



Agenda for Board of Trustees Meeting Tornillo Independent School District

Meeting Date: Wednesday, January 21, 2026

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. Texas Pledge of Allegiance
 - D. District Mission and Vision
2. **(OTHER) Superintendent's Report**
Mrs. Rosa Vega-Barrio, Superintendent
3. **(OTHER) District Recognitions**
 - A. School Board Recognition Month
TISD Students
 - B. Do Your "Best" Recognitions
Mrs. Rosa Vega-Barrio, Superintendent
 1. Christmas Giveaway Sponsors
 2. Teacher Externship Participants
 3. 1st Semester Perfect Attendance
 4. 1st Semester Honor Roll
 5. EPCC December Graduates
 6. Non-Commissioned Security Officer Level II Certification Recipients
 - C. National School Counselor Week (Feb. 2-6, 2026)
TISD Students
4. **(OTHER) Open Forum**
Ms. Marlene Bullard, Board President
5. **Lone Star Governance**
 - A. **Student Outcome Monitoring:**
 1. PK-8 Fall Benchmark Results

	Mrs. Myrna Lopez, PK-8 Principal	
2.	December EOC Results	9
	Mr. Alejandro Olvera, THS Principal	
B.	TAPR Report - Public Hearing: Statue, TEC 39.306	10
	Mrs. Loretta Aguilar, Instructional Specialist - Technology	
C.	Tornillo PK-8 Climate Survey - Fall 2025	22
	Mrs. Myrna Lopez, PK-8 Principal	
D.	Tornillo High School Climate Survey - Fall 2025	45
	Mr. Alejandro Olvera, THS Principal	
E.	(Accountability 1) Review Board's Time Use Tracker	53
	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	54
	Mr. Luis M. Guerra, Director of Finance	
B.	Quarterly Investment Report - Quarter Ending December 31, 2025	74
	Mr. Luis M. Guerra, Director of Finance	
C.	2025-2026 Immunization Report	86
	Ms. Linda Rivero, District Nurse	
D.	2025-2026 Migrant Education Program Fall Semester	92
	Ms. Lizeth Carroll, HR / Compliance Director	
E.	Mid-Year Human Resources Department Update	99
	Ms. Lizeth Carroll, HR / Compliance Director	
8.	(VISION Y) Board Items	
A.	Consider Approval of MOU with Sul Ross State University	108
	Mrs. Rosa Vega-Barrio, Superintendent	
B.	Consider Approval to use EAF Grant Funds for 11th Grade College Trip	111
	Mrs. Maria Morales, CTE Coordinator	
C.	Consider Approval to use EAF Grant Funds for 8th Grade College Trip	112
	Mrs. Alicia Alvarado, PK-8 Counselor	
D.	Consider Approval of Memorandum of Understanding on Go Green Initiative Grant	113
	Mr. Luis M. Guerra, Director of Finance	
E.	Consider Approval of Stipends for Pre-Assessment, Policy Development, Implementation, and Training for Go Green Initiative	118
	Mr. Luis M. Guerra, Director of Finance	
F.	Consider Approval for the Application Submission for Delay of Teacher Certification Requirements	120
	Ms. Lizeth Carroll, HR / Compliance Director	
G.	Discussion and Possible Action Regarding Dates for Team of 8 Training	
	Mrs. Rosa Vega-Barrio, Superintendent	
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 - November 19, 2025	123
B.	Consider Approval of Donations	128
	Mr. Luis M. Guerra, Director of Finance	
C.	Consider Approval of TASB Policy Manual Update 126 (2nd Reading) affecting the following (LOCAL) Policies:	133
	BE(LOCAL): BOARD MEETINGS	
	BED(LOCAL): BOARD MEETINGS - PUBLIC PARTICIPATION	
	CJ(LOCAL): CONTRACTED SERVICES	
	CJA(LOCAL): CONTRACTED SERVICES - BACKGROUND CHECKS AND REQUIRED REPORTING	
	CLE(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT - REQUIRED DISPLAYS	
	CQB(LOCAL): TECHNOLOGY RESOURCES - CYBERSECURITY	
	CQD(LOCAL): TECHNOLOGY RESOURCES - ARTIFICIAL INTELLIGENCE	

CSA(LOCAL): FACILITY STANDARDS - SAFETY AND SECURITY
 CV(LOCAL): FACILITIES CONSTRUCTION
 DBD(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CONFLICT OF INTEREST
 DEC(LOCAL): COMPENSATION AND BENEFITS - LEAVES AND ABSENCES
 DFBB(LOCAL): TERM CONTRACTS - NONRENEWAL
 DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE COMPLAINTS/GRIEVANCES
 DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT
 EEP(LOCAL): INSTRUCTIONAL ARRANGEMENTS - LESSON PLANS
 EFA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS
 EHBAF(LOCAL): SPECIAL EDUCATION - VIDEO/AUDIO MONITORING
 EIA(LOCAL): ACADEMIC ACHIEVEMENT - GRADING/PROGRESS REPORTS TO PARENTS
 FA(LOCAL): PARENT RIGHTS AND RESPONSIBILITIES
 FEF(LOCAL): ATTENDANCE - RELEASED TIME
 FFAC(LOCAL): WELLNESS AND HEALTH SERVICES - MEDICAL TREATMENT
 FFB(LOCAL): STUDENT WELFARE - CRISIS INTERVENTION
 FFF(LOCAL): STUDENT WELFARE - STUDENT SAFETY
 FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT
 FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES
 FO(LOCAL): STUDENT DISCIPLINE
 GF(LOCAL): PUBLIC COMPLAINTS
 GKA(LOCAL): COMMUNITY RELATIONS - CONDUCT ON SCHOOL PREMISES

Mrs. Rosa Vega-Barrio, Superintendent

D. Consider Approval of 2026-2027 Budget Timeline

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Mr. Luis M. Guerra, Director of Finance

10. **Next Meeting Tentative Date:** Special Board Meeting - January 28, 2026

Adjournment of the Meeting



Rosa Vega-Barrio
 Superintendent of Schools



TORNILLO

EARLY COLLEGE
DISTRICT

2025 Fall Benchmark Results 3rd-8th Grade

Lone Star Governance

Math Fall Benchmark

2025 Math Fall Benchmark vs 2024 Fall Math Interim vs 2025 STAAR

2025-2026 Grade	Approaches			Meets			Masters		
	2025 STAAR	25-26 Benchmark	24-25 Interim	2025 STAAR	25-26 Benchmark	24-25 Interim	2025 STAAR	25-26 Benchmark	24-25 Interim
3rd (46 stdt)	74%	35%	6%	43%	11%	24%	17%	0%	18%
3rd (Sp-1 student)	50%	0%	0%	33%	0%	17%	0%	0%	0%
4th (46 stds)	75%	61%	18%	51%	40%	12%	24%	10%	24%
4th (Sp-3 stdts)	0%	0%	0%	0%	0%	0%	0%	0%	0%
5th (53 stdts)	56%	58%	29%	12%	43%	14%	5%	18%	12%
5th (Sp- 4 stds)	0%	25%	0%	0%	0%	0%	0%	0%	0%
6th (41 stdts)	60%	65%	17%	35%	36%	17%	7%	9%	13%
7th (23 students)	55%	0%	13%	34%	0%	30%	4%	0%	13%
*8th (51 stdts)	48%	68%	7%	7%	49%	28%	2%	3%	2%
*includes 7th Advanced Math who took 8th Grade Benchmark- 23 stdts)		68%			37%			0%	

Reading Fall Benchmark

2025 Reading Fall Benchmark vs 2024 Fall Reading Interim vs 2025 STAAR

Grade	Approaches			Meets			Masters		
	2025 STAAR	25-26 Benchmark	24-25 Interim	2025 STAAR	25-26 Benchmark	24-25 Interim	2025 STAAR	25-26 Benchmark	24-25 Interim
3rd (24 stdnts)	92%	66%	5%	68%	45%	32%	32%	8%	15%
3rd (Sp-27 stdts)	56%	33%	21%	24%	14%	9%	12%	7%	27%
4th (28 stdts)	73%	75%	35%	50%	32%	4%	15%	4%	39%
4th (Sp-23 stdts)	62%	43%	9%	33%	34%	21%	14%	21%	21%
5th (38 stdts)	66%	71%	19%	37%	37%	5%	18%	31%	51%
5th (Sp-18 stdts)	33%	50%	8%	8%	22%	0%	0%	0%	8%
6th (41 stdts)	67%	59%	10%	44%	54%	18%	19%	19%	45%
7th (46 stdts)	79%	58%	33%	53%	45%	9%	23%	0%	41%
8th (49 stdts)	78%	75%	12%	49%	53%	25%	14%	22%	29%

Science & Social Studies

2025 Science Fall Benchmark vs 2024 Fall Science Interim vs 2025 STAAR

Grade	Approaches			Meets			Masters		
	2025 STAAR	25-26 Benchmark	24-25 Interim	2025 STAAR	25-26 Benchmark	24-25 Interim	2025 STAAR	25-26 Benchmark	24-25 Interim
5th (57 stdts)	41%	46%	32%	10%	23%	2%	4%	0%	0%
5th (Sp)		NT	0%		NT	0%		NT	0%
8th	57%	63%	34%	25%	40%	17%	10%	6%	6%

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Campus Next Steps

- Weekly PLCs: DDI, Lesson Internalization
- Tier 3 & Tier 2 Small group/ Station Rotation
- After School, Saturday & Intersession Camps
- TEK Based Intervention
- Student Check-In & Out
- Student Goal Setting

DECEMBER EOC STAAR 2025

Test	State	ESC	THS
ENG I	33%	28.5	47%
ENG II	34%	31.5	39%
ALG I	46%	46%	100%
BIO	65%	70%	100%
US History			100%

TORNILLO ISD 2024-25 TEXAS ACADEMIC PERFORMANCE REPORT (TAPR)

Public Hearing

TEC §39.306

Statute, TEC §39.306, requires that each district's board of trustees hold a public hearing to discuss the district's annual report. Commissioner rule, TAC §61.1022, indicates this hearing for public discussion of the Texas Academic Performance Report must be held within 90 calendar days of receiving the PDF TAPR (district received access to TAPR report on December 18, 2025). Winter breaks do not count toward the 90 days. Within two weeks following the public meeting, each district must widely publish its annual report, in the same format as it was received from TEA (the report & glossary were published on the district website under required postings on January 9, 2026). Additional staff and community/parent notifications have been provided via district/campus electronic newsletters and hardcopy available at the parent center. Parent meetings will take place at each campus in the months of January and February.

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*As of December 2024, the TAPR does not include A–F ratings, or Distinction Designations. The issuance of the A–F ratings under 2023 rule is pending and subject to change.

ANNUAL REPORT:

The PDF TAPR comprises the main part of the district's annual report, and it must be published in the same format as provided by TEA. Districts may promote the online reporting system as well, but the annual report must use the PDF TAPR.

- According to TEC, §39.306, in addition to the PDF TAPR, a district's annual report must include the campus performance objectives and the progress toward those objectives, information on violent or criminal incidents and prevention and intervention policies, findings that resulted from evaluations conducted under the Safe and Drug-Free Schools and Communities Act of 1994, information on the performance of the previous year's graduates in their first year of college as reported by the Texas Higher Education Coordinating Board (THECB) and the progress of the district and each campus in the district toward meeting the goals set in the district's early childhood literacy and mathematics proficiency plans adopted under TEC, §11.185; and college, career, and military readiness plans adopted under TEC, §11.186. Districts may include supplemental information, such as a narrative describing their schools; additional data, charts, and diagrams; or an explanation of the data prepared by TEA.

2024-2025 ACCREDITATION STATUSES

2024-25 Texas Academic Performance Report (TAPR)

District Name: TORNILLO ISD

District Number: 071908

2025 District Accountability Score: B

2025 Special Education Determination Status:

Meets Requirements

The Texas Education Agency awards an accreditation status to each public school district and charter school. The accreditation status is based on the academic ¹³ accountability rating and financial ratings from the Financial Integrity Rating System of Texas. A district or charter must be accredited by the state to operate as a public school.

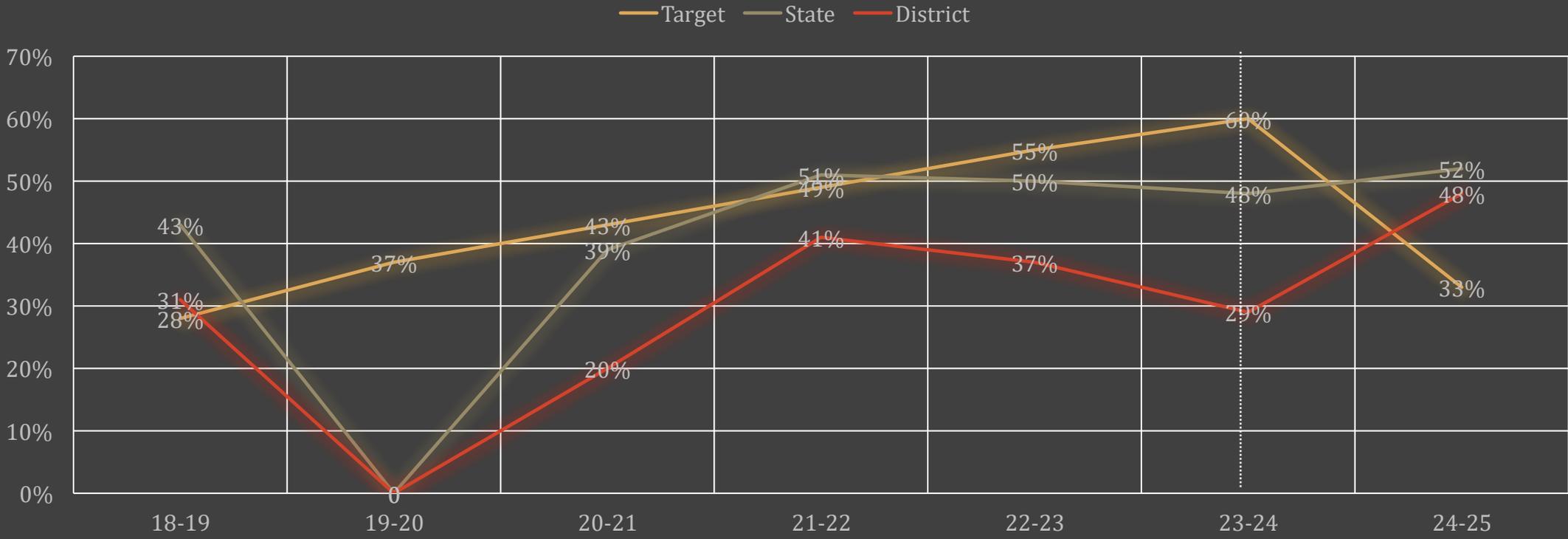
STAAR PERFORMANCE - TAPR

REFERENCE PG. 8

	School Year	State	Region 19	District	African American	Hispanic	White	American Indian	Asian	Pacific Islander	Two or More Races	Special Ed (Current)	Special Ed (Former)	Continuously Enrolled	Non-Continuously Enrolled	Econ Disadv	EB/EL (Current & Monitored)
All Grades All Subjects																	
At Approaches Grade Level or Above	2025	75%	77%	70%	-	70%	*	-	-	-	-	43%	80%	71%	67%	70%	66%
	2024	75%	75%	69%	-	69%	*	-	-	-	-	42%	*	69%	68%	68%	63%
At Meets Grade Level or Above	2025	50%	50%	41%	-	41%	*	-	-	-	-	24%	45%	42%	39%	41%	36%
	2024	48%	47%	34%	-	34%	*	-	-	-	-	19%	*	35%	27%	32%	27%
At Masters Grade Level	2025	21%	19%	15%	-	15%	*	-	-	-	-	4%	10%	16%	13%	15%	12%
	2024	20%	17%	8%	-	8%	*	-	-	-	-	1%	*	9%	5%	8%	6%

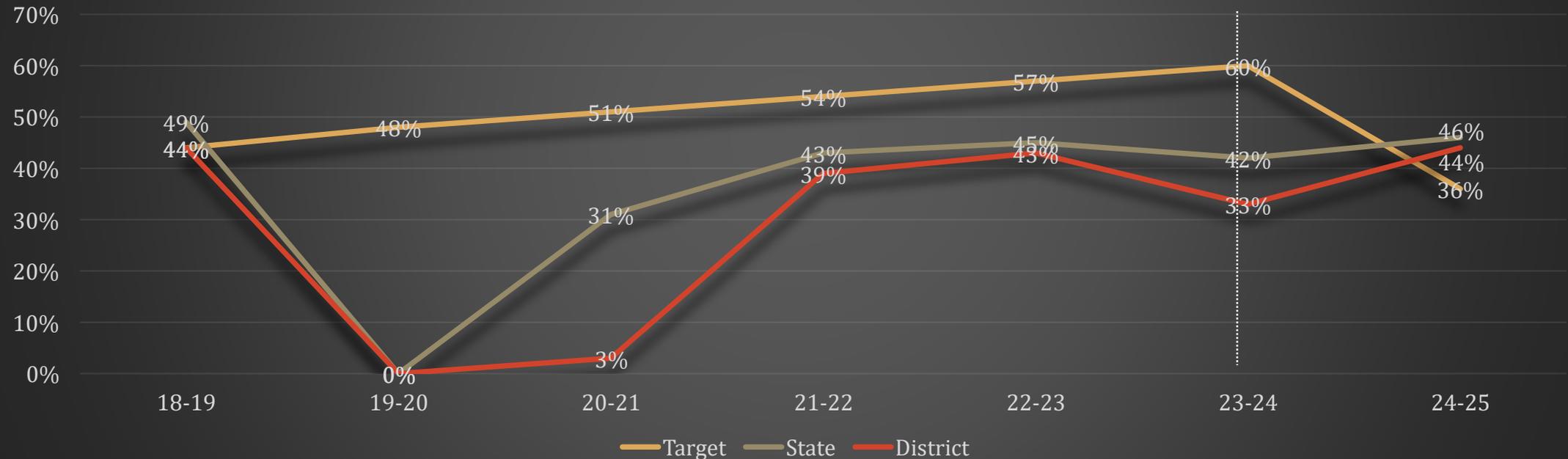
EARLY CHILDHOOD LITERACY PROGRESS

The percent of 3rd grade students that score meets on STAAR Reading will increase from 25% to 60% by September 2029.



EARLY CHILDHOOD MATHEMATICS PROGRESS

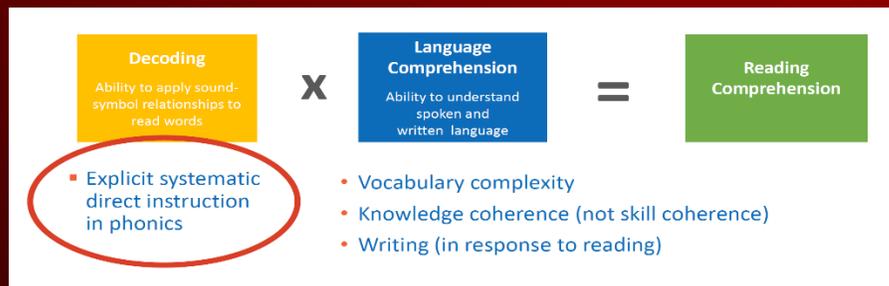
The percent of 3rd grade students that score at the meets level on STAAR Math will increase from 29% September 2024 to 60% by September 2029.



EARLY CHILDHOOD LITERACY AND MATHEMATICS READINESS PLANS TEC §11.185

Focus on the Fundamentals of Literacy Tier 1 Instruction

- Explicit systematic direct instruction in phonics
- Vocabulary complexity
- Knowledge coherence (not skill coherence)
- Writing (in response to reading)



Focus on the Fundamentals of Mathematics Tier 1 Instruction

- Explicit, systematic Instruction
- Visual Representation (Hands-on tools) to see abstract concepts
- Math language and vocabulary
- Building fluency in math facts
- Solving equations
- Solving word problems

COLLEGE, CAREER, AND MILITARY READINESS

TEC, §11.186

The percentage of graduates that will meet the criteria for CCMR will increase from 91% August 2024 to 100% by August 2029.

