on or off school property.
- Engages in conduct that contains the elements of harassment under [Penal Code 42.07](#) against any school employee or volunteer on or off of school property.

The student receives deferred prosecution [see Glossary], or a court or jury finds that the student has engaged in delinquent conduct [see Glossary], or the superintendent or designee has a reasonable belief [see Glossary] under [Section 53.03, Family Code](#), for conduct defined as any of the following offenses under the Penal Code:

1. A felony offense under [Title 5](#);
2. The offense of deadly conduct under [Section 22.05](#);
3. The felony offense of aggravated robbery under [Section 29.03](#);
4. The offense of disorderly conduct involving a firearm under [Section 42.01\(a\)\(7\) or \(8\)](#); or
5. The offense of unlawfully carrying weapons under [Section 46.02](#), except for an offense punishable as a Class C misdemeanor under that section.

Disciplinary Alternative Education Program (DAEP) Placement

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

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

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

Process

Removals to a DAEP shall be made by the CBC.

Conference

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

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

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

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

Consideration of Mitigating Factors

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

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

Disciplinary Alternative Education Program (DAEP) Placement

Placement Order

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

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

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

DAEP at Capacity

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

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

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal, and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

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

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

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

Disciplinary Alternative Education Program (DAEP) Placement

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.

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 central administration office or online at 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.

Disciplinary Alternative Education Program (DAEP) Placement

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.

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

Disciplinary Alternative Education Program (DAEP) Placement

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

1

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

Disciplinary Alternative Education Program (DAEP) Placement

student is a threat to the safety of other students or employees, or if the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. [See policy FOCA(LLEGAL) for more information.]

Placement and/or Expulsion for Certain Offenses

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the [Education Code](#) provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers;
2. Will be detrimental to the educational process; or
3. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Students

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex

Placement and/or Expulsion for Certain Offenses

offender. Any decision of the board or its designee under this section is final and may not be appealed.

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 Disciplinary Alternative Education Program (DAEP) Placement]

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to die by 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.
- Criminal mischief, if punishable as a felony.
- 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, unless the conduct is punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by [Chapter 487 of the Health and](#)

Expulsion

[Safety Code](#) does not violate this provision. [See Glossary for “under the influence.”]

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in deadly conduct. [see Glossary]

Within 300 Feet of School

A student may be expelled for possession of a firearm, as defined by federal law, while within 300 feet of school property, as measured from any point on the school’s real property boundary line.

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 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]
 - Engages in conduct that contains the elements of the offense of exhibiting, using, or threatening to exhibit or use a firearm under Education Code 37.125.
 - 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.
 - Kidnapping or aggravated kidnapping.

Expulsion

- Burglary, robbery or 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 conduct that contains elements of assault against a school employee or volunteer.

Under Age 10

When a student under the age of 10 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.

Virtual Expulsion Program

In some circumstances, a student may be placed in a virtual expulsion program.

- The school must ensure students in the program have the necessary technology and internet and must provide it if needed.
- The virtual program must, as much as possible, meet the same requirements as an in-person disciplinary alternative education program (DAEP).
- The student's placement must be reviewed every 45 school days.
- If an in-person spot becomes available, the school should plan the student's return to in-person learning.
- If continued virtual placement is appropriate, the school must document the decision.

Consideration of Virtual Education as Alternative to Expulsion

Before a school district may expel a student, the district must consider the appropriateness and feasibility of, as an alternative to expulsion, enrolling the student in a full-time hybrid program, full-time virtual program, full-time hybrid campus, or full-time virtual campus. This requirement does not apply to a student expelled under [Education Code 37.0081 or 37.007\(a\), \(d\), or\(e\)](#).

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.

Expulsion

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;

Expulsion

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. Emergency expulsion may be ordered based on a single incident of behavior by the student. Within 10 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 10 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.

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.

Expulsion

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

1. The student graduates from high school;
2. The charges are dismissed or reduced to a misdemeanor offense; or
3. The student completes the term of the placement or is assigned to another program.

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the CBC or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

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.

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.

Antisemitism is defined by [Government Code section 448.001](#) as a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance's "Working Definition of Antisemitism" adopted on May 26, 2016.

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

Glossary

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.

Glossary

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.

Glossary

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.

Glossary

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.

Glossary

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.

Personal Communication Device means a telephone, cell phone such as a smartphone or flip phone, tablet, smartwatch, radio device, paging device, or any other electronic device capable of telecommunication or digital communication.

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. Personal communication devices 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:
 - a. An explosive weapon; or
 - b. A machine gun.
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

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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 [Penal Code Section 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.

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:

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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](#);

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- 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 die by suicide under [Section 22.08](#); and
- Tampering with a consumer product under [Section 22.09](#).

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person’s physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student “under the in-fluence” need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one’s body, by any means, a prohibited substance.

Zip gun is defined by [Penal Code 46.01](#) as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.