Texas Education Agency
2024-25 College, Career, and Military Readiness (CCMR) (TAPR)
 TORNILLO ISD (071908) - EL PASO COUNTY

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Academic Year	State	Region 19	District	African American	Hispanic	White	American Indian	Asian	Pacific Islander	Two or More Races	Special Ed	Econ Disadv	EB/EL
College, Career, and Military Ready Graduates (Student Achievement)													
College, Career, or Military Ready (Annual Graduates)													
2023-24	81.8%	83.7%	85.7%	-	85.7%	-	-	-	-	-	100.0%	84.8%	79.2%
2022-23	76.3%	81.7%	92.6%	-	92.6%	-	-	-	-	-	80.0%	93.3%	94.7%

TEXAS HIGHER EDUCATION COORDINATING BOARD (THECB)

[HTTP://WWW.TXHIGHEREDDATA.ORG/INDEX.CFM?OBJECTID=5BFD5120-D971-11E8-BB650050560100A9](http://www.txhighereddata.org/index.cfm?objectid=5BFD5120-D971-11E8-BB650050560100A9)

Texas High School Graduates from FY2023 Enrolled in Texas Public or Independent Higher Education in FY 2024

County	District	Total Graduates	GPA for 1st Year in Public Higher Education in Texas					Unk
			<2.0	2.0- 2.49	2.5- 2.99	3.0- 3.49	>3.5	
TORNILLO ISD								
	071908001 TORNILLO H S							
	Four-Year Public University	17	2	0	4	2	8	1
	Two-Year Public Colleges	10	1	2	1	1	3	2
	Independent Colleges & Universities	0						
	Not Trackable	2						
	Not Found	39						
	Total High School Graduates	68						

Student Performance in Postsecondary Institutions TEC, §51.403(e)

- requires postsecondary institutions in Texas to report student performance during the first year of enrollment after high school graduation to the high school from which students graduated.

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Source: Texas Higher Education Coordinating Board and Texas Education Agency

"Not found" graduates have standard ID numbers that were not found in the specified year at Texas higher education institutions.

"Not trackable" graduates have non-standard ID numbers that will not find a match at Texas higher education institutions.

Includes high schools with more than 25 graduates. If enrollment in public higher education less than 5, the GPA data is omitted.

Texas Education Agency
PDM3-132-007
v24.3.1

TSDS PEIMS STUDENT DISCIPLINARY ACTION SUMMARY BY SSSP TEAM REVIEW

LEA-level Data

Campuses: All Campuses

2023 - 2024 Summer Collection, Accepted Submission

LEA: 071908 - TORNILLO ISD

Action Code	# Incidents Reviewed by SSSP Team	# Incidents Not Reviewed by SSSP Team
05 Out-of-school suspension	17	24
06 In-school suspension and related services	30	58
07 Placement in on or off campus DAEP / TEC 37.008	13	19
08 Con't other dist's DAEP plcmnt	0	1
25 Partial Day - Out-of-School Suspension	0	1
Total	60	103

SAFE & DRUG-FREE SCHOOLS & COMMUNITIES ACT OF 1994

Civil Rights Data Collection Office
for Civil Rights:

Collection Year 21-22 (Data not
collected annually)

20

https://civilrightsdata.ed.gov/profile/us/tx/tornillo_isd?surveyYear=2020&nces=4842990

Performance-Based Monitoring

A PBM Discipline Data Validation Student Report is not available for your district (number: 071908) because your district did not trigger any indicator in the PBM Discipline Data Validation System.

QUESTIONS OR CLARIFICATIONS?





TORNILLO

EARLY COLLEGE
DISTRICT

Student Outcomes

Climate Survey Fall Results 25-26

Tornillo Pk-8th School

Staff & Student & Family Climate Survey

Climate Survey

Texas School Climate Survey. The Texas School Climate Survey is a suite of four surveys to measure climate from the perspective of school personnel, family members, elementary students (grades 3-5), and secondary students (grades 6-12). Each survey asks respondents about their demographics and a series of questions related to the domains of Engagement, Environment, and Safety. The surveys use a 4-point Likert scale of agreement (from “Strongly Disagree” to “Strongly Agree”) and higher ratings reflect more positive perceptions of school climate.

Climate Survey

The Elementary Student Survey includes 24 items across 8 conceptual subscales and the Secondary Student Survey includes 35 items across 10 conceptual subscales. The School Personnel Survey includes 52 items across 12 conceptual subscales and the Parent / Caregiver Survey includes 39 items across 10 conceptual subscales. Since school climate factors vary between schools within the same district, school personnel who work across multiple participating schools and family members with children at multiple participating schools are asked to complete a survey for each school

Tornillo 3rd-5th –Student Survey

Areas of Strength-1

Academic Culture / Learning Environment

150 Responses

Field	Mean	Standard Deviation	Min	Max
Learn_Env	3.6	0.6	0.0	4.0

Learning Environment



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Staff - Student Relationships

150 Responses

Field	Mean	Standard Deviation	Min	Max
Staff - Student	3.5	0.7	0.0	4.0

Staff - Student Relationships



Tornillo 3rd-5th –Student Survey

Areas of Focus-1

Reduce peer conflict and improve students' sense of safety and belonging.

1. Targeted SEL Lessons (Counselor-Led)

Focus topics:

- Conflict resolution
- Empathy & perspective-taking
- Bystander vs. upstander behavior

2. Small-Group Interventions

Pull students referred for:

- Repeated conflict
- Aggressive behaviors
- Focus on:
 - Problem-solving steps
 - Emotional regulation
 - Repairing harm

3. Campus-Wide Anti-Bullying Reinforcement

- Revisit expectations through:
 - Morning announcements
 - Posters with student-friendly language
 - Classroom reminders
- Emphasize:
 - How to report bullying
 - Who to go to for help

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6

Peer Conflict & Bullying

148 Responses

Field	Mean	Standard Deviation	Min	Max
Bullying	2.5	0.8	1.0	4.0

Peer Conflict & Bullying



Tornillo 3rd-5th –Student Survey

Areas of Focus-2

Increase consistency, clarity, and positive reinforcement across campus.

- **Re-Teach Behavioral Expectations**
Do a **school-wide reset**

Teachers:

- Review expectations by setting (classroom, hallway, cafeteria)
- Use visuals and modeling

Counselors:

- Support with SEL-aligned lessons on self-control & respect

2. Classroom Support for Behavior

Collaborate with teachers on:

- Calm-down strategies
- Movement breaks
- Clear routines

3. Staff Alignment & Consistency

- Brief staff reminder or PD:
 - Consistent language
 - Common expectations
- Consistency = student trust

Discipline & Behavioral Expectations
149 Responses

Field	Mean	Standard Deviation	Min	Max
Discipline	3.1	0.7	1.0	4.0

Discipline & Behavioral Expectations

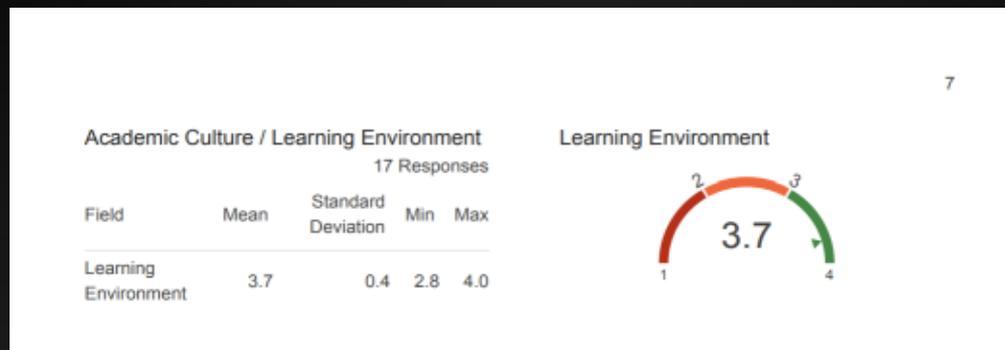


Tornillo 3rd-5th –Staff Survey

2 Areas of Strength



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Tornillo 3rd-5th –Staff Survey

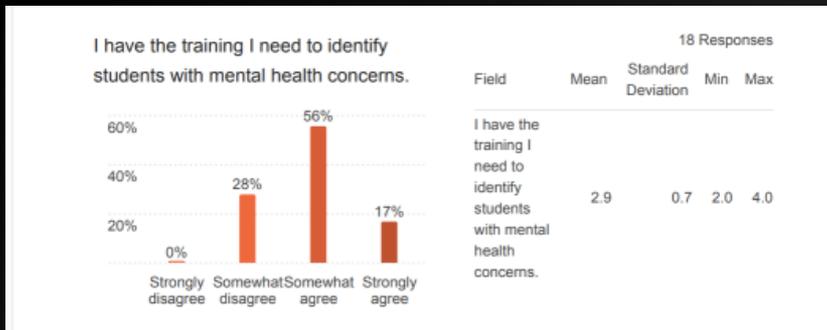
2 Areas of Focus



Acknowledge & Normalize the Need

- Communicate that **teachers are not expected to diagnose** mental health conditions.
- Clarify that their role is to **observe, document, and refer** concerns.
- Publicly acknowledge the gap and commit to support.

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Establish a Clear Referral Process

Create a simple, step-by-step flowchart:

- Observe concern
- Document behaviors
- Consult counselor/admin
- Refer student

Ensure teachers know:

- Who to contact
- What documentation is required
- What happens after a referral

Tornillo 3rd-5th –Staff Survey

2 Areas of Focus

Family Involvement / Engagement

17 Responses

Field	Mean	Standard Deviation	Min	Max
Family Involvement	3.2	0.5	2.0	4.0

Family Involvement / Engagement



Educate Parents on How to Support Learning at Home
Offer workshops or provide pamphlets on:

- Reading and math strategies
- Study skills and organization
- Supporting students with ADHD or special needs ³⁰

Provide short videos or handouts through Class Dojo
for families who can't attend.

Increase Access & Remove Barriers

- Offer flexible meeting times and virtual options.
- Provide childcare, food, and transportation support when possible.
- Keep events short, purposeful, and well-structured.
- Use QR codes and online sign-ups.

Tornillo 3rd-5th –Parent Survey

2 Areas of Strength

6

Family Involvement / Engagement

93 Responses

Field	Mean	Standard Deviation	Min	Max
Family Involvement	3.7	0.4	2.3	4.0

Family Involvement



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Physical Environment

93 Responses

Field	Mean	Standard Deviation	Min	Max
Physical Environment	3.7	0.5	1.5	4.0

Physical Environment



Tornillo 3rd-5th –Parent Survey

2 Areas of Focus

Increase parent confidence that bullying is addressed promptly and consistently.

Increase Parent Communication

- Share:
 - How bullying is defined
 - How concerns are reported
 - What steps the school takes
- Format:
 - Newsletter
 - ClassDojo post
 - Parent meeting

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Peer Conflict & Bullying

94 Responses

Field	Mean	Standard Deviation	Min	Max
Bullying	2.7		1.0	4.0

Peer Conflict & Bullying



Reinforce Student SEL Lessons

- Counselors continue:
 - Conflict resolution
 - Reporting concerns
 - Kindness & empathy lessons

Parent Education Opportunity

- Short session or flyer:
 - “What bullying looks like at the elementary level”
 - “How parents can support their child”
- Helps align school & home expectations

Tornillo 3rd-5th –Parent Survey

2 Areas of Focus

Reassure families and proactively educate

Acknowledge Parent Concerns:

“While our campus has not experienced incidents related to vaping, alcohol, or drugs at the intermediate school, we recognize the importance of proactive education and prevention.”

33

Substance Use				
94 Responses				
Field	Mean	Standard Deviation	Min	Max
Substance Use	2.7	1.2	0.0	4.0



Age-Appropriate Prevention Lessons

- Counselor-led
- Focus on:
 - Healthy choices
 - Saying no
 - Trusted adults

ParentCommunication

- Share:
 - What students are learning
 - Signs parents should watch for
 - How families can talk to children

Tornillo 6th-8th CLIMATE SURVEY

34

Tornillo 6th-8th Students Strengths

5

Family Involvement / Engagement

126 Responses

Field	Mean	Standard Deviation	Min	Max
Family	3.5	0.7	1.0	4.0

Family Involvement



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Discipline & Behavioral Expectations

126 Responses

Field	Mean	Standard Deviation	Min	Max
Discipline	3.3	0.6	1.7	4.0

Discipline & Behavioral Expectations



Tornillo 6th-8th Students Focus

Improve how students treat one another and resolve conflict.

Counselor-Led SEL Focused on Peer Skills

Target lessons on:

- Conflict resolution
- Respecting differences
- Perspective-taking
- Repairing harm after conflict

Small Groups for Peer Conflict

Identify students:

- Involved in repeated conflicts
- Struggling socially

Focus groups on:

- Communication skills
- Emotional regulation
- Problem-solving

36

Peer Conflict & Bullying

125 Responses

Field	Mean	Standard Deviation	Min	Max
Bullying	2.5	0.6	1.0	3.8

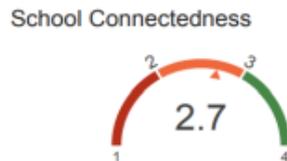
Peer Conflict & Bullying



Tornillo 6th-8th Students Focus

School Connectedness & Belonging
126 Responses

Field	Mean	Standard Deviation	Min	Max
Connectedness	2.7	0.8	1.0	4.0



Increase students' sense of belonging and positive school attachment

Strengthen Adult-Student Connections

Students need to feel:

"At least one adult at school knows me."

Actions:

- Counselor check-ins
- Restorative circles
- Morning greetings
- Intentional relationship-building

Student Voice Opportunities

Create spaces for students to:

- Share concerns
- Give feedback
- Help shape school culture

Examples:

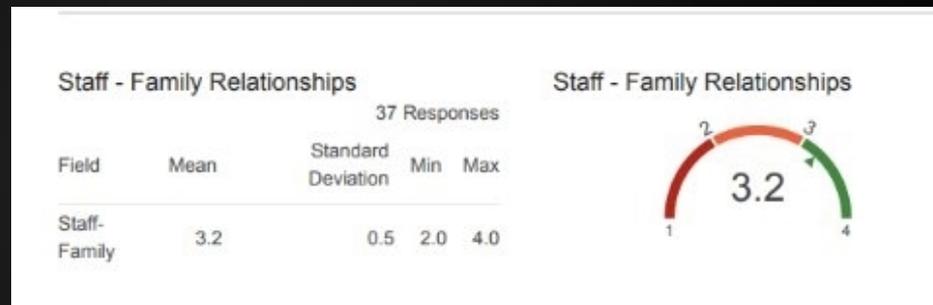
- Focus groups
- Student surveys (mini)

Circle Time

Use consistent time to:

- Build community
- Discuss identity and belonging
- Normalize differences
- Practice empathy

Tornillo 6th-8th (Staff) Areas of Strength



Tornillo 6th-8th (Staff)

Areas of Focus

Discipline & Behavioral Expectations
37 Responses

Field	Mean	Standard Deviation	Min	Max
Discipline	3.0	0.6	1.6	4.0



Share a Clear, School-Wide Discipline Vision

- Reiterate **non-negotiable behavior expectations**.
- Clarify what behaviors **must be handled by admin** vs. classroom-managed behaviors.
- Align expectations across all grade levels and staff.

39

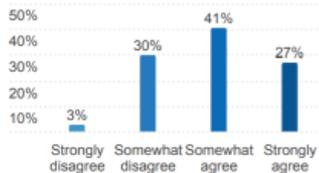
Involve Teachers in the Solution

- Create a Behavior Leadership Team with teacher representatives.
- Invite feedback before changes are finalized.
- Pilot strategies and refine based on teacher input.

Hold Students Accountable While Providing Support

- Balance restorative practices with consequences.
- Ensure repeated behaviors result in escalated responses, not resets.
- Communicate consistency to teachers.

My school effectively handles student discipline and behavior problems.

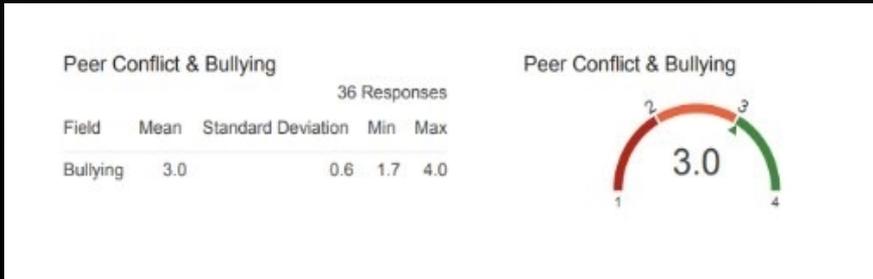


37 Responses

Field	Mean	Standard Deviation	Min	Max
My school effectively handles student discipline and behavior problems.	2.9	0.8	1.0	4.0

Tornillo 6th-8th (Staff)

Next Steps



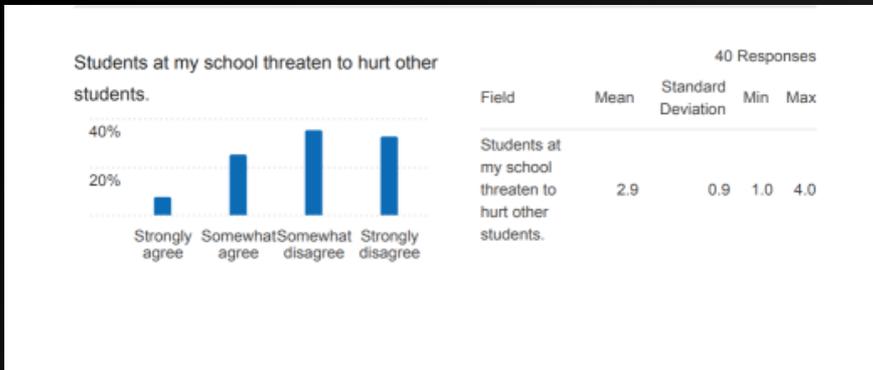
Address Why Teachers Didn't Report

Conduct a safe, non-punitive check-in:

- Fear of overreacting?
- Unsure of the process?
- Belief that nothing would happen?
- Time constraints?

Fix the **system**, not the teacher.

40



Clarify What a "Threat" Is

Provide concrete examples so teachers know what to report:

- Verbal threats ("I'm going to hurt you")
- Written or digital threats (notes, texts, social media)
- Threatening gestures or drawings
- Statements expressing intent to harm self or others

Review with teachers and staff the safety/behavioral protocol.

Tornillo 6th-8th Parent

Areas of Strength

Physical Environment

33 Responses

Field	Mean	Standard Deviation	Min	Max
Physical Environment	3.4	0.8	1.0	4.0

Physical Environment



41

Family Involvement / Engagement

33 Responses

Field	Mean	Standard Deviation	Min	Max
Family Involvement	3.3	0.6	1.0	4.0

Family Involvement



6

Tornillo 6th-8th Parent

Areas of Concern

Increase parent confidence that bullying is addressed promptly and consistently.

Increase Parent Communication

- Share:
 - How bullying is defined
 - How concerns are reported
 - What steps the school takes
- Format:
 - Newsletter
 - ClassDojo post
 - Parent meeting

Reinforce Student SEL Lessons

- Counselors continue:
 - Conflict resolution
 - Reporting concerns
 - Kindness & empathy lessons

Parent Education Opportunity

- Short session or flyer:
 - “What bullying looks like at the elementary level”
 - “How parents can support their child”
- Helps align school & home expectations

Peer Conflict & Bullying 33 Responses

Field	Mean	Standard Deviation	Min	Max
Bullying	2.3	0.9	1.0	4.0

Peer Conflict & Bullying



Tornillo 6th-8th Parent

Areas of Concern

Reassure families and proactively educate

Acknowledge Parent Concerns:

“While our campus has not experienced incidents related to vaping, alcohol, or drugs at the school, we recognize the importance of proactive education and prevention.”

43



Age-Appropriate Prevention Lessons

- Counselor-led
- Focus on:
 - Healthy choices
 - Saying no
 - Trusted adults

Parent Communication

- Share:
- What students are learning
- Signs parents should watch for
- How families can talk to children

QUESTIONS





TORNILLO

EARLY COLLEGE
DISTRICT

Tornillo High School

Texas Climate Survey
December 2025

High School Staff

Areas of need

Students drinking alcohol is a problem at my school.

Strongly agree: 8%

Somewhat agree: 28%

Somewhat disagree: 28%

Strongly disagree: 36%

Students vaping is a problem at my school.

Strongly agree: 19%

Somewhat agree: 30%

Somewhat disagree: 32%

Strongly disagree: 19%

Areas to Refine

- We will continue with the SEL lessons during the instructional day.
- Focus lessons on consequences of alcohol
- 4 students were placed in HOPE fall 2025.
- Continue utilization of vape sensors
- Monitoring students
- Add frequency to lessons on effects of vaping.

High School Staff

Areas of Strength

My school places a priority on addressing students' mental health needs.

Strongly disagree: 3%

Somewhat disagree: 5%

Somewhat agree: 42%

Strongly agree: 50%

If a student has done something well or makes improvement, staff contact his/her parents.

Strongly disagree: 5%

Somewhat disagree: 11%

Somewhat agree: 49%

Strongly agree: 35%

Teachers and staff at my school build strong relationships with students.

Strongly disagree: 0%

Somewhat disagree: 5%

Somewhat agree: 43%

Strongly agree: 51%

Next Steps

- Continue building relationships with students.
- Making connections, know our students, value what they have to say.
- Continue to recognize student achievement in classes, during lunch, events, CWTP.
- Make positive phone calls
- Continue meeting with students
- Check in
- Ask how they are doing.

Family

Areas of need

Students vaping is a problem at my school.

Strongly agree: 33%

Somewhat agree: 25%

Somewhat disagree: 25%

Strongly disagree: 17%

Students using drugs is a problem at my child's school.

Strongly agree: 24%

Somewhat agree: 32%

Somewhat disagree: 24%

Strongly disagree: 20%

Areas to Refine

*4 students have been sent to HOPE in fall 2025

*Send out videos

*Continue inviting parents to district meetings

*Family lessons on what we can do to help students vaping.

*Continue to monitor students during the instructional day.

*Use of monitors in restrooms will continue

*Covering transitions

*Covering lunch duty

*SEL lessons

Family

Areas of Strength

Teachers encourage my child to work hard in school.

Students vaping is a problem at my school.

Strongly disagree: 9%

Somewhat disagree: 4%

Somewhat agree: 35%

Strongly agree: 52%

My child's school is cleaned and maintained.

Strongly disagree: 4%

Somewhat disagree: 4%

Somewhat agree: 25%

Strongly agree: 67%

I feel welcomed at my child's school.

Strongly disagree: 8%

Somewhat disagree: 4%

Somewhat agree: 36%

Strongly agree: 52%

Next Steps

*Continue building relationships in the classroom

*Involving students in academic and non-academic activities

*Student celebrations of success

*Provide good customer service to all our families

*Provide all the tools and resources to our custodians and maintenance team.

Secondary Student

Areas of need

Students using drugs is common at my school.

Strongly disagree: 18%

Somewhat disagree: 24%

Somewhat agree: 20%

Strongly agree: 38%

Students at my school leave other students out of groups or activities on purpose.

Strongly agree: 9%

Somewhat agree: 4%

Somewhat disagree: 35%

Strongly agree: 52%

Areas to Refine

- Campus walks will be conducted.
- Holding grade level meetings
- SEL lessons
- Lunch discussions
- Student to student mentors
- TISD mentoring program will continue
- Involve students in campus activities that we offer
- Counseling circles

Secondary Student

Areas of Strength

Adults at my school care about me.

Strongly disagree: 5%

Somewhat disagree: 7%

Somewhat agree: 50%

Strongly agree: 38%

I know an adult at school who I can talk with if I need help.

Strongly disagree: 3%

Somewhat disagree: 6%

Somewhat agree: 43%

Strongly agree: 48%

My parents encourage me to work hard in school.

Strongly disagree: 2%

Somewhat disagree: 4%

Somewhat agree: 24%

Strongly agree: 70%

Next steps

*Celebrate and continue to build on student relationships

*Communicating with our students and families

*Supporting student led events

*Reaching out to students

*Thank our community for encouraging their child to do well in school each day.

QUESTIONS



TIME USE TRACKER

Date: 11/19/2025

Framework	Student Outcome Minutes	The Board tracks its time invested during public authorized meetings	Other Topic Minutes
Vision & Goals	8	← 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 →	24
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	53
		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 →	
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 →	9
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 →	26
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	9		60

Use For Student Outcome Minutes Percentage Calculation:

9

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69

× 100 =

13

% Student Outcome Minutes



FINANCIAL REPORTS

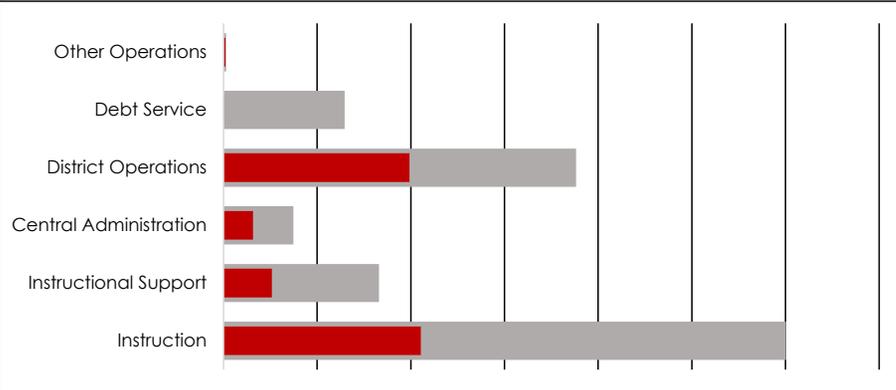
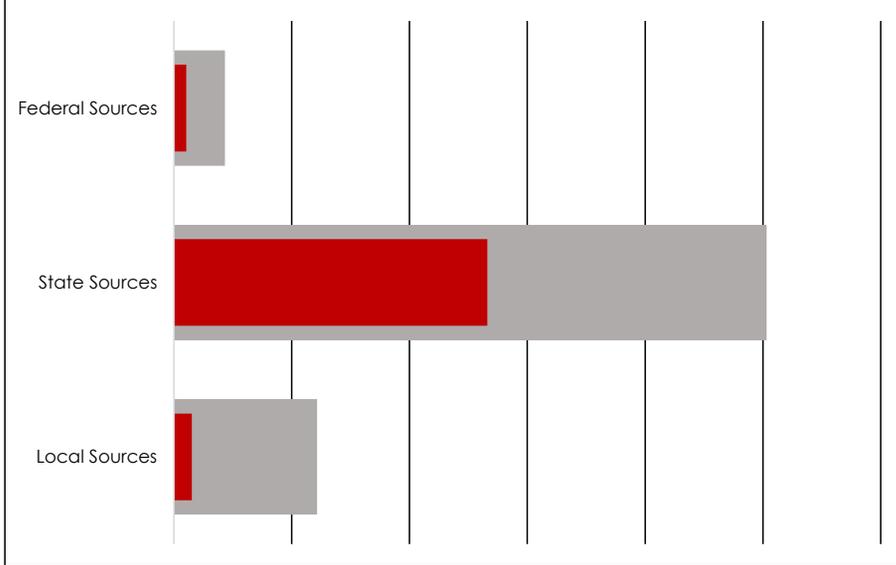
FOR THE MONTH ENDING DECEMBER, 2025

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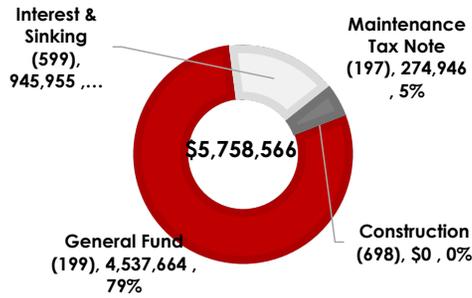
**TORNILLO INDEPENDENT SCHOOL DISTRICT
BOARD FINANCIAL REPORT SUMMARY
As of December 31, 2025**

Board Adopted Revenue and Expenditures

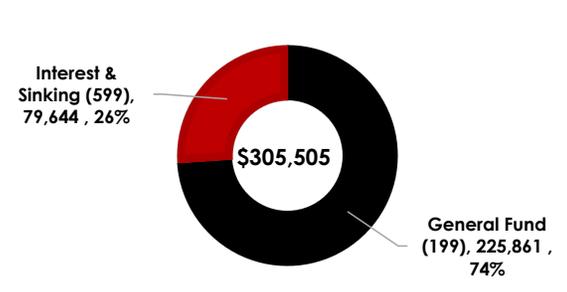


Banking and Investment Pools

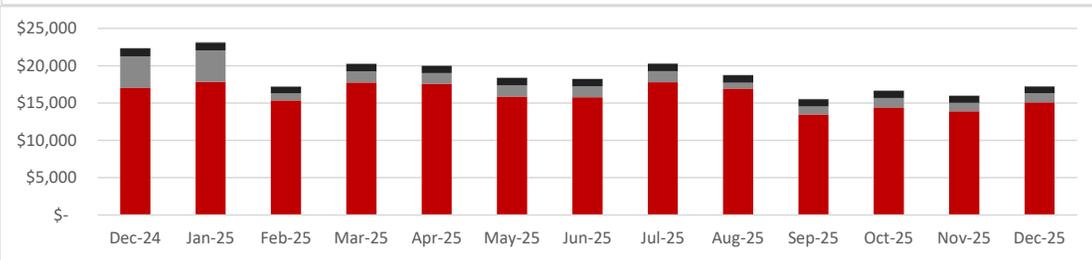
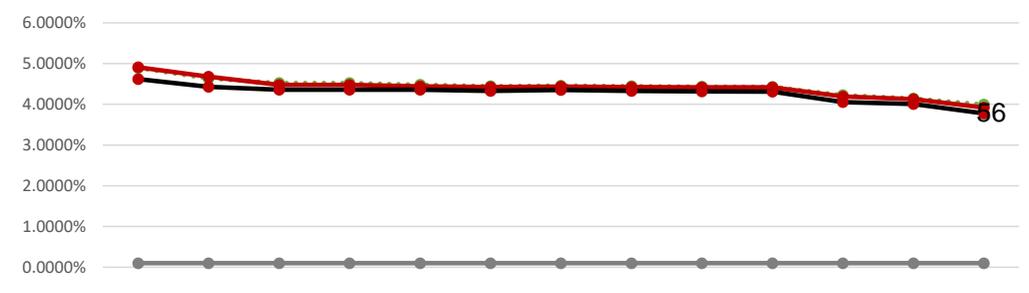
LONE STAR INVESTMENTS



WESTSTAR BANK

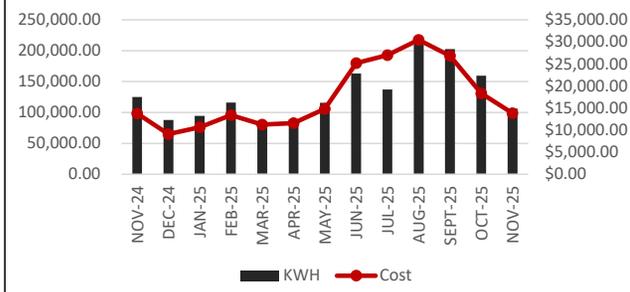


Investment Rate and Interest Revenue Trends

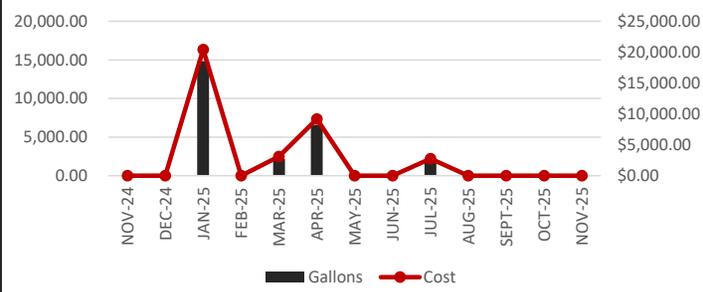


Utilities

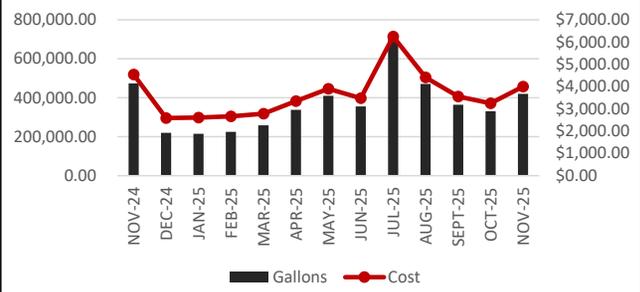
ELECTRICITY



PROPANE



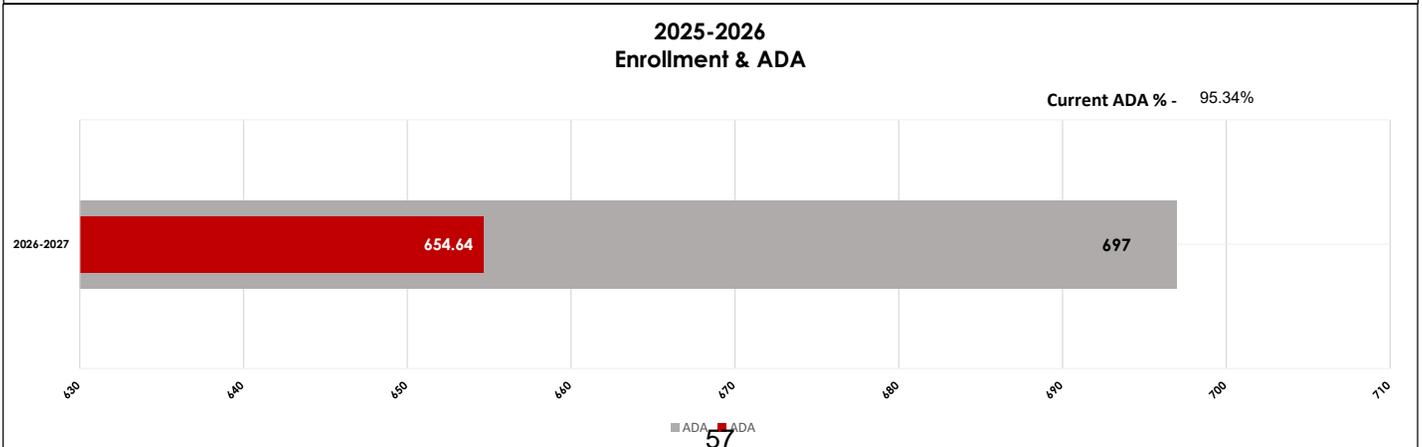
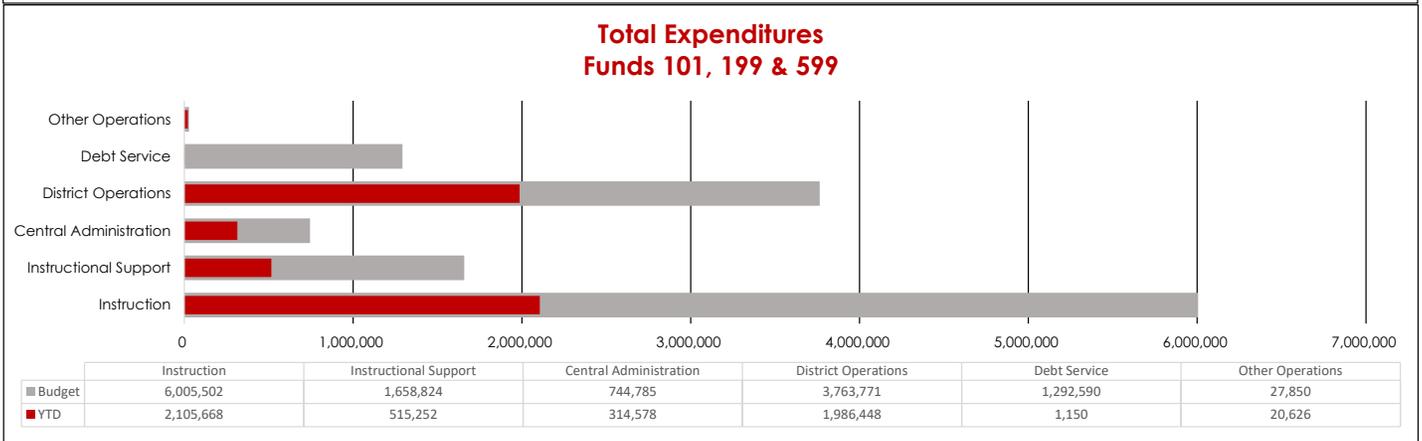
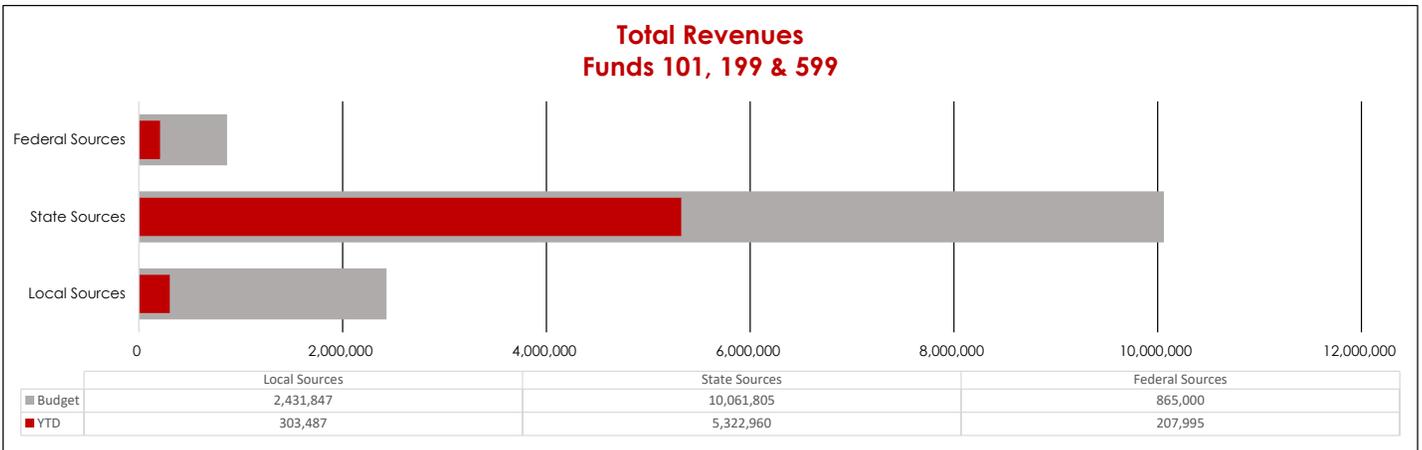
WATER



TORNILLO INDEPENDENT SCHOOL DISTRICT

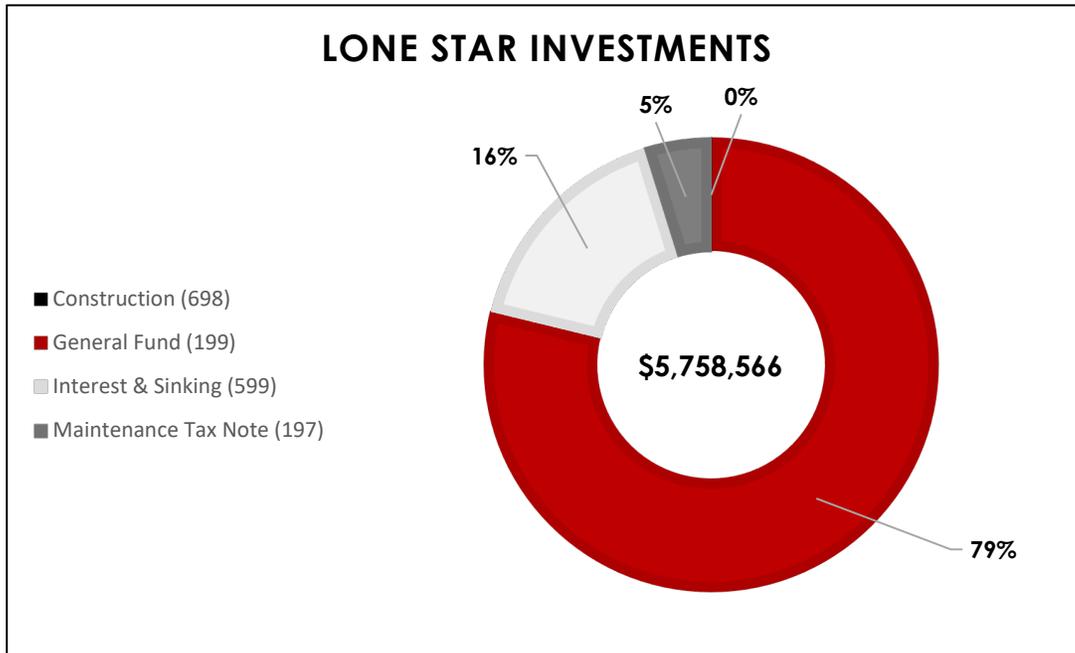
Revenues & Expenditures As of December 31, 2025

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	114,000	53,841	60,159	1,407,873	175,323	1,232,550	909,974	74,323	835,651	2,431,847	303,487	2,128,360
State Sources	2,600	0	2,600	9,814,748	4,723,563	5,091,185	244,457	599,397	(354,940)	10,061,805	5,322,960	4,738,845
Federal Sources	705,000	199,667	505,333	160,000	8,328	151,672	0	0	0	865,000	207,995	657,005
Total Revenue:	821,600	253,508	568,092	11,382,621	4,907,214	6,475,407	1,154,431	673,720	480,711	13,358,652	5,834,443	7,524,209
EXPENSES												
Instruction	0	0	0	6,005,502	2,105,668	3,899,834	0	0	0	6,005,502	2,105,668	3,899,834
Instructional Support	0	0	0	1,658,824	515,252	1,143,571	0	0	0	1,658,824	515,252	1,143,571
Central Administration	0	0	0	744,785	314,578	430,207	0	0	0	744,785	314,578	430,207
District Operations	821,600	448,026	373,574	2,942,171	1,538,422	1,403,749	0	0	0	3,763,771	1,986,448	1,777,323
Debt Service	0	0	0	3,500	0	3,500	1,289,090	1,150	1,287,940	1,292,590	1,150	1,291,440
Other Operations	0	0	0	27,850	20,626	7,224	0	0	0	27,850	20,626	7,224
Total Expenses:	821,600	448,026	373,574	11,382,631	4,494,546	6,888,084	1,289,090	1,150	1,287,940	13,493,321	4,943,722	8,549,598

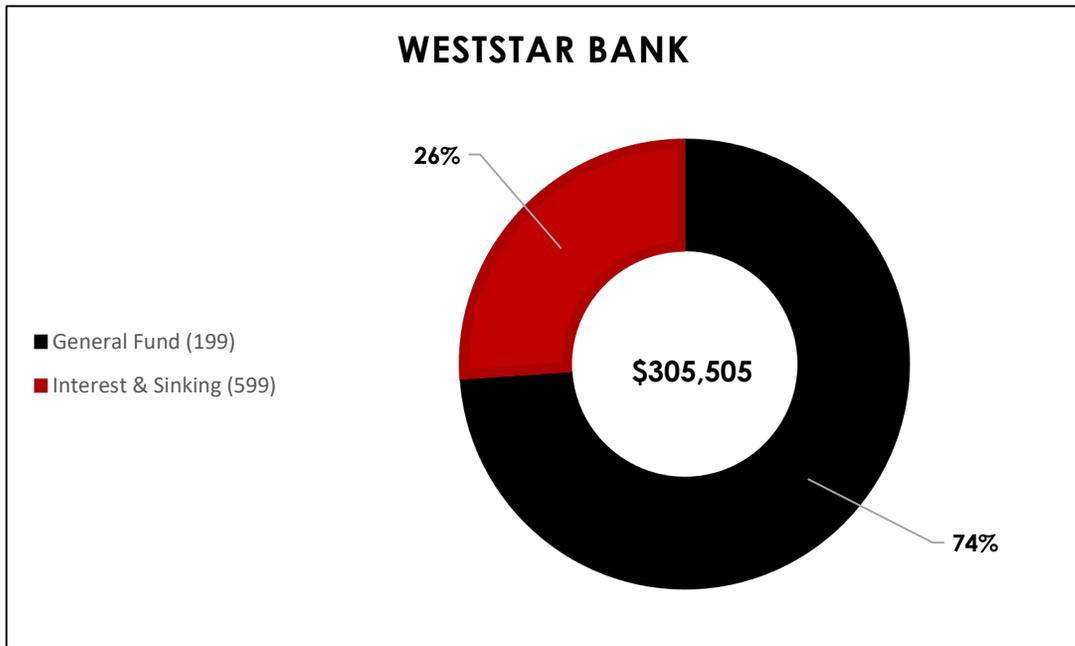


TORNILLO INDEPENDENT SCHOOL DISTRICT

As of December 31, 2025



Account	Beg. Bal.	End. Bal.	Change
Construction (698)	\$0	\$0	\$0
General Fund (199)	4,527,195	4,537,664	10,469
Interest & Sinking (599)	345,333	945,955	600,623
Maintenance Tax Note (197)	274,025	274,946	921
Lone Star Investment Pool	\$5,146,553	\$5,758,566	\$612,013



Account	Beg. Bal.	End. Bal.	Change
General Fund (199)	103,651	225,861	122,210
Interest & Sinking (599)	22,255	79,644	57,390
WestStar Bank	\$125,906	\$305,505	\$179,600

TORNILLO INDEPENDENT SCHOOL DISTRICT

GENERAL FUND - CASH FLOW

As of December 31, 2025

Beginning Balance \$ 103,651

Day	Taxes	Deposits	Interest	Transfers	IRS	TRS	Payroll	Checks Cleared	Fees	Balance
01								(7,914)		\$ 95,737
02		961						(25,124)		\$ 71,574
03		3,277		150,000				(12,984)		\$ 211,867
04		18,767						(2,649)		\$ 227,985
05	12,884	99				(96,112)		(57,086)		\$ 87,770
06										\$ 87,770
07										\$ 87,770
08				450,000			(262,072)	(7,500)		\$ 268,199
09	5,544							(2,886)		\$ 270,856
10							(89,499)	(3,302)		\$ 178,055
11								(22,944)		\$ 155,110
12		546						(28,195)		\$ 127,461
13										\$ 127,461
14										\$ 127,461
15		63			(33,203)	(39,050)	(1,434)	(10,090)	(459)	\$ 43,289
16	3,266			200,000				(2,516)		\$ 244,039
17	1,096	281		300,000			(260,588)	(24,404)		\$ 260,423
18	640	11,694			(6,461)			(3,676)		\$ 262,621
19								(30,431)		\$ 232,190
20										\$ 232,190
21										\$ 232,190
22	9,156							(148,480)		\$ 92,866
23	33,394							(7,570)		\$ 118,690
24		406						(34,815)		\$ 84,281
25										\$ 84,281
26	5,908							(29,723)		\$ 60,465
27										\$ 60,465
28										\$ 60,465
29	144							(18,397)		\$ 42,213
30	4,226							(34,676)		\$ 11,763
31			12	250,000	(31,708)		(1,434)	(2,772)		\$ 225,861
Ending Balance									\$	225,861

Tornillo Independent School District

Monthly Summary of Investments As of December 31, 2025

Fnd-Obj	ACCOUNT NAME	BEGINNING BALANCE	DEPOSITS	CHECKS	INTEREST	ENDING BALANCE	INTEREST RATE
		12/1/2025				12/31/2025	
199-1110	General Operating	\$ 103,651.03	1,462,349.68	1,340,151.87	12.24	\$ 225,861.08	0.10%
197-1107	Maintenance Tax Note	\$ 274,025.01	0.00	0.00	921.45	\$ 274,946.46	3.9204%
199-1107	Lone Star Inv. Pool#1	\$ 4,527,195.11	1,345,379.49	1,350,000.00	15,089.57	\$ 4,537,664.17	3.9204%
599-1110	Interest and Sinking	\$ 22,254.57	57,386.04	0.00	3.80	\$ 79,644.41	0.10% ⁶⁰
599-1107	Lone Star Inv. Pool/Int.&Sinking	\$ 345,330.56	599,397.00	0.00	1,225.86	\$ 945,953.42	3.9204%
599-1107	Lone Star Inv. Pool/I&S Government	\$ 2.05	0.00	0.00	0.01	\$ 2.06	3.9955%

Statement of Compliance:

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

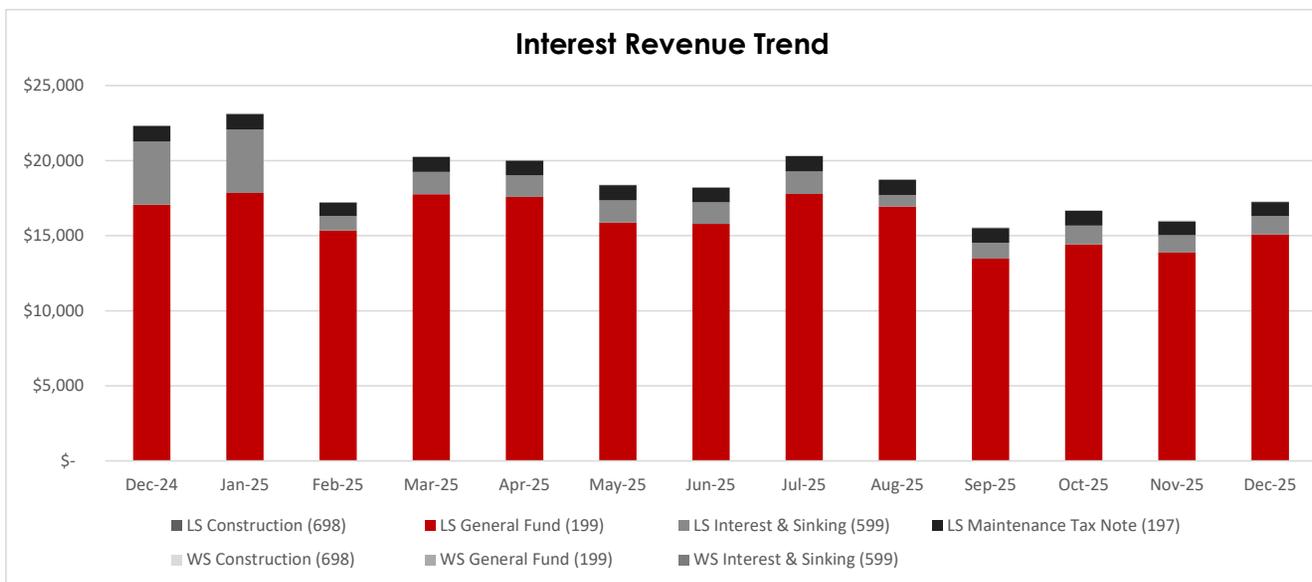
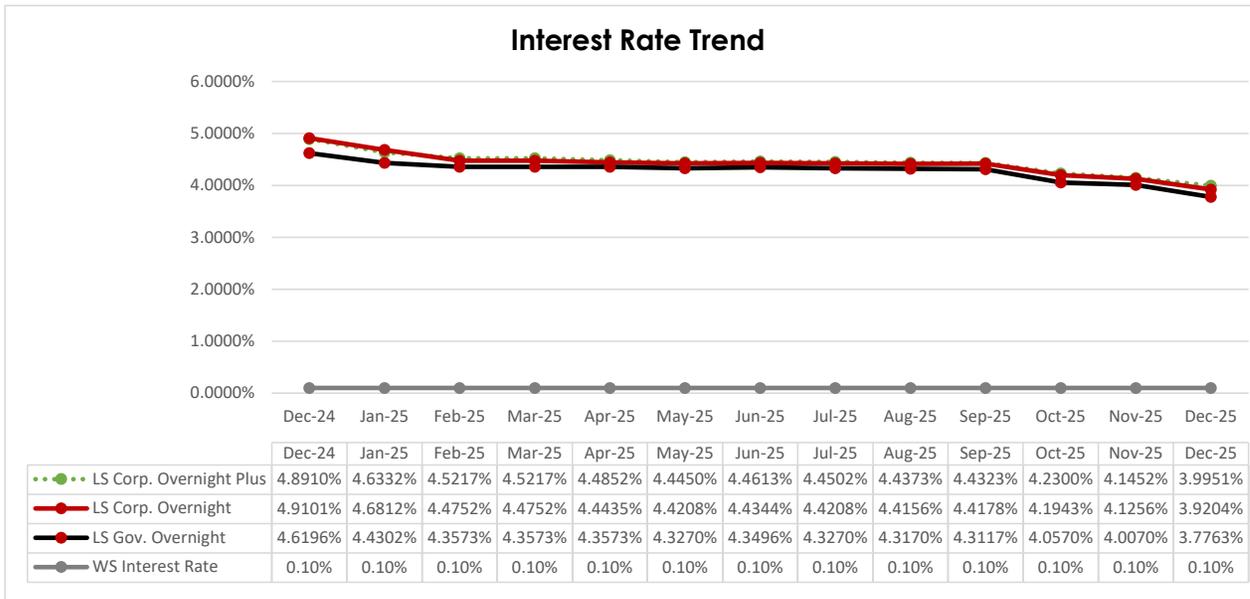
Luis Guerra

Luis Guerra, Director of Finance



TORNILLO INDEPENDENT SCHOOL DISTRICT

INTEREST RATE TRENDS



Participant #: 71908

Lone Star™ December 2025
Investment Pool Monthly Statement

Statement Period: 12/01/2025 to 12/31/2025

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	4,537,664.17	1.00	4,537,664.17	78.80%
Totals:				4,537,664.17	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Interest & Sinking Account	Corporate Overnight Fund	945,953.42	1.00	945,953.42	16.43%
	Government Overnight Fund	2.06	1.00	2.06	0.00%
Totals:				945,955.48	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Maintenance Tax Note 2008 - Fund 197	Corporate Overnight Fund	274,946.46	1.00	274,946.46	4.77%
Totals:				274,946.46	

Totals

Fund	Yield	Share Quantity	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	3.96 %	5,758,564.05	1.00	5,758,564.05	100.00 %
Government Overnight Fund	0.00 %	2.06	1.00	2.06	0.00 %
Corporate Overnight Plus Fund	0.00 %	0.00	1.00	0.00	0.00 %
Total Value:				5,758,566.11	100.00 %

Portfolio Transactions

General Fund - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
12/01/2025	Starting Balance	4,527,195.11			4,527,195.11
12/03/2025	Withdrawal	4,377,195.11	-150,000.00	1.00	-150,000.00
12/05/2025	Deposit	4,429,589.75	52,394.64	1.00	52,394.64
12/08/2025	Withdrawal	4,279,589.75	-150,000.00	1.00	-150,000.00
12/08/2025	Withdrawal	3,979,589.75	-300,000.00	1.00	-300,000.00
12/11/2025	Deposit	3,981,311.42	1,721.66	1.00	1,721.66
12/15/2025	Deposit	4,171,133.41	189,822.00	1.00	189,822.00



General Fund - Corporate Overnight Fund (Continued)

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
12/15/2025	Deposit	4,580,708.41	409,575.00	1.00	409,575.00
12/16/2025	Withdrawal	4,380,708.41	-200,000.00	1.00	-200,000.00
12/17/2025	Withdrawal	4,080,708.41	-300,000.00	1.00	-300,000.00
12/19/2025	Deposit	4,141,947.53	61,239.12	1.00	61,239.12
12/23/2025	Deposit	4,263,994.64	122,047.11	1.00	122,047.11
12/23/2025	Deposit	4,277,577.96	13,583.32	1.00	13,583.32
12/23/2025	Deposit	4,278,236.22	658.26	1.00	658.26
12/23/2025	Deposit	4,280,757.43	2,521.21	1.00	2,521.21
12/23/2025	Deposit	4,309,378.07	28,620.64	1.00	28,620.64
12/23/2025	Deposit	4,391,660.44	82,282.37	1.00	82,282.37
12/23/2025	Deposit	4,400,754.54	9,094.10	1.00	9,094.10
12/24/2025	Deposit	5,370,406.54	969,652.00	1.00	969,652.00
12/31/2025	Deposit	5,371,971.60	1,565.06	1.00	1,565.06
12/31/2025	Transfer Out	4,772,574.60	-599,397.00	1.00	-599,397.00
12/31/2025	Withdrawal	4,522,574.60	-250,000.00	1.00	-250,000.00
12/31/2025	Interest	4,537,664.17	15,089.57	1.00	15,089.57
12/31/2025	Ending Balance	4,537,664.17			4,537,664.17

Interest & Sinking Account - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
12/01/2025	Starting Balance	345,330.56			345,330.56
12/31/2025	Transfer In	944,727.56	599,397.00	1.00	599,397.00
12/31/2025	Interest	945,953.42	1,225.86	1.00	1,225.86
12/31/2025	Ending Balance	945,953.42			945,953.42

Interest & Sinking Account - Government Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
12/01/2025	Starting Balance	2.05			2.05
12/31/2025	Interest	2.06	0.01	1.00	0.01
12/31/2025	Ending Balance	2.06			2.06

Maintenance Tax Note 2008 - Fund 197 - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
12/01/2025	Starting Balance	274,025.01			274,025.01
12/31/2025	Interest	274,946.46	921.45	1.00	921.45
12/31/2025	Ending Balance	274,946.46			274,946.46

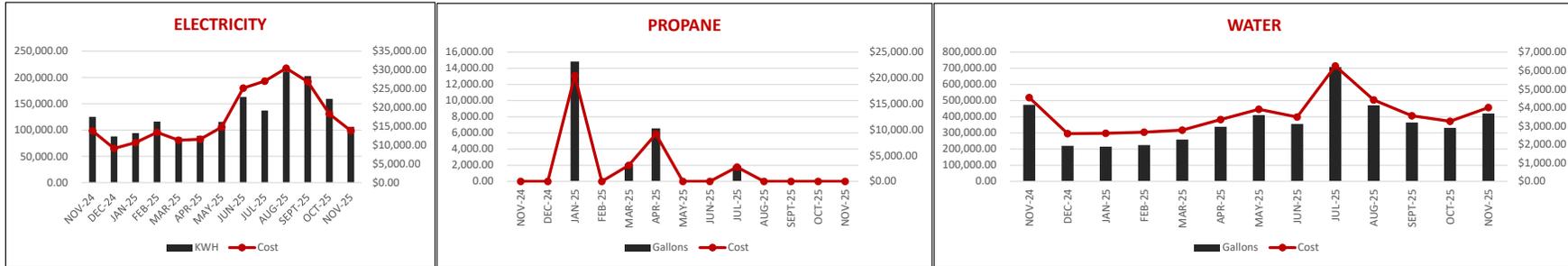
Important Information about this statement

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	NOV-24	DEC-24	JAN-25	FEB-25	MAR-25	APR-25	MAY-25	JUN-25	JUL-25	AUG-25	SEPT-25	OCT-25	NOV-25	Totals
Electricity:														
KWH	125,203.00	87,780.00	94,328.00	116,134.00	86,070.00	89,223.00	115,603.00	163,101.00	137,237.00	211,317.00	202,535.00	159,507.00	106,190.00	1,694,228.00
Cost	\$13,771.58	\$9,105.56	\$10,645.16	\$13,399.25	\$11,278.85	\$11,561.03	\$14,797.39	\$25,176.97	\$27,017.33	\$30,467.53	\$26,835.05	\$18,314.04	\$13,833.00	\$226,202.74
Unit Cost	\$0.11	\$0.10	\$0.11	\$0.12	\$0.13	\$0.13	\$0.13	\$0.15	\$0.20	\$0.14	\$0.13	\$0.11	\$0.13	\$0.13
Propane :														
Gallons	0.00	0.00	14,823.40	0.00	2,159.70	6,572.30	0.00	0.00	1,920.00	0.00	0.00	0.00	0.00	25,475.40
Cost	\$0.00	\$0.00	\$20,437.36	\$0.00	\$3,111.71	\$9,173.62	\$0.00	\$0.00	\$2,767.77	\$0.00	\$0.00	\$0.00	\$0.00	\$35,490.46
Unit cost	\$0.00	\$0.00	\$1.38	\$0.00	\$1.44	\$1.40	\$0.00	\$0.00	\$0.72	\$0.00	\$0.00	\$0.00	\$0.00	\$1.39
Water:														
Gallons	474,160.00	219,570.00	215,230.00	224,820.00	258,970.00	338,230.00	410,380.00	355,300.00	706,980.00	471,020.00	364,200.00	330,750.00	419,940.00	4,789,550.00
Cost	\$4,541.71	\$2,590.99	\$2,606.42	\$2,663.55	\$2,779.89	\$3,351.20	\$3,907.87	\$3,485.14	\$6,250.65	\$4,411.51	\$3,559.48	\$3,253.93	\$4,000.75	\$47,403.09
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	\$ -	\$ -	\$ -	\$ -	\$ -

65

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
163575	\$141,666.40	Carnegie Learning Inc	Board Approved
163623	\$29,635.31	First Financial Group of America	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

853	12/05/2025	500020	Loretta Aguilar	Issued	\$239.00	Employee Reimbursement Direct Deposit	
163517	12/05/2025	10027	Amerigas Propane, L.P.	Issued	\$470.18	Paper Check	
163518	12/05/2025	10040	Game One	Issued	\$6,414.79	Paper Check	
163519	12/05/2025	10128	El Paso Central Appraisal District	Issued	\$12,213.98	Paper Check	
163520	12/05/2025	10138	El Paso Disposal, LP	Issued	\$2,164.72	Paper Check	
163521	12/05/2025	10279	Govconnection, Inc.	Issued	\$926.59	Paper Check	
163522	12/05/2025	10361	Home Depot Credit Services	Issued	\$218.95	Paper Check	
163523	12/05/2025	10543	Labatt Food Service	Issued	\$24,148.20	Paper Check	
163524	12/05/2025	10555	Lead4Ward	Issued	\$2,500.00	Paper Check	
163525	12/05/2025	10601	Office Depot	Issued	\$256.74	Paper Check	
163526	12/05/2025	10622	Power School	Issued	\$2,160.00	Paper Check	
163527	12/05/2025	10657	Segovia'S Distributing, Inc.	Issued	\$2,647.12	Paper Check	
163528	12/05/2025	10786	College Entrance Examination Board PSAT	Issued	\$2,706.00	Paper Check	
163529	12/05/2025	20022	Citibank	Issued	\$326.66	Paper Check	
163530	12/05/2025	20022	Citibank	Issued	\$229.75	Paper Check	
163531	12/05/2025	20022	Citibank	Issued	\$117.44	Paper Check	
163532	12/05/2025	20215	Spectrum Paper Co, Inc.	Issued	\$288.14	Paper Check	
163533	12/05/2025	20353	Barnes and Noble Book Store	Issued	\$269.44	Paper Check	
163534	12/05/2025	20498	Texas FBLA	Issued	\$380.00	Paper Check	
163535	12/05/2025	20572	Dell Marketing L.P.	Issued	\$1,042.75	Paper Check	
163536	12/05/2025	20578	City Fence & Pipe	Issued	\$3,315.60	Paper Check	
163537	12/05/2025	20791	Zayas Restaurant Group, Inc	Issued	\$1,124.48	Paper Check	
163538	12/05/2025	20821	Winsupply of West El Paso	Issued	\$4,225.76	Paper Check	
163539	12/05/2025	20876	GH Dairy El Paso	67	Issued	\$534.00	Paper Check
163540	12/05/2025	20889	Distractions, Inc.	Issued	\$280.00	Paper Check	

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163541	12/05/2025	20895	linde gas & equipment inc	Issued	\$57.10	Paper Check
163542	12/05/2025	20972	Verge General Contractors	Issued	\$7,500.00	Paper Check
163543	12/05/2025	21027	LEAF Capital Funding LLC	Issued	\$2,772.15	Paper Check
163544	12/05/2025	21135	Yvette Sierra Duchene	Issued	\$700.00	Paper Check
163545	12/05/2025	21156	Black Fire & Security Services LLC	Issued	\$23,453.90	Paper Check
163546	12/05/2025	21158	SchoolStatus Parent, Inc	Issued	\$1,050.00	Paper Check
163547	12/05/2025	10040	Game One	Issued	\$704.97	Paper Check
163548	12/05/2025	10358	Hobby Lobby Stores	Issued	\$189.23	Paper Check
163549	12/05/2025	10601	Office Depot	Issued	\$134.53	Paper Check
163550	12/05/2025	20022	Citibank	Issued	\$173.90	Paper Check
163551	12/05/2025	20022	Citibank	Issued	\$215.82	Paper Check
163552	12/05/2025	20022	Citibank	Issued	\$6,135.26	Paper Check
163553	12/05/2025	20022	Citibank	Issued	\$215.82	Paper Check
163554	12/05/2025	20022	Citibank	Issued	\$215.82	Paper Check
163555	12/05/2025	20169	El Paso County Water Improvement	Issued	\$4,000.75	Paper Check
163556	12/05/2025	20465	806 Technologies, Inc	Issued	\$700.00	Paper Check
163557	12/05/2025	20642	Faben's Quick Lube	Issued	\$23.00	Paper Check
163559	12/05/2025	501264	Josue Reyes Herrera	Issued	\$855.00	Paper Check
163560	12/10/2025	500544	Luis Vega	Issued	\$1,296.00	Paper Check
163561	12/11/2025	20303	Positive Proof, Inc.	Issued	\$3,711.00	Paper Check
163562	12/11/2025	10617	Pitneybowes	Void with Cancel	\$34.01	Paper Check
163563	12/11/2025	10630	Region 19 Education Service Center	Issued	\$11,334.00	Paper Check
163564	12/11/2025	20022	Citibank	Issued	\$37.50	Paper Check
163565	12/11/2025	20022	Citibank	Issued	\$46.95	Paper Check
163566	12/11/2025	20022	Citibank	68 Issued	\$12.50	Paper Check
163567	12/11/2025	20022	Citibank	Issued	\$17.02	Paper Check

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163568	12/11/2025	20456	Ann Morales	Issued	\$97.50	Paper Check
163569	12/11/2025	20572	Dell Marketing L.P.	Issued	\$75.65	Paper Check
163570	12/11/2025	20575	Eduphoria! Inc	Issued	\$2,162.34	Paper Check
163571	12/11/2025	20763	Walsh Gallegos Trevino Russo & Kyle P.C.	Issued	\$1,000.00	Paper Check
163572	12/11/2025	20869	Rhema Cont	Issued	\$320.00	Paper Check
163573	12/11/2025	20957	Texas State Library and Archives Commission	Issued	\$210.54	Paper Check
163574	12/11/2025	21117	The EPC Museum	Issued	\$650.00	Paper Check
163575	12/11/2025	21033	Carnegie Learning Inc.	Issued	\$141,666.40	Paper Check
163576	12/12/2025	10361	Home Depot Credit Services	Issued	\$868.82	Paper Check
163577	12/12/2025	10475	Jose Trinidad Vazquez	Issued	\$45.00	Paper Check
163578	12/12/2025	10870	Windstream	Issued	\$1,993.02	Paper Check
163579	12/12/2025	20022	Citibank	Issued	\$343.50	Paper Check
163580	12/12/2025	20022	Citibank	Issued	\$56.25	Paper Check
163581	12/12/2025	20022	Citibank	Issued	\$34.01	Paper Check
163582	12/12/2025	20022	Citibank	Issued	\$46.95	Paper Check
163583	12/12/2025	20038	wholesale Lumber	Issued	\$103.92	Paper Check
163584	12/12/2025	20338	Rio Seco Ag. LLC	Issued	\$70.00	Paper Check
163585	12/12/2025	20642	Faben's Quick Lube	Issued	\$23.00	Paper Check
163586	12/12/2025	20821	Winsupply of West El Paso	Issued	\$3,260.79	Paper Check
163587	12/12/2025	20868	Round Rock Independent School District	Issued	\$150.00	Paper Check
163588	12/12/2025	20902	El paso Vacuum	Issued	\$139.90	Paper Check
163589	12/12/2025	21079	Cynthia S Ivan	Issued	\$50.00	Paper Check
163590	12/12/2025	21133	Elliott Electric Supply, Inc	Issued	\$142.50	Paper Check
163593	12/18/2025	10543	Labatt Food Service	Issued	\$10,838.71	Paper Check
163594	12/18/2025	20022	Citibank	Issued	\$423.73	Paper Check
163595	12/18/2025	20215	Spectrum Paper Co, Inc.	Issued	\$1,621.29	Paper Check

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163596	12/18/2025	20642	Faben's Quick Lube	Issued	\$113.50	Paper Check
163597	12/18/2025	20876	GH Dairy El Paso	Issued	\$920.90	Paper Check
163598	12/18/2025	21108	Nancy Menjivar	Issued	\$540.00	Paper Check
163599	12/18/2025	21109	Mark Porras	Issued	\$775.00	Paper Check
163600	12/18/2025	10027	Amerigas Propane, L.P.	Issued	\$7,394.77	Paper Check
163601	12/18/2025	10054	Bernie Del Hierro	Issued	\$1,555.00	Paper Check
163602	12/18/2025	10073	Career & Technology Association Tx	Issued	\$950.00	Paper Check
163603	12/18/2025	10134	El Paso County	Issued	\$13,583.32	Paper Check
163604	12/18/2025	10543	Labatt Food Service	Issued	\$22,257.48	Paper Check
163605	12/18/2025	10601	Office Depot	Issued	\$1,353.37	Paper Check
163606	12/18/2025	10616	Peter Piper Pizza	Issued	\$49.84	Paper Check
163607	12/18/2025	10657	Segovia'S Distributing, Inc.	Issued	\$787.36	Paper Check
163608	12/18/2025	20022	Citibank	Issued	\$21.28	Paper Check
163609	12/18/2025	20022	Citibank	Issued	\$21.28	Paper Check
163610	12/18/2025	20572	Dell Marketing L.P.	Issued	\$1,171.87	Paper Check
163611	12/18/2025	20662	Citibank	Issued	\$70.52	Paper Check
163612	12/18/2025	20662	Citibank	Issued	\$114.60	Paper Check
163613	12/18/2025	20662	Citibank	Issued	\$102.36	Paper Check
163614	12/18/2025	20762	Mexican American School Boards Members Association	Issued	\$500.00	Paper Check
163615	12/18/2025	21165	Maria Teresa Robert	Issued	\$480.00	Paper Check
163616	12/18/2025	501012	Rene Estrada	Issued	\$700.00	Paper Check
163617	12/18/2025	10724	Texas AFT- Associate Membership Program	Issued	\$202.50	Paper Check
163618	12/18/2025	10848	United Way Of El Paso County	Issued	\$45.00	Paper Check
163619	12/18/2025	20008	Texas State Teacher Association	Issued	\$49.42	Paper Check
163620	12/18/2025	20009	Association of Texas Professional Educator	Issued	\$64.64	Paper Check
163621	12/18/2025	20009	Association of Texas Professional Educator	Issued	\$64.64	Paper Check

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163622	12/18/2025	20010	LegalShield	Issued	\$67.76	Paper Check
163623	12/18/2025	20011	First Financial Group of America	Issued	\$29,635.31	Paper Check
163624	12/18/2025	10139	El Paso Electric Co.	Issued	\$11,742.80	Paper Check
163625	12/18/2025	10662	Sizzling Caesars, Llc	Issued	\$293.58	Paper Check
163626	12/18/2025	21111	Velocity Athletics, Inc.	Issued	\$649.00	Paper Check
10002629	12/05/2025	20765	Commerce Bank	Issued	\$2,831.02	ACH
10002630	12/12/2025	20765	Commerce Bank	Issued	\$380.92	ACH
200001814	12/05/2025	10105	Continental Termite & Pest Control,	Issued	\$565.00	Vendor Credit Card
200001815	12/05/2025	10702	TASA	Issued	\$2,255.00	Vendor Credit Card
200001816	12/05/2025	10707	TASBO	Issued	\$740.00	Vendor Credit Card
200001817	12/05/2025	20021	Curriculum Associates, LLC	Issued	\$2,981.00	Vendor Credit Card
200001818	12/05/2025	20040	Earlychildhood LLC	Issued	\$572.99	Vendor Credit Card
200001819	12/05/2025	20257	Seidlitz Education	Issued	\$5,047.00	Vendor Credit Card
200001820	12/05/2025	20312	Service Supply	Issued	\$2,313.10	Vendor Credit Card
200001821	12/05/2025	20470	O'Reilly Auto Enterprises LLC	Issued	\$230.81	Vendor Credit Card
200001822	12/05/2025	20490	Blanco Ordonez Mata & Wallace P.	Issued	\$589.00	Vendor Credit Card
200001823	12/11/2025	10603	Oriental Trading Co., Inc.	Issued	\$145.18	Vendor Credit Card
200001824	12/11/2025	10620	Positive Promotions	Issued	\$552.02	Vendor Credit Card
200001825	12/12/2025	10542	La Estrella	Issued	\$1,193.00	Vendor Credit Card
200001826	12/12/2025	10859	Verizon Wireless	Issued	\$189.18	Vendor Credit Card
200001827	12/12/2025	20470	O'Reilly Auto Enterprises LLC	Issued	\$404.42	Vendor Credit Card
200001828	12/18/2025	10105	Continental Termite & Pest Control,	Issued	\$565.00	Vendor Credit Card
200001829	12/18/2025	10669	Sonitrol Of El Paso	Issued	\$650.00	Vendor Credit Card
200001830	12/18/2025	20036	Johnstone Supply	Issued	\$278.86	Vendor Credit Card

Total Checks: 127
Total Amount: 419,940.94

Txn ID	Post Date	Account #	Amount	Doc ID	Vendor ID	Vendor Name	Invoice Date	Paid Date
1307006	11/21/2025	199-00-2110-02-000-00-0-00	-114.96	200001812	20036	Johnstone Supply		11/21/2025
1307009	11/21/2025	199-00-2110-02-000-00-0-00	-156.06	200001813	20470	O'Reilly Auto Enterprises LLC		11/21/2025
1307002	11/21/2025	199-00-2110-02-000-00-0-00	-560.00	200001810	10669	Sonitrol Of El Paso		11/21/2025
1307004	11/21/2025	199-00-2110-02-000-00-0-00	-2000.00	200001811	10706	TASB, Inc.		11/21/2025
1293133	9/12/2025	181-00-2110-02-000-00-0-00	-156.00	200001765	10070	C & M Plaque & Trophy Inc.		12/8/2025
1272886	5/16/2025	199-00-2110-02-000-00-0-00	(224.92)	200001687	10687	Staples Advantage		12/8/2025
			-3211.94					

<u>Payee Name</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Check Number</u>	<u>Date</u>	<u>Invoice Description</u>	<u>Account Number</u>	<u>Invoice Amount</u>
Citibank	AZY958	12/01/2025	163529	12/05/2025	Travel arrangements for TCWSE - Bullard	199-41-6419-02-702-99-0-00	326.66
Citibank	454846486	10/14/2025	163530	12/05/2025	Travel costs for PFE conference - Waco, TX - 10/14-17	289-13-6411-00-999-11-8-00	229.75
Citibank	33753565691598767994	11/20/2025	163531	12/05/2025	To purchase Turkeys for Community donations	461-23-6499-00-041-11-0-00	117.44
Citibank	9110350432	07/23/2025	163550	12/05/2025	E-verify	199-41-6399-00-727-99-0-00	173.9
Citibank	419-Elias	09/26/2025	163551	12/05/2025	X Country Lubbock 9-26 hotel fees	181-36-6412-00-001-91-0-72	215.82
Citibank	335454665573	12/01/2025	163552	12/05/2025	Teacher Incentive Allotment Designation Fees	199-11-6299-23-999-99-0-00	6,135.26
Citibank	412-Elias	09/26/2025	163553	12/05/2025	X Country Lubbock 9-26 hotel fees	181-36-6412-00-001-91-0-72	215.82
Citibank	418	09/26/2025	163554	12/05/2025	X Country Lubbock 9-26 hotel fees	181-36-6412-00-001-91-0-72	215.82
Citibank	9002091389-9002091390	12/01/2025	163558	12/05/2025	Urgent membership dues	865-00-2193-08-041-08-0-00	480
Citibank	019399	12/10/2025	163564	12/11/2025	TISD Annual Luminaria Event	199-41-6499-00-727-99-0-00	37.5
Citibank	114-6931775-8189802	11/06/2025	163565	12/11/2025	Supplies for district wide	199-51-6499-00-951-99-0-00	46.95
Citibank	033720	12/10/2025	163566	12/11/2025	TISD Annual Luminaria Event	199-41-6499-00-727-99-0-00	12.5
Citibank	114-4573657-0329053	11/19/2025	163567	12/11/2025	Misc items for Finance Office	199-41-6399-00-750-99-0-00	17.02
Citibank	114-6258461-8221855	11/06/2025	163579	12/12/2025	Misc items for Finance Office	199-41-6399-00-750-99-0-00	343.5
Citibank	019976	12/10/2025	163580	12/12/2025	TISD Annual Luminaria Event	199-41-6499-00-727-99-0-00	56.25
Citibank	114-2713899-5480267	11/06/2025	163581	12/12/2025	Misc items for Finance Office	199-41-6399-00-750-99-0-00	34.01
Citibank	114-6931776-8189802	11/06/2025	163582	12/12/2025	Supplies for district wide	199-51-6499-00-951-99-0-00	46.95
Citibank	114-1668057-5825845	11/04/2025	163591	12/12/2025	Items for senior friendsgiving day and other activities	865-00-2191-01-001-01-0-00	88.71
Citibank	114-0059658-0288257	11/04/2025	163592	12/12/2025	Items for senior friendsgiving day and other activities	865-00-2191-01-001-01-0-00	355.56
Citibank	8329	12/07/2025	163594	12/18/2025	IMCAT travel arrangements	199-13-6411-00-916-11-0-00	423.73
Citibank	2C9FE870-0005	11/07/2025	163608	12/18/2025	Misc. purchases by the superintendent's office	199-41-6499-00-701-99-0-00	21.28
Citibank	2C9FE870-0006	12/07/2025	163609	12/18/2025	Misc. purchases by the superintendent's office	199-41-6499-00-701-99-0-00	21.28
Citibank Sams Club	800000005829487	12/16/2025	163611	12/18/2025	Items for luminaria fundraiser	461-41-6499-00-750-99-0-00	70.52
Citibank Sams Club	800000005600787	12/16/2025	163612	12/18/2025	Snacks and pumpkins will be purchased for district wide parent presentations to include	211-61-6499-00-999-30-0-00	114.6
Citibank Sams Club	800000007048218	12/16/2025	163613	12/18/2025	Student incentives	289-11-6499-00-999-11-8-00	102.36
Citibank Total							9903.19



MEMORANDUM

To: Members of the Board of Trustees
From: Luis M. Guerra, Director of Finance
Subject: Quarterly Investment Report – Quarter Ending December 31, 2025
Date: January 21, 2026

Introduction

This report presents a comprehensive look at the investment program and activity of the Tornillo Independent School District (TISD) for the quarter ending December 31, 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 December 31, 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 December 31, 2025.

The TISD began the quarter with \$5,465,219 in invested funds. This amount increased to \$6,064,071 mainly resulting from increase of state aid revenue.

The majority of TISD invested funds are invested in corporate overnight funds. The quarter began with the corporate overnight fund yield of 4.4173% and ended with a corporate overnight fund yield of 4.0801%.

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 \$4,837,135 in invested funds and ended the quarter with a balance of \$4,763,525. The decrease is mainly due to outstanding grant drawdowns.

Investment	July-Sept	Oct-Dec	Change
Lone Star	\$4,667,298	\$4,537,664	(\$129,633)
WestStar	169,837	225,861	56,024
Total	\$4,837,135	\$4,763,525	(\$73,609)

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 \$355,962 invested funds and ended the quarter with a balance of \$1,025,598. The increase is due to state and local aid received in the quarter. Bond payment in the amount of \$1,101,978 will be made on February 1, 2026.

Investment	July-Sept	July-Sept	Change
Lone Star	\$342,932	\$945,953	\$603,021
WestStar	13,030	79,644	66,615
Total	\$355,962	\$1,025,598	\$669,636

Maintenance Tax Note – Corporate Overnight Fund

The Maintenance Tax Note Fund began the quarter with an invested balance of \$272,121 ended the quarter with a balance of \$274,946 The increase in invested funds is attributed to interest earnings of \$2,825 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 September 30, 2025

Description	Maturity Date	6/30/2025 Interest Rate*	9/30/2025 Book Value	12/31/2025 Book Value	9/30/2025 Market Value	12/31/2025 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	4.0801%	\$4,667,297.64	\$4,537,664.17	\$4,667,941.32	\$4,538,304.88	-2.78%	-2.78%	\$ 43,397.72
M & O Tax Note 2008 (197-1107)	On Demand	4.0801%	\$272,121.66	\$274,946.46	\$272,159.19	\$274,985.28	1.04%	1.04%	\$ 2,824.80
Interest & Sinking Fund (599-1107)	On Demand	4.0801%	\$342,931.93	\$945,953.42	\$342,979.22	\$946,086.99	175.84%	175.84%	\$ 3,624.49
Interest & Sinking Fund (599-1107)	On Demand	4.3186%	\$2.03	\$2.06	\$2.03	\$2.06	1.48%	1.48%	\$ 0.03
Total Lone Star Investment Pool:			\$5,282,353.26	\$5,758,566.11	\$5,283,081.76	\$5,759,379.21			\$49,847.04
* Average Interest Rate for the quarter									
WestStar Bank (Cash)									
General Fund (199-1110)	On Demand	0.10%	\$169,836.89	\$225,861.08	\$169,836.89	\$225,861.08	32.99%	32.99%	\$ 58.00
Interest & Sinking Fund (599-1110)	On Demand	0.10%	\$13,029.77	\$79,644.41	\$13,029.77	\$79,644.41	511.25%	511.25%	\$ 5.21
Total WestStar Bank:			\$182,866.66	\$305,505.49	\$182,866.66	\$305,505.49			\$63.21
Total Investments:			\$5,465,219.92	\$6,064,071.60	\$5,465,948.42	\$6,064,884.70			\$49,910.25

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	\$5,758,566.11	1.00	9/1/2026	0.9496
WestStar Bank	\$305,505.49	1.00	9/1/2026	0.0504
Total	\$6,064,071.60			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 1st Quarter
Investment Pool **Quarterly Statement**

Statement Period: 10/01/2025 to 12/31/2025

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 Book Value (USD)	Account Market Value (USD)	% Port.
General Fund	Corporate Overnight Fund	4,537,664.17	1.00	4,537,664.17	4,538,304.88	78.80%
Totals:				4,537,664.17	4,538,304.88	

Account	Fund	Number of Shares	Price Per Share	Account Book Value (USD)	Account Market Value (USD)	% Port.
Interest & Sinking Account	Corporate Overnight Fund	945,953.42	1.00	945,953.42	946,086.99	16.43%
	Government Overnight Fund	2.06	1.00	2.06	2.06	0.00%
Totals:				945,955.48	946,089.05	

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	274,946.46	1.00	274,946.46	274,985.28	4.77%
Totals:				274,946.46	274,985.28	

Totals

Fund	Number of Shares	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	5,758,564.05	1.00	5,758,564.05	100.00 %
Government Overnight Fund	2.06	1.00	2.06	0.00 %
Corporate Overnight Plus Fund	0.00	1.00	0.00	0.00 %
Total Value:			5,758,566.11	100.00 %

Portfolio Transactions

General Fund - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
10/01/2025	Starting Balance	4,667,297.64			4,667,297.64
10/01/2025	Withdrawal	4,167,297.64	-500,000.00	1.00	-500,000.00
10/03/2025	Withdrawal	3,717,297.64	-450,000.00	1.00	-450,000.00
10/14/2025	Withdrawal	3,617,297.64	-100,000.00	1.00	-100,000.00
10/17/2025	Deposit	3,717,297.64	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)
10/17/2025	Adjustment Deduct Shares District wanted to cancel wire	3,617,297.64	-100,000.00	1.00	-100,000.00
10/17/2025	Withdrawal	3,467,297.64	-150,000.00	1.00	-150,000.00
10/21/2025	Deposit	3,486,191.30	18,893.66	1.00	18,893.66
10/21/2025	Deposit	3,501,609.71	15,418.41	1.00	15,418.41
10/21/2025	Deposit	3,541,918.89	40,309.18	1.00	40,309.18
10/21/2025	Deposit	3,542,080.93	162.04	1.00	162.04
10/21/2025	Deposit	3,579,673.12	37,592.19	1.00	37,592.19
10/21/2025	Deposit	3,581,731.54	2,058.42	1.00	2,058.42
10/21/2025	Deposit	3,588,081.01	6,349.47	1.00	6,349.47
10/21/2025	Deposit	3,590,232.35	2,151.34	1.00	2,151.34
10/21/2025	Deposit	3,735,015.68	144,783.33	1.00	144,783.33
10/21/2025	Deposit	3,741,031.32	6,015.64	1.00	6,015.64
10/21/2025	Deposit	3,744,454.55	3,423.23	1.00	3,423.23
10/21/2025	Deposit	3,766,611.65	22,157.10	1.00	22,157.10
10/21/2025	Deposit	3,768,366.35	1,754.70	1.00	1,754.70
10/21/2025	Deposit	3,787,558.27	19,191.92	1.00	19,191.92
10/24/2025	Deposit	4,759,014.27	971,456.00	1.00	971,456.00
10/24/2025	Deposit	4,841,760.96	82,746.69	1.00	82,746.69
10/27/2025	Deposit	4,848,864.21	7,103.25	1.00	7,103.25
10/30/2025	Withdrawal	4,548,864.21	-300,000.00	1.00	-300,000.00
10/31/2025	Interest	4,563,288.75	14,424.54	1.00	14,424.54
11/04/2025	Withdrawal	4,363,288.75	-200,000.00	1.00	-200,000.00
11/10/2025	Withdrawal	4,013,288.75	-350,000.00	1.00	-350,000.00
11/12/2025	Deposit	4,045,589.35	32,300.60	1.00	32,300.60
11/14/2025	Withdrawal	3,845,589.35	-200,000.00	1.00	-200,000.00
11/17/2025	Deposit	3,847,013.35	1,424.00	1.00	1,424.00
11/20/2025	Withdrawal	3,547,013.35	-300,000.00	1.00	-300,000.00
11/25/2025	Deposit	4,512,941.35	965,928.00	1.00	965,928.00
11/26/2025	Deposit	4,513,311.50	370.15	1.00	370.15
11/28/2025	Interest	4,527,195.11	13,883.61	1.00	13,883.61
12/03/2025	Withdrawal	4,377,195.11	-150,000.00	1.00	-150,000.00
12/05/2025	Deposit	4,429,589.75	52,394.64	1.00	52,394.64
12/08/2025	Withdrawal	4,279,589.75	-150,000.00	1.00	-150,000.00
12/08/2025	Withdrawal	3,979,589.75	-300,000.00	1.00	-300,000.00
12/11/2025	Deposit	3,981,311.41	1,721.66	1.00	1,721.66
12/15/2025	Deposit	4,171,133.41	189,822.00	1.00	189,822.00
12/15/2025	Deposit	4,580,708.41	409,575.00	1.00	409,575.00
12/16/2025	Withdrawal	4,380,708.41	-200,000.00	1.00	-200,000.00
12/17/2025	Withdrawal	4,080,708.41	-300,000.00	1.00	-300,000.00
12/19/2025	Deposit	4,141,947.53	61,239.12	1.00	61,239.12
12/23/2025	Deposit	4,263,994.64	122,047.11	1.00	122,047.11
12/23/2025	Deposit	4,273,088.74	9,094.10	1.00	9,094.10
12/23/2025	Deposit	4,355,371.11	82,282.37	1.00	82,282.37
12/23/2025	Deposit	4,368,954.43	13,583.32	1.00	13,583.32
12/23/2025	Deposit	4,369,612.69	658.26	1.00	658.26
12/23/2025	Deposit	4,372,133.90	2,521.21	1.00	2,521.21
12/23/2025	Deposit	4,400,754.54	28,620.64	1.00	28,620.64
12/24/2025	Deposit	5,370,406.54	969,652.00	1.00	969,652.00
12/31/2025	Deposit	5,371,971.60	1,565.06	1.00	1,565.06
12/31/2025	Transfer Out	4,772,574.60	-599,397.00	1.00	-599,397.00
12/31/2025	Withdrawal	4,522,574.60	-250,000.00	1.00	-250,000.00
12/31/2025	Interest	4,537,664.17	15,089.57	1.00	15,089.57
12/31/2025	Ending Balance	4,537,664.17			4,537,664.17

Interest & Sinking Account - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
10/01/2025	Starting Balance	342,931.93			342,931.93
10/31/2025	Interest	344,174.02	1,242.09	1.00	1,242.09
11/28/2025	Interest	345,330.56	1,156.54	1.00	1,156.54
12/31/2025	Transfer In	944,727.56	599,397.00	1.00	599,397.00
12/31/2025	Interest	945,953.42	1,225.86	1.00	1,225.86
12/31/2025	Ending Balance	945,953.42			945,953.42

Interest & Sinking Account - Government Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
10/01/2025	Starting Balance	2.03			2.03
10/31/2025	Interest	2.04	0.01	1.00	0.01
11/28/2025	Interest	2.05	0.01	1.00	0.01
12/31/2025	Interest	2.06	0.01	1.00	0.01
12/31/2025	Ending Balance	2.06			2.06

Maintenance Tax Note 2008 - Fund 197 - Corporate Overnight Fund

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
10/01/2025	Starting Balance	272,121.66			272,121.66
10/31/2025	Interest	273,107.28	985.62	1.00	985.62
11/28/2025	Interest	274,025.01	917.73	1.00	917.73
12/31/2025	Interest	274,946.46	921.45	1.00	921.45
12/31/2025	Ending Balance	274,946.46			274,946.46

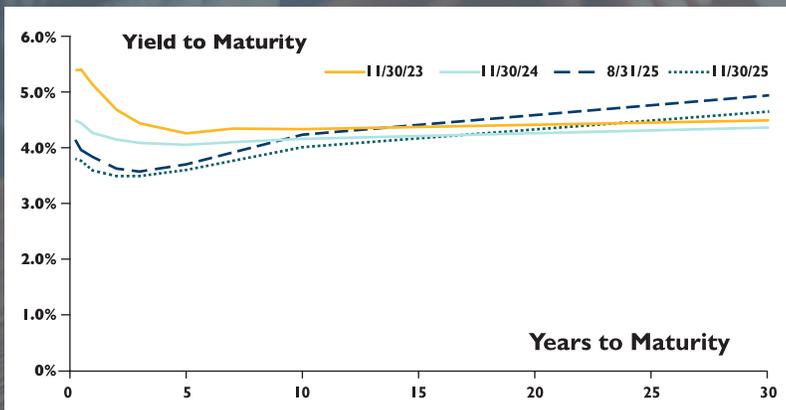
Important Information about this statement

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

November 30, 2025

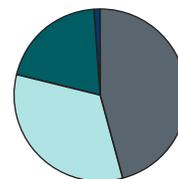
US yields fell across the curve in the three-month period ending November 30, with the largest declines occurring on securities maturing in less than one year. On October 1, the US government shut down as Congress failed to pass appropriations for the 2026 fiscal year. The shutdown was the longest in history, lasting 43 days until November 12. At the October 29 Federal Open Market Committee (FOMC) meeting, the committee lowered rates by 25 basis points (bps) to 3.75% to 4.00%. There were two dissenters on the committee, but on opposite sides. One dissent was in favor of a 50-bp cut. The other dissenter was in favor of no cut. Chair Jay Powell's press conference was somewhat surprising. Several times during the press conference, he said that a rate cut in December was not a foregone conclusion. In one instance, he used the phrase "far from it." While future cut expectation changed significantly during the period, by the end of November, the market was expecting a rate cut of 25 bps at the December 10 meeting.



Government Overnight Fund Duration 0.08478

	Participant Assets	Market Value
Beginning of Quarter Balance	6,285,085,870.50	6,285,762,971.16
Deposits	3,004,835,938.90	
Withdrawals	(3,034,288,855.27)	
End of Quarter Balance	6,255,632,954.13	6,256,237,078.50

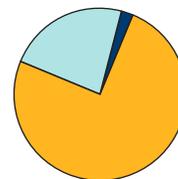
Agencies	46%
Cash/Repo	33%
Treasuries	20%
MM Funds	1%



Corporate Overnight Fund Duration 0.20372

	Participant Assets	Market Value
Beginning of Quarter Balance	3,439,721,056.85	3,439,273,717.04
Deposits	1,850,132,735.08	
Withdrawals	(1,363,024,918.57)	
End of Quarter Balance	3,926,828,873.36	3,926,732,460.80

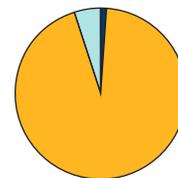
Commercial Paper	75%
Cash/Repo	23%
MM Funds	2%



Corporate Overnight Plus Fund Duration 0.25221

	Participant Assets	Market Value
Beginning of Quarter Balance	10,081,002,781.58	10,079,699,561.35
Deposits	4,664,156,062.47	
Withdrawals	(4,559,166,158.47)	
End of Quarter Balance	10,185,992,685.58	10,185,620,600.65

Commercial Paper	94%
Cash/Repo	5%
MM Funds	1%



Returns

	September		October		November	
	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield
Govt Overnight Fund	4.25%	4.15%	4.14%	4.14%	3.97%	3.98%
Corp Overnight Fund	4.37%	4.28%	4.26%	4.25%	4.09%	4.10%
Corp Overnight Plus Fund	4.39%	4.31%	4.28%	4.27%	4.14%	4.13%

William Mastrodicasa
William Mastrodicasa

Lone Star Investment Pool Investment Officers

Tammy Davis
Tammy Davis

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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

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Fund Performance Update
November 30, 2025

Comments by Mellon, Investment Manager

US Treasury bond yields were slightly higher in November, with the largest increases coming in the long end of the curve. Equity markets, which were lower by as much as a 7% during the month, rebounded in the last week of November to close the month mixed as the Dow Jones Industrial Average, S&P 500, and Nasdaq-100 indexes returned +0.5%, +0.2%, and -1.4%, respectively. The US government shutdown ended on November 12 as both political parties agreed to a temporary spending bill. The 43-day shutdown was the longest in history for the US. Due to the shutdown, much of the major economic data was not released until the government reopened. The September jobs report showed an increase of 119,000, exceeding expectations despite downward revisions to August and July. The unemployment rate rose slightly to 4.4%, reflecting labor force growth and steady prime-age participation and employment-to-population ratios; however, the number of permanent job losers increased to above two million. There was no Federal Open Market Committee (FOMC) in November. Expectations of a rate cut at the December 10 FOMC meeting were volatile during the month. In the weeks following the FOMC press conference at the end of October, the probability of a rate cut in December, according to the Fed funds futures market, fell as low as 25%. Comments by some Federal Reserve (Fed) officials, particularly NY Fed president John Williams, moved that probability up to 83% by the end of November.

Active Participants This Month

Schools and Colleges	607
Other Governmental Entities	95
<i>Total</i>	<i>702</i>

Government Overnight Fund

Return Information

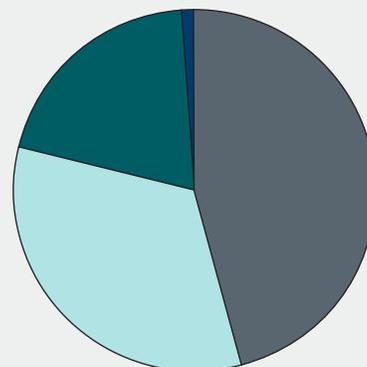
November 30, 2025

Average Monthly Return (a)	3.97%
SEC 7-day Fund Yield (b)	3.98%
Weighted Average Maturity One (c)	31 days
Weighted Average Maturity Two (c)	102 days
Portfolio Maturing beyond One Year	5%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	2,034,568,401.01	2,034,568,401.01
US Treasuries	1,275,633,043.84	1,275,903,784.92
Agencies	2,856,420,206.80	2,856,753,590.09
Money Market Funds	89,011,302.48	89,011,302.48
Total Assets	6,255,632,954.13	6,256,237,078.50

Investment Distribution



Agencies	46%
Cash Repo	33%
Treasuries	20%
Money Market	1%

(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

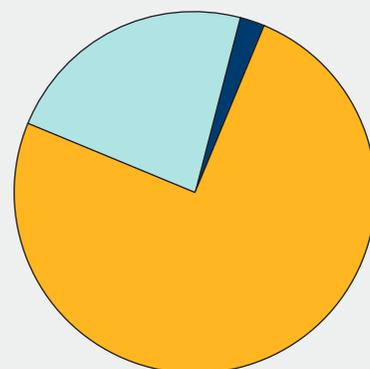
November 30, 2025

Average Monthly Return (a)	4.09%
SEC 7-day Fund Yield (b)	4.10%
Weighted Average Maturity One (c)	45 days
Weighted Average Maturity Two (c)	75 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	912,578,780.93	912,578,780.93
US Treasuries	-	-
Agencies	-	-
Commercial Paper	2,957,441,167.63	2,957,344,755.07
Money Market Funds	56,808,924.80	56,808,924.80
Total Assets	3,926,828,873.36	3,926,732,460.80

Investment Distribution



Commercial Paper	75%
Cash/Repo	23%
Money Market	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

November 30, 2025

Average Monthly Return (a)	4.14%
SEC 7-day Fund Yield (b)	4.13%
Weighted Average Maturity One (c)	53 days
Weighted Average Maturity Two (c)	91 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	556,862,135.92	556,862,135.92
US Treasuries	-	-
Agencies	-	-
Commercial Paper	9,537,899,977.23	9,537,527,892.30
Money Market Funds	91,230,572.43	91,230,572.43
Total Assets	10,185,992,685.58	10,185,620,600.65

Investment Distribution



Commercial Paper	94%
Cash/Repo	5%
Money Market	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.



Wellness Department

430-D Oil Mill Road

Tornillo, TX 79853

Phone 915.765.3565

Fax 915.765.3599

MEMORANDUM

To:

From:

Subject:

Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

School Compliance

**TORNILLO ISD
P O BOX 170 - TORNILLO, TX 79853**

**School Year: 2025 - 2026
Grade: Kindergarten**

School Enrollment this Grade: 48

Vaccine Name	Percent Compliance
DTP/DTaP/DT/Td	100
Hepatitis A	100
Hepatitis B	100
MMR (2 doses)	100
Polio	100
Varicella	100

School Compliance

**TORNILLO ISD
P O BOX 170 - TORNILLO, TX 79853**

**School Year: 2025 - 2026
Grade: Seventh Grade**

School Enrollment this Grade: 47

Vaccine Name	Percent Compliance
Hepatitis A	100
Hepatitis B	100
Meningococcal	100
MMR (2 doses)	100
Polio	100
Tdap/Td#	100
Varicella (2 doses)	100

School Compliance

Comparison with State Percentages

TORNILLO ISD
P O BOX 170 - TORNILLO, TX 79853

School Type: Public School
School Year: 2025 - 2026
Grade: Kindergarten
School Enrollment this Grade: 48
State Enrollment this Grade (Public School): 75449

Vaccine Name	School Percent	State Percent
DTP/DTaP/DT/Td	100	100
Hepatitis A	100	100
Hepatitis B	100	100
MMR (2 doses)	100	100
Polio	100	100
Varicella	100	100

School Compliance

Comparison with State Percentages

TORNILLO ISD
P O BOX 170 - TORNILLO, TX 79853

School Type: Public School
School Year: 2025 - 2026
Grade: Seventh Grade
School Enrollment this Grade: 47
State Enrollment this Grade (Public School): 90398

Vaccine Name	School Percent	State Percent
Hepatitis A	100	100
Hepatitis B	100	100
Meningococcal	100	100
MMR (2 doses)	100	100
Polio	100	100
Tdap/Td#	100	100
Varicella (2 doses)	100	100

Annual Report of Immunization Status
For School Year 2025 - 2026

Name :TORNILLO ISD
Address: P O BOX 170 , TORNILLO, TX 79853

Facility ID : 9071908000

District Information

Completed By : Linda Rivero, RN

Title : District Nurse

What is the total # of students in your District with at least one conscientious exemption? 0
What is your total District enrollment? 684

Kindergarten

What is the total # of schools with this grade? 1
What is the total enrollment for this grade? 48
What is the total # of students in this grade with at least one conscientious exemption? 0
What is the total # of students in this grade with at least one medical exemption? 0
What is the total # of students in this grade with a conscientious exemption to all vaccines? 0
What is the total # of students in this grade with a medical exemption to all vaccines? 0
What is the total # of students in this grade without an immunization record? (Do not include students from 2d above) 0
What is the total # of students in this grade provisionally enrolled? 0

Vaccine	# Students Current		# Students Exempt Official State of Texas Form	# Students Exempt Statement from Health Care Provider	Students Not Current	History Illness	Total from columns 1-6
	Up-to-Date	Provisional	Conscientious	Medical	Delinquent		
DTP/DTaP/DT/Td	47	1	0	0	0	0	48
Hepatitis A	48	0	0	0	0	0	48
Hepatitis B	48	0	0	0	0	0	48
MMR (2 doses)	48	0	0	0	0	0	48
Polio	48	0	0	0	0	0	48
Varicella	48	0	0	0	0	0	48

Seventh Grade

What is the total # of schools with this grade? 1
What is the total enrollment for this grade? 47
What is the total # of students in this grade with at least one conscientious exemption? 0
What is the total # of students in this grade with at least one medical exemption? 0
What is the total # of students in this grade with a conscientious exemption to all vaccines? 0
What is the total # of students in this grade with a medical exemption to all vaccines? 0
What is the total # of students in this grade without an immunization record? (Do not include students from 2d above) 0
What is the total # of students in this grade provisionally enrolled? 0

Vaccine	# Students Current		# Students Exempt Official State of Texas Form	# Students Exempt Statement from Health Care Provider	Students Not Current	History Illness	Total from columns 1-6
	Up-to-Date	Provisional	Conscientious	Medical	Delinquent		
Hepatitis A	47	0	0	0	0	0	47
Hepatitis B	47	0	0	0	0	0	47
Meningococcal	47	0	0	0	0	0	47
MMR (2 doses)	47	0	0	0	0	0	47
Polio	47	0	0	0	0	0	47
Tdap/Td#	47	0	0	0	0	0	47
Varicella (2 doses)	46	0	0	0	0	1	47

2025-2026 Tornillo Independent School District

MEP Summary of Services Report

2025-2026 Fall Semester Migrant Education Program Report
Education Service Center Region 19

Migrant Education Staff

Barbara Amaya, *Migrant Education Director*
 Laura Zuniga, *Migrant Specialist*
 Mayra Ojeda, *Migrant NGS Specialist*
 Sonia Ornelas, *Migrant Recruiter*

Elizabeth Haro, *Migrant Instructional Specialist*
 Olga Fernandez, *Migrant Administrative Assistant*

2025 – 2026 Migrant Student Count by Campus

School	Student Count
Intermediate School	10
Junior High	4
High School	9
TOTAL Students	23

2025 – 2026 Migrant Student Count by Grade Level

Grade Level	Student Count	Priority for Service (PFS)
Pre-kindergarten	0	0
Kindergarten	2	0
1 st Grade	2	0
2 nd Grade	1	0
3 rd Grade	0	1
4 th Grade	4	0
5 th Grade	3	0
6 th Grade	2	0
7 th Grade	1	0
8 th Grade	1	0
9 th Grade	4	2
10 th Grade	1	1
11 th Grade	3	1
12 th Grade	1	0
OSY	0	0
TOTAL	23	5

TISD ISD Budget Allocation Breakdown

Final Planning Amount & Reallocation	24377
Indirect 6.246%	1417
Payroll and Benefits 6100	20790
6200	660
6300	500
6400	1010

MEP STAFF	TISD ISD SSA	ESC FUNDED
Barbara Amaya, MEP Director		x
Laura Zuniga, MEP Specialist		x
Mayra Ojeda, MEP NGS Spec		x
Olga Fernandez, Admin Asst		x
Sonia Ornelas, MEP Recruiter	20%	
Elizabeth Haro	25%	

2025-2026 Fidelity of Strategy Implementation (FSI)

- Goal Area 1:** Reading and Math
- Goal Area 2:** School Readiness
- Goal Area 3:** High School Graduation/OSY
- Goal Area 4:** Non-Instructional Support Services

Initial meeting with district and campus leaders identified the following as first semester goals:

Goal Area 1: Reading and Mathematics	Implementation
1.1: Coordinate/provide needs-based supplemental reading and or mathematics instruction to migratory students in grades K-12 using results of disaggregated formal/informal assessments during regular and summer terms	<ul style="list-style-type: none"> ● Coordination with counselors/teachers ● Grade checks ● Information for parents/students on MEP supplemental instruction ● Parent contacts ● Progress monitoring ● Student meetings ● Classroom schedules ● Reading/math assessment results ● Texas reading and math standards ● Pre-Test math/reading ● Differentiated instruction based on student learning needs. ● Homework dictionary ● Materials/resources for use in the home ● Parent/teacher conferences ● Supplemental instruction in person during school day.
1.2: Coordinate/provide training/support to migratory students on the use of academic tools and resources to increase success in reading and mathematics	<ul style="list-style-type: none"> ● Coordination with teachers ● Grade checks ● Materials/resources for use in home ● Student meetings ● Supplemental instructional support (tutoring on an individual and/or small group basis) ● Supplies/materials to support literacy/math

	<ul style="list-style-type: none"> ● Classroom schedules ● Reading/math assessment results ● Service records ● Texas reading and math standards ● Books/bilingual books ● Information for parents/students on MEP supplemental instruction
Goal Area 2: School Readiness	Implementation
2.1: Coordinate with LEA and/or community-based school readiness programs to provide migratory children ages 3-5 (who are not in kindergarten) with access to school readiness services.	<ul style="list-style-type: none"> ● Promote early learning initiatives/programs ● Support parents with enrolling their children in early childhood programs ● Support early reading
Goal Area 3: High School Graduation/OSY	Implementation
3.2: Coordinate/provide appropriate and targeted supplemental instruction to migratory students in grades 9-12 and OSY including late enrollments and early withdrawal students.	<ul style="list-style-type: none"> ● Academic review with student discussion ● Advocate on behalf of migratory students with school staff to make up coursework ● Counseling/counselor visits ● Field trips/enrichment activities ● Student meetings/support ● Tutoring ● Transcripts recording of data ● Parent/family communication ● Provide state assessment test prep/tutoring ● Supplies/materials
Goal Area 4: Non-Instructional Support Services	Implementation
4.2: Coordinate/provide training for parents to empower them to access and use resources/services to address the identified needs of their child	<ul style="list-style-type: none"> ● Collaboration with community agencies ● Coordinate with school/district programs and other service providers to provide training to migratory parents to address the identified needs of their children ● Face-to-face meetings with liaison/MEP staff ● Home visits ● MEP/LEA staff attend scheduled events to offer support/advocacy for parents ● Parent Flyers ● Parent information sessions ● Parent Liaison ● Parent meetings ● Phone calls

	<ul style="list-style-type: none"> ● Provide information and training to parents about resources/services to address the identified needs to the child ● Resources provided to parents ● Parent liaison call/home visit log ● Parent Needs Assessment survey ● Parent Program Evaluation Surveys ● Parent training evaluations ● Parent training materials ● Parent training schedules, agendas, sign-in sheets ● Participation records ● Service records/documentation ● Student progress reports ● AMET State Development
--	---

Instructional Support: Student Learning Documentation

MEP Instructional Officers provide supplemental instruction based on MEP goals. As noted in the MEP Fidelity of Strategy Implementation (FSI) rubric, math, reading and integrated writing have been a center of focus. Instructional officer has prioritized this area and continue to use data-driven resources to provide intervention sessions. A combination of push-in and pull-out models have been implemented throughout the district.

**Instructional Staff Parent Support
Tornillo ISD Open House**

The Migrant Education team attended Tornillo ISD Report Card Night. Parents were contacted and encouraged to participate in conferences with MEP representatives to review student grades and develop action steps to support academic success. The team also collaborated with campus administration by providing an informational table to share details about the Migrant Education Program and available services.

Continuous Progress Monitoring

The Migrant Education team continually progress monitors students’ grades, absences, and discipline reports. This is a fundamental practice in the everyday processes of the program. Wraparound services are coordinated when required. Circles of support are created to ensure students’ progress effectively throughout the school year.

Regional Leadership Writing Academy

On November 7, 2025, the ESC hosted an all-day event for high school students in the region receiving migrant education services. The day launched off with a welcome from Mr. Efen Tarango with an inspirational personal story of the importance of preparing for future career pathways. Culminating with a day of creating scholarship winning essays, guided by the MEP Instructional Staff.

Continuous Supplemental Instructional Support

The program provides ongoing opportunities for academic student support and access to family services and resources. Students in the Migratory Program received continuous supplemental instruction and progress monitoring throughout the fall semester.

Intersession Academic Enrichment Program: October 8th-10, 2025

- Elementary Schools, Middle School and High School students K-12th grade: Engaged in a three-day Reading and Math focused Camp. The three-day Camp included a pre-and-post test, making instruction and planning very intentional and data-drive. The students were taken to visit UTEP, where they engaged in a full day of exploring a variety of degree pathways.

Social-Emotional Support

Instructional sessions provided by the MEP Instructional Officer intentionally embed social-emotional support structures within lessons. The goal is to integrate high instructional expectations with activities that support students' mental well-being. This best practice provides multiple opportunities for academic growth while fostering positive relationships between students and staff.

High School Preparation

One-on-one support is provided to senior students with the FSA ID creation, FAFSA completion, and college application processes. The program also serves as a liaison between students and school counselors to support on-time graduation.

College and Career Fair

A region-wide College and Career Fair will be hosted at the Education Service Center Region 19 in collaboration with Borderplex Workforce Solutions on January 29, 2026. Service providers, community agencies, institutions of higher education, local trade organizations, and law enforcement agencies shared information with students and parents/guardians. The event provided students with meaningful opportunities to explore postsecondary options and engage in informed career planning.

Technical Support

The MEP team provides technical support to districts and families served under the program. In support of district policies and procedures, the MEP team conducts regular "check-ins" with families to identify and address any barriers that may arise and to collaboratively plan appropriate actions with all stakeholders.

Texas New Generation System (TX-NGS) and Identification and Recruitment (ID&R)

The implementation of required data procedures and quality assurance are aligned with the requirements of the Elementary and Secondary Education Act (ESSA), as amended by the Every Student Succeeds Act (ESSA) of 2015, Title I, Part C. ESCs that operate a Shared Service Agreement (SSA) are responsible for TX-NGS and MSIX required activities.

Required Activities (completed)

- Residency Verification (September 1 - November 1)
- Student data entered TX-NGS
- New/Renew Certificate of Eligibility of Migratory Families (COEs)
- Maintain student/family records current

Migrant Education Parental Involvement

Parent Advisory Council (PAC)

The Parent Advisory Council (PAC) plays a vital role in guiding the planning, implementation, and evaluation of Tornillo ISD's Migrant Education Program, with the goal of empowering migrant students and families. Educational resources and program services are shared at all PAC meetings to promote equity and sustainability. The Tornillo ISD PAC is committed to representing the needs of all migrant families in the community while also recognizing and highlighting the strengths and valuable contributions these families bring to the school community.

PAC Elected Officers:

PAC President: Rosa A. Prospero

Vice-President: Jesus Alcala

Secretary: Luz Salazar

PAC Meetings and Parent Activities

- July 16, 2025, El Paso Health Fair/MEP School Supplies distribution
- July 24, 2025, Sewing Machine Donation
- August 21, 2025, Parent Advisory Council Meeting
- September 11, 2025, IDRC/TX-NGS TRAINING
- September 17, 2025, Open House PK-8
- Recruitment and identification protocols at Tornillo agricultural sites(ongoing)
- October 8, 9 &10, 2025, Fall intersession Camp, EPCC Mission campus and UTEP. (Ms. Ornelas, Bus Chaperone)
- October 28, 2025, Parent Advisory Council Meeting
- Nov 7, 2025, Leadership Academy Workshop
- November 25, 2025, Thanksgiving Basket El Paso Health Donation
- December 3, 2025, Operation Noel Jackets Donation Distribution
- December 12, 2025, Braden About B Strong El Paso Blankets Donation Distribution
- December 16, 2025, Christmas basket Donation

School Readiness

Actively coordinate facility tours with Head Start personnel and parents of eligible children, and provide hands-on support to parents to ensure timely and successful enrollment in early childhood education programs.

Referrals and Support Services

Referrals are made to MEP staff for students and families experiencing hardships or challenges. For students, academic and/or behavioral concerns are promptly addressed through targeted interventions aimed at identifying solutions and removing academic barriers. For households experiencing hardship, referrals are made to appropriate community agencies and educational stakeholders to ensure families receive timely support and resources.

Scholarships

- Assistance for completion of (CAMP) College Assistance Migrant Program application. Senior Scholarship applications completion assistance: Association Migrant Educators of Texas (AMET), Association for Compensatory Educators of Texas (ACET), National Association for Directors of Migrant Educators (NASDME).
- **Parental Support**
Continuous support for growth of the Parental Advisory Council, (PAC) elected officials, and opportunities for our parents to attend relevant parental empowerment conferences.
- **Identification and Recruitment**
Ongoing recruitment and identification of migratory families is year round activity.



Human
Resources
Department
MOY Update⁹⁹

2025-2026

Number of active Employees

Comparison
MOY 2025- MOY 2026

- ▶ Total Number of Employees: 154-135
 - ▶ Auxiliary: 41-35
 - ▶ Paraprofessionals: 30-20
 - ▶ Professional/ Admin.: 83-80

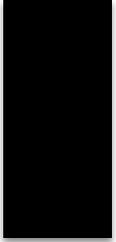
New Hires	Number	Category
1/6/2025	1	Diagnostician/SPED/504 Coordinator
1/13/2025	1	Bus Driver
7/21/2025	3	Speech Language Pathologist Asst, 2 Teachers
9/16/2025	1	Attendance Support Clerk
11/19/2025	1	Teacher
Separations	Number	Category
1/8/2025	1	Attendance Officer
1/15/2025	1	Teacher
3/21/2025	1	LVN
5/30/2025	7	4 Teachers, 3 Aides
6/3/2025	1	Attendance Officer
6/12/2025	1	Teacher
6/20/2025	2	Instructional Specialist, Teacher
6/30/2025	1	Custodian
8/8/2025	1	Aide
8/12/2025	1	Instructional Specialist
8/15/2025	1	Aide
8/31/2025	1	Food Service Campus Manager
10/10/2025	1	Teacher
10/31/2025	2	Teacher, Nurse Assistant
11/7/2025	1	Custodian
11/12/2025	1	Food Service Helper
11/21/2025	1	Bus Driver
12/31/2025	2	Parent Liason, Maintenance Worker

2024 New Hires and Separations

Current Openings

Law Enforcement
Teacher

All Types of
Substitutes (Bus Driver,
Custodian, Food
Service, Teacher,
Wellness)



District Total: 28

103

Active Substitutes

Current Employees in Extended Leave

FMLA:
2 professional
(internment)

Workers Compensation:
2 Professional
1 Auxiliary

Tornillo HR Partnerships/ Memberships

- ▶ Texas Association of School Boards HR (TASB HR)
- ▶ Texas Association of School Personnel Administrators (TASPA)
- ▶ Personnel Administrators of Region 19 (PAR 19)
- ▶ UTEP Teacher Residency Program
- ▶ El Paso Regional Educator Community of Pipeline
- ▶ ActivatED Partners
- ▶ Texas Association of Community Schools (TACS)

2025-2026 Spring Semester Projects

- ▶ 2025-2026 Teacher of the Year
- ▶ Employee Appreciation Luncheon on May, 2026
- ▶ Affordable Care Act (ACA) Submission
- ▶ Staffing projections for 2026-2027 School Year
- ▶ Issuance of contracts for 2026-2027 SY
- ▶ Continue with employee recognitions
- ▶ Teacher certification compliance with HB2
- ▶ Review and compare regional compensation packages
- ▶ Teacher Incentive Allotment application renewal



Thank you!



MEMORANDUM

To: Board of Trustees
From: Rosy Vega-Barrio, Superintendent
Subject: Sul Ross State University GEAR UP MOU
Date: January 14, 2026

HISTORY:

Sul Ross State University invited Tornillo ISD to join their GEAR UP grant project. SRSU has been running GEAR UP programs in West Texas for many years and wants to support our middle and high school students with college readiness activities.

RATIONALE:

The GEAR UP partnership aligns with Tornillo ISD’s ongoing efforts to increase college and career readiness, improve access to postsecondary resources, and provide students and families with targeted academic and financial aid support.

BUDGET IMPACT:

The GEAR UP project is funded through a federal grant administered by SRSU. No direct financial expenditure by Tornillo ISD is required at this time.

ADMINISTRATIVE RECOMMENDATION:

Administration is recommending the Board of Trustees approve the MOU with SRSU, as presented.

Memorandum of Understanding

This Memorandum of Understanding is between Sul Ross State University (SRSU) and the Tornillo Independent School District regarding the SRSU implementation of a U.S. Department of Education (ED)-funded Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant project.

Whereas the Tornillo ISD is seeking an institution of higher education to administer a successful college preparatory program in its middle and high schools;

Whereas SRSU has a 20-year history of successfully administering a GEAR UP program to school districts in West Texas;

Whereas the successful implementation of the GEAR UP program will benefit both SRSU and Tornillo ISD by assisting in the college preparation of students; and

Whereas the successful implementation of the GEAR UP program will increase the number of Tornillo ISD students who attend an institution of higher education, including SRSU, and will track the GEAR UP cohort of students through its first year of college.

Be it resolved that SRSU and the Tornillo ISD work collaboratively on the implementation of the GEAR UP project, including the sharing of all relevant data and documentation and all administrative and programmatic elements necessary for the successful completion of the funded project.

Be it further resolved that all confidential and sensitive documentation and data will be handled per all applicable FERPA regulations.

Rosa Vega-Barrio

Superintendent, Tornillo Independent School District

Dr. Eric T. Funasaki

Dean of Research & Sponsored Programs

Date

Date

PARTNER IDENTIFICATION FORM AND COST SHARE WORKSHEET

Please complete one form for each partner (other than the Applicant Organization).

1. Institution/Organization _____

Point of Contact: Name _____

Title _____ Department _____

Address _____

City _____ State _____ Zip _____

Telephone _____ e-mail _____ Fax _____

2. Type of Organization

Are you a Local Educational Agency (LEA)?

___ Yes ___ No

Are you an Institution of Higher Education (IHE)?

___ Yes ___ No

Type of IHE:

___ Four-Year ___ Two-Year

___ Public ___ Private

___ College ___ University

___ HBCU ___ HSI ___ TCCU ___ NHSI ___ ANSI

Other types:

___ Business

___ Community-based organization

___ Professional association

___ Philanthropic Organization

___ State Agency

Other: _____

PR Award No. _____

3. Non-Federal Fund contribution provided by Partner

YEAR 1 YEAR 2 YEAR 3 YEAR 4 YEAR 5 YEAR 6 YEAR 7 TOTAL

1. Salaries and Wages								
2. Employee Benefits								
3. Travel								
4. Materials and Supplies								
5. Consultants and Contracts								
6. Other								
A. Total Direct Costs <i>(Sum of lines 1-6)</i>								
B. Total Indirect Costs: <i>(Cannot be greater than 8% of Total Direct Costs)</i>								
C. Equipment								
D. Scholarships/Tuition Assistance								
E. TOTAL COMMITMENT <i>(Lines A+B+C+D)</i>								

Please summarize the partner's specific support and commitment to the project in this space.

SIGNATURE OF AUTHORIZING OFFICIAL: _____

NAME OF AUTHORIZING OFFICIAL: _____ 110 _____

TITLE OF AUTHORIZING OFFICIAL: _____



Wellness Department

430-D Oil Mill Road

Tornillo, TX 79853

Phone 915.765.3565

Fax 915.765.3599

MEMORANDUM

To:

From:

Subject:

Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:



Wellness Department

430-D Oil Mill Road

Tornillo, TX 79853

Phone 915.765.3565

Fax 915.765.3599

MEMORANDUM

To:

From:

Subject:

Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:



Financial Services Department

19200 Cobb Street

Tornillo, TX 79853

Phone 915.765.3050

MEMORANDUM

To:

From:

Subject:

Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

Memorandum of Understanding (MOU)

Between Tornillo Independent School District and Go Green Initiative (GGI)

Regarding Indoor Air Quality (IAQ) Improvement and Greenhouse Gas (GHG) Reduction Program Implementation

This Memorandum of Understanding (MOU) is effective as of November 13, 2025 and will remain in effect through June 30, 2029, unless terminated earlier in accordance with Section VII (Duration and Termination).

I. Purpose

This MOU outlines the roles, responsibilities, and expectations of **Tornillo Independent School District** ("the District") and the Go Green Initiative ("GGI") to successfully implement the IAQ and GHG Reduction Program. This initiative aims to enhance indoor air quality and reduce greenhouse gas emissions in K-12 schools, fostering healthier and more sustainable learning environments.

II. Program Overview and Expectations

This program is a four-year commitment. Successful completion of set responsibilities will result in an award or incentive payment after achieving key milestones. GGI will provide training and support to ensure the District's success. The program milestones are as follows:

1. **Enact School Board Policy** - \$1,000
 - Adoption of a district-wide policy addressing IAQ management and GHG reduction.
 - Due March 31, 2026
2. **Complete Baseline Assessments** - \$10,000
 - Conduct comprehensive baseline assessments for IAQ and GHG emissions.
 - Due March 31, 2026
3. **Complete Key Personnel Training** - \$5,000 total
 - Ensure 4 members of the school district IAQ team complete the 2 required IAQ and GHG reduction online courses. (\$2,500)
 - Ensure IAQ Coordinator completes an additional five (5) modules of online training. (\$2,500)
 - Due by March 31, 2026
4. **Develop a Management Plan** - \$5,000
 - Create a district-wide IAQ and GHG reduction plan informed by baseline assessments and training outcomes.
 - Due by August 31, 2026
5. **Implement IAQ and GHG Plans** - \$10,000
 - Begin execution of the IAQ and GHG management plans across district facilities.
 - Due December 31, 2026
6. **Measure, Quantify, and Report** - \$5,000 (annually)₁₄

- Conduct annual measurement, quantification, and reporting of IAQ and GHG emissions data.
- Due June 1, 2027, 2028 & 2029

7. Receive Portable IAQ Pollution Monitors - Valued at \$4,000

- Deploy monitors to aid in ongoing assessment and management.
- Provided by January 1, 2026

Total Value: \$50,000

III. Responsibilities of the District

The District agrees to fulfill the following responsibilities during the program:

1. Year 1 (SY25-26)

- Enact a school board policy (Jan 1, 2026 - March 31, 2026)
- Complete baseline assessments for IAQ and GHG emissions (Nov 13, 2025 - Mar 31, 2026)
- Ensure key personnel complete 2 required online trainings (up to 3 hours) (Sep 1, 2025 - Mar 2026)
 - Assign at least four (4) people to complete the training from the following stakeholder groups: School board members, Asst. Supt of Teaching & Learning, School Business Officer, Facilities Manager, Health Officer, Head Custodian, IAQ Coordinator
- Ensure IAQ Coordinator completes five (5) additional online trainings (up to 8 hours) (Sep 2025 - March 2026)
- Ensure IAQ Coordinator and/or Team attend weekly meetings with GGI Program Staff and/or attend in-person site visits, as needed (October 2025 - March 2026)
- Develop a comprehensive IAQ and GHG reduction management plan (Apr 1, 2026- Aug 31, 2026)

2. Year 2 (SY26-27)

- Begin implementation of the management plan (Sep 1, 2026 - December 31, 2026)
- Conduct annual measurement, quantification, and reporting of IAQ and GHG emissions (Sep 1, 2026 - June 1, 2027)

3. Years 3 (SY27-28) & 4 (SY28-29)

- Continue implementation and refinement of IAQ and GHG plans (Sept 1, 2027 - June 1, 2029).
- Conduct annual measurement, quantification, and reporting of IAQ and GHG emissions (Sep 1, 2027 - June 1, 2028; Sep 1, 2028 - June 1, 2029)

4. Ongoing Responsibilities

- Engage the community through regular updates and involvement activities.
- Maintain accurate records and transparency with stakeholders through regular updates and reporting.

- Collaborate with GGI staff and utilize provided resources to ensure successful completion of all milestones.
 - Submit invoices, with payment specifications (ACH deposit, check, wire transfer) upon completion of milestone task deliverable submission to receive incentive payments.
 - Communicate any changes to the IAQ Coordinator or Team to the GGI staff within two weeks.
 - Meet programmatic deadlines and communicate proactively with GGI staff.
-

IV. Responsibilities of Go Green Initiative (GGI)

GGI commits to providing the following support:

1. Technical Assistance

- Deliver ongoing technical assistance, including weekly check ins, site visits, cohort sessions, project management support, policy advising, and tailored guidance.

2. Training and Resources

- Provide comprehensive training and resources for key district personnel.

3. Data Management

- Collect and analyze data submitted by the District to inform program benchmarks and best practices.

4. Knowledge Sharing

- Share insights derived from national program participation to inform district-level decision-making and policy development.

5. Incentive Distribution

- Facilitate timely distribution of milestone-based incentive payments (within 60 days of receiving confirmation of deliverable submission and invoice) upon successful completion of responsibilities.
-

V. Compliance Requirements

The District agrees to adhere to the following requirements:

1. Grant Terms and Conditions

- Comply with all applicable program terms and conditions.

- Confirm you are not debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.

2. Reporting Obligations

- Submit required deliverables, reports, and data in a timely manner, to be outlined in the program guidelines.

VI. Social Media and Public Events

The District will notify GGI at least 5 business days in advance of any social media or public events highlighting significant program milestones or accomplishments. Any reference to the grant should give sole credit to the Go Green Initiative and provide a link to our website: gogreeninitiative.org.

VII. Duration and Termination

This MOU becomes effective upon signature by both parties and remains in effect for the program's four-year duration unless terminated earlier by mutual written agreement or due to non-compliance with program requirements. If the recipient party wishes to terminate the agreement, they must provide written notice, via email, to the program manager with justification for such action. There will be no revocation of incentives already processed, but any additional incentives will not be awarded following termination of this agreement.

Signatures

For District:

Signature: _____ Date: _____

Name: _____ [Title:](#) _____

For Go Green Initiative (GGI):

Signature:  Date: November 13, 2025

Name: Jill Buck Title: CEO

This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement 84099301 to the Go Green Initiative Association. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the Environmental Protection Agency endorse trade names or recommend the use of commercial products mentioned in this document, as well as any images, video, text, or other content created by generative artificial intelligence tools, nor does any such content necessarily reflect the views and policies of the Environmental Protection Agency.



Financial Services Department

19200 Cobb Street

Tornillo, TX 79853

Phone 915.765.3050

MEMORANDUM

To:

From:

Subject:

Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

IAQ Meeting and responsibilities

	4,000.00	5,000.00	10,000.00	1,000.00	5,000.00	10,000.00	15,000.00	50,000.00
	Receive IAQ monitors	Complete Trainings	Complete baseline assessment	Enact Board Policy	Develop a mangement plan	Implement IAQ plans	measure quantity and reports	Total Award
	Jan-26	Mar-26	Mar-26	Mar-26	Aug-26	Dec-26	3 year commitment	
Coordinator		1000	2000	333	1000			4333 Stipend
IAQ Team member		1000	2000		1000			4000 Extra Duty
IAQ Team member		1000	2000	333	1000			4333 Stipend
IAQ Team member		1000	2000		1000			4000 Extra duty
IAQ Team member		1000	2000	334	1000			4334 Stipend
								21000

Reserve \$25,000 for contingencies.



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:

DATE:	October 16, 2025
SUBJECT:	HB 2 Implementation: New Teacher Certification Requirements Update
CATEGORY:	Educator Certification
NEXT STEPS:	Review and share with district personnel

House Bill (HB) 2 passed during the 89th Texas Legislature, Regular Session, 2025, and was signed into law by Governor Abbott. A previous [To The Administrator Addressed correspondence](#) (TAA) published on August 21, 2025, House Bill 2 (HB 2) Implementation: New Teacher Certification Requirements and Incentives for Uncertified Teachers, included information on new limitations to Texas school districts’ ability to waive teacher certification requirements for foundational curriculum courses within their district of innovation (DOI) plan.

This correspondence provides additional information on the process that districts must use if they wish to request approval from the commissioner of education to delay implementation of certification requirements for foundation curriculum courses until the beginning of the 2029-2030 school year.

These updates to Texas Education Code (TEC), §21.003, and new TEC, §21.0032, apply only to Texas school districts and do not apply to charter schools. Additional updates to TEC, §21.003 also specify that districts can no longer exempt themselves from the requirements outlined in TEC, §21.057, regarding parental notification.

Please share this information with the appropriate district and campus personnel.

Application Process for Access to a Delay of Teacher Certification Requirements

Application Overview:

The application submitted to the Texas Education Agency (TEA) must include an evaluation of how the district will transition to certification during the delay of teacher certification requirements. As part of this application process, districts are required to do the following:

- Identify the total number of uncertified individuals currently assigned to teach foundation curriculum courses in 2025-2026 as of the date of submission.
- Specify at least one EPP partner who will support certification efforts and reduce the district’s percentage of uncertified teachers.
- Enter the date of approval by the district board of trustees to submit the application for commissioner of education approval.
- Provide the web page link to the district board of trustees’ meeting agenda where the plan for the delay of teacher certification requirements was approved.
- Provide the webpage link to the board-approved plan.

District Plan to Address Uncertified Teachers

Prior to submitting the application, districts must create a plan for how they will meet the statutory guidelines for teacher certification requirements. The plan must include a reasonable timeline and strategy for how the district plans to come into compliance with the requirements before the start of the 2029-2030 academic year. Proposed strategies may include targeted goals to decrease the percentage of uncertified teachers annually, including by grade level/subject, strategies to support uncertified teachers in completing certification, and plans for recruiting future pipelines of certified teachers. As a part of this plan, districts should identify at least one educator preparation program (EPP) partner to support the effort. When developing the plan, districts are encouraged to review the [Newly Certified and New Teacher Hires dashboard](#) and the [Uncertified Teachers by District/School System Report](#). Both resources should provide districts with useful data to inform the development of their plan.

Once the district has developed their plan to address uncertified teachers, the district board of trustees must approve the plan. The board-approved plan should be posted in an easily accessible location on the district website. TEA will then issue final approval through the application process.

Application Submission:

Districts interested in submitting a request for approval to delay implementation of teacher certification requirements can access the application here: [Application Submission for Delay of Teacher Certification Requirements](#). The application opens on October 16, 2025, and will close on March 2, 2026.

This application has been designed in Smartsheet to streamline the information districts are required to provide and facilitate secure submission, review, and approval processes for districts and the agency. **IMPORTANT:** To ensure you receive important updates about your application status, please add the following email address to your district's safe sender list: automation@app.smartsheet.com. All approval or rejection notifications will be sent from this address via Smartsheet Automation.

Additional submission reminders:

- 1) Only one application should be filed per district; and
- 2) The application cannot be filed until after the district board of trustees approves it.

Application Approval:

All district applications will be subject to review and approval by the commissioner of education. Once submitted, applications will be reviewed and approved on a rolling schedule, with all notifications of approval shared no later than March 31, 2026.

Questions

For immediate questions regarding the contents of this TAA, please email HB2@tea.texas.gov.

For questions about the application submission, review and approval processes, please submit a Help Desk Ticket with the **Subject Line: HB 2 Delay of Teacher Certification Requirements Application** via Help Desk Ticket to [Educator Certification](#).



TORNILLO INDEPENDENT SCHOOL DISTRICT

INNOVATING – EMPOWERING – THRIVING

Minutes of Regular Board Meeting

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

Wednesday, November 19, 2025

Present: Ofelia Bosquez, Marlene Bullard, Ida Estrada, Maria Saldana, Enrique Vega

Absent: Ines Delgado, Hector Lopez.

5:30PM –
5:31PM

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.

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. Texas Pledge of Allegiance

Marlene Bullard, Board President, led the Board of Trustees in the Texas Pledge of Allegiance.

D. District Mission and Vision

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

5:31PM –
5:37PM

2. **(OTHER) Superintendent's Report**

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

No Action Necessary

5:37PM –
5:49PM

3. **(OTHER) District Recognitions**

A. 2025 Retirees

Ms. Lizeth Carroll, HR / Compliance Director, presented the Board of Trustees with the 2025 Retirees.

No Action Necessary.

5:49PM –
5:54PM

B. "Do Your Best" Student Recognitions - Senior CCMR Certifications

Mrs. Rosa Vega-Barrio, Superintendent, recognized the seniors with CCMR certifications.

No Action Necessary.

5:54PM –
5:57PM

C. "Do Your Best" Staff Recognitions - 1st 9 Weeks Perfect Attendance

Mrs. Rosa Vega-Barrio, Superintendent, recognized staff with perfect attendance for the 1st 9 weeks.

No Action Necessary.

5:57PM –
6:03PM

D. Staff Recognition

Mrs. Myrna Lopez, PK-8 Principal, recognized staff for supporting the campus.

No Action Necessary.



TORNILLO INDEPENDENT SCHOOL DISTRICT

INNOVATING – EMPOWERING – THRIVING

- 6:03PM –
6:11PM
4. **(OTHER) Open Forum**
- Mrs. Claudia Castro, TISD Parent Liaison, participated in Open Forum. She recognized a citizenship student for passing their exam.
 - Mrs. Estela Pacheco, TISD Parent, participated in Open Forum. She voiced concerns regarding communication between the campus and parents, bullying, and security cameras.
- 6:11PM –
6:16PM
5. **Lone Star Governance**
- A. **Student Outcome Monitoring:**
1. Bilingual Program Update
Ms. Lizeth Carroll, HR / Compliance Director, presented the Bilingual Program Update to the Board of Trustees.
No Action Necessary.
 2. Credit Recovery Update
Mr. Alejandro Olvera, THS Principal, presented the Credit Recovery Update to the Board of Trustees.
No Action Necessary.
 3. TSIA 2 Update
Mrs. Joanna Hernandez, College and Career Readiness Advisor, presented the TSIA2 Update to the Board of Trustees.
No Action Necessary.
- 6:16PM –
6:18PM
- 6:18PM –
6:19PM
- 6:19PM –
6:20PM
- B. (Accountability 1) Review Board's Time Use Tracker
Ms. Marlene Bullard, Board President, facilitated the review of the Board's Time Use Tracker.
No Action Necessary.
6. **(ADVOCACY) Community Engagement on Student Outcome Goals – None**
7. **(VISION Y) Information / Reports / Presentations**
- 6:20PM –
6:21PM
- A. Financial Reports-Information Only
Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Financial Reports for October 2025.
No Action Necessary.
- 6:21PM –
6:23PM
- B. 2025-2026 Application for Bilingual Exception / ESL Waiver
Ms. Lizeth Carroll, HR / Compliance Director, presented the Board of Trustees with the 2025-2026 Application for Bilingual Exception / ESL Waiver.
No Action Necessary.
- 6:23PM –
6:31PM
- C. Public Hearing on FIRST Ratings
Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the Public Hearing on FIRST Ratings.
No Action Necessary.



TORNILLO INDEPENDENT SCHOOL DISTRICT

INNOVATING – EMPOWERING – THRIVING

8. (VISION Y) Board Items

6:31PM –
6:33PM

- A. Consider Approval of 2025-2026 \$1000 One Time Lump Sum Payment
Mr. Luis M. Guerra, Director of Finance, presented the Board of Trustees with the 2025-2026 \$1000 One Time Lump Sum Payment.
Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the \$1000 one time lump sum, as presented. Passed.
Ofelia Bosquez: Yea, Marlene Bullard: Yea, Ida Estrada: Yea, Maria Saldana: Yea, Enrique Vega: Yea
Yea: 5, Nay: 0

6:33PM –
6:35PM

- B. Consider Approval of MOU between Tornillo ISD and Centro de Salud Familiar La Fe
Mrs. Rosa Vega-Barrio, Superintendent, presented the Board of Trustees with the MOU between Tornillo ISD and Centro de Salud Familiar La Fe.
Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve the MOU between Tornillo ISD and Centro de Salud Familiar La Fe, as presented. Passed.
Ofelia Bosquez: Yea, Marlene Bullard: Yea, Ida Estrada: Yea, Maria Saldana: Yea, Enrique Vega: Yea
Yea: 5, Nay: 0

6:35PM –
6:37PM

- C. Consideration and Approval of an Order Canvassing the Returns and Declaring the Results of the November 4, 2025, Tax Ratification Election
Mr. Luis M. Guerra, presented the Board of Trustees with the Order Canvassing the Returns and Declaring the Results of the November 4, 2025, Tax Ratification Election.
Ofelia Bosquez made the motion and Maria Saldana seconded the motion to adopt an order canvassing the returns and declaring the results of the November 4, 2025 tax ratification election, as presented. Passed
Ofelia Bosquez: Yea, Marlene Bullard: Yea, Ida Estrada: Yea, Maria Saldana: Yea, Enrique Vega: Yea
Yea: 5, Nay: 0

6:37PM –
6:38PM

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 - October 29, 2025
- B. Consider Approval of 2025-2026 Tax Ordinance Failed VATRE
- C. Consider Approval of Budget Amendments
- D. Consider Approval of Donations
- E. Consider Approval of Partnership with Region 11 for Blended Learning Professional Development and Coaching
- F. Consider Approval of TASB Policy Manual Update 126 (1st Reading) affecting the following (LOCAL) Policies: 125



TORNILLO INDEPENDENT SCHOOL DISTRICT

INNOVATING – EMPOWERING – THRIVING

BE(LOCAL): BOARD MEETINGS
BED(LOCAL): BOARD MEETINGS - PUBLIC PARTICIPATION
CJ(LOCAL): CONTRACTED SERVICES
CJA(LOCAL): CONTRACTED SERVICES - BACKGROUND CHECKS AND
REQUIRED REPORTING
CLE(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT -
REQUIRED DISPLAYS
CQB(LOCAL): TECHNOLOGY RESOURCES - CYBERSECURITY
CQD(LOCAL): TECHNOLOGY RESOURCES - ARTIFICIAL INTELLIGENCE
CSA(LOCAL): FACILITY STANDARDS - SAFETY AND SECURITY
CV(LOCAL): FACILITIES CONSTRUCTION
DBD(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS -
CONFLICT OF INTEREST
DEC(LOCAL): COMPENSATION AND BENEFITS - LEAVES AND ABSENCES
DFBB(LOCAL): TERM CONTRACTS - NONRENEWAL
DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE
COMPLAINTS/GRIEVANCES
DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT
EEP(LOCAL): INSTRUCTIONAL ARRANGEMENTS - LESSON PLANS
EFA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL
MATERIALS
EHBAF(LOCAL): SPECIAL EDUCATION - VIDEO/AUDIO MONITORING
EIA(LOCAL): ACADEMIC ACHIEVEMENT - GRADING/PROGRESS REPORTS
TO PARENTS
FA(LOCAL): PARENT RIGHTS AND RESPONSIBILITIES
FEF(LOCAL): ATTENDANCE - RELEASED TIME
FFAC(LOCAL): WELLNESS AND HEALTH SERVICES - MEDICAL
TREATMENT
FFB(LOCAL): STUDENT WELFARE - CRISIS INTERVENTION
FFF(LOCAL): STUDENT WELFARE - STUDENT SAFETY
FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT
FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND
PARENT COMPLAINTS/GRIEVANCES
FO(LOCAL): STUDENT DISCIPLINE
GF(LOCAL): PUBLIC COMPLAINTS
GKA(LOCAL): COMMUNITY RELATIONS - CONDUCT ON SCHOOL
PREMISES

Ofelia Bosquez made the motion and Ida Estrada seconded the motion to approve ALL items on the consent agenda, as presented. Passed
Ofelia Bosquez: Yea, Marlene Bullard: Yea, Ida Estrada: Yea, Maria Saldana: Yea, Enrique Vega: Yea
Yea: 5, Nay: 0

10. **Next Meeting Tentative Date:** January 28, 2026

There being no further business, Ofelia Bosquez made the motion and Enrique Vega seconded the motion to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 6:39 PM.

126

6:38PM –
6:39PM



TORNILLO INDEPENDENT SCHOOL DISTRICT

INNOVATING – EMPOWERING – THRIVING

Marlene Bullard
President, Board of Trustees

Date

Ofelia Bosquez
Secretary, Board of Trustees

Date

TORNILLO INDEPENDENT

SCHOOL DISTRICT

Educating children today to be the leaders of tomorrow.



Tornillo Independent School District Donation Acknowledgement Form

Date of Request: 12/15/25 School/Department: C02027/THS

On behalf of Tornillo Independent School District, I am asking that the Board of Trustees approves the acceptance of the following items:

Donation Description	Quantity	Value
Water case	1	\$ 3.98
Cases of Cup Noodles	2	\$10.98 ea (21.96)

Purpose of donation:
Fundraise money for C02027 account

Donor or Donor Organization Name: C02027 students/parents
Address, City, State & Zip Code: Tornillo, TX 79853

Check one Non-monetary donation
 This donation will be recorded in the campus/department activity account
 This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in
Club Name: _____
Account Number: _____
Sponsor Signature: _____ Date: _____

Requestor's Signature: [Signature] Date: 12/15/25
Board President Signature: _____ Date: _____

Copy to Finance Department & Requestor
Original to be kept by Executive Secretary

Vision: Believe we can succeed, with pride we will achieve.
Mission: The mission of the District is to educate and inspire students in a safe and supportive environment which will result in closing the achievement gap by preparing all students for college readiness and success in a global society.

TORNILLO INDEPENDENT

SCHOOL DISTRICT

Educating children today to be the leaders of tomorrow.



Tornillo Independent School District Donation Acknowledgement Form

Date of Request: 11-21-25 School/Department: Counseling Dept.

On behalf of Tornillo Independent School District, I am asking that the Board of Trustees approves the acceptance of the following items:

Donation Description	Quantity	Value
<u>Turkey Donation</u>	<u>5</u>	<u>100.00</u>

Purpose of donation: Turkey donation for Thanksgiving baskets for custodians & families in Tornillo community.

Donor or Donor Organization Name: Office of State Rep Mary Gonzalez
Address, City, State & Zip Code: PO Box 1243
San Elizario, TX 79849

Check one Non-monetary donation
 This donation will be recorded in the campus/department activity account
 This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in
Club Name: _____
Account Number: _____
Sponsor Signature: _____ Date: _____

Requestor's Signature: [Signature] Date: 11-21-25

Board President Signature: _____ Date: _____

Copy to Finance Department & Requestor
Original to be kept by Executive Secretary

Vision: Believe we can succeed. with pride we will achieve.
Mission: The mission of the District is to educate and inspire students in a safe and supportive environment which will result in closing the achievement gap by preparing all students for college readiness and success in a global society.

TORNILLO INDEPENDENT

SCHOOL DISTRICT

Educating children today to be the leaders of tomorrow.



Tornillo Independent School District Donation Acknowledgement Form

Date of Request: 11-21-25 School/Department: Counseling Dept.

On behalf of Tornillo Independent School District, I am asking that the Board of Trustees approves the acceptance of the following items:

Donation Description	Quantity	Value
<u>Turkey Donation</u>	<u>3</u>	<u>60.00</u>

Purpose of donation:

Turkey donation for Thanksgiving baskets for students & families in Tornillo Community

Donor or Donor Organization Name: Food City

Address, City, State & Zip Code: 7444 Hwy 290, 21 Paso, N. 79015

Check one

Non-monetary donation

This donation will be recorded in the campus/department activity account

This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in

Club Name: _____

Account Number: _____

Sponsor Signature: _____ Date: _____

Requestor's Signature: [Signature] Date: 11-21-25

Board President Signature: _____ Date: _____

Copy to Finance Department & Requestor

Original to be kept by Executive Secretary

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

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

TORNILLO INDEPENDENT SCHOOL DISTRICT

Educating children today to be the leaders of tomorrow.



Tornillo Independent School District Donation Acknowledgement Form

Date of Request: _____ School/Department: _____

On behalf of Tornillo Independent School District, I am asking that the Board of Trustees approves the acceptance of the following items:

Donation Description	Quantity	Value

Purpose of donation:

Donor or Donor Organization Name: _____
 Address, City, State & Zip Code: _____

Check one Non-monetary donation
 This donation will be recorded in the campus/department activity account
 This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in
 Club Name: _____
 Account Number: _____ - _____ - _____ - _____ - _____ - _____
 Sponsor Signature: _____ Date: _____

Requestor's Signature: *R Aguilar* Date: 1/21/2026
 Board President Signature: _____ Date: _____

Copy to Finance Department & Requestor
 Original to be kept by Executive Secretary

Vision: Believe we can succeed, with pride we will achieve.
Mission: The mission of the District is to educate and inspire students in a safe and supportive environment which will result in closing the achievement gap by preparing all students for college readiness and success in a global society.

Representative / Company	Type	Amount
Larry Porras, RYHT	Gift Cards	12 - \$50
Raiz FCU	Gift Cards	12 - \$100
Linebarger	Gift Cards	12 - \$50
El Paso Reprographics	Check	\$400.00
Barbara Amaya, Region 19	Gift Cards	16 - Various amounts
Frank Martinez, FFGA	Gift Cards	12 - \$100
Frontline Builders & Happy Products	Coffee	

(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 126

Tornillo ISD

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
BE	(LOCAL)	Replace policy	Revised policy
BED	(LOCAL)	Replace policy	Revised policy
CJ	(LOCAL)	Replace policy	Revised policy
CJA	(LOCAL)	Replace policy	Revised policy
CLE	(LOCAL)	Replace policy	Revised policy
CQB	(LOCAL)	Replace policy	Revised policy
CQD	(LOCAL)	ADD policy	See explanatory note
CSA	(LOCAL)	Replace policy	Revised policy
CV	(LOCAL)	Replace policy	Revised policy
DBD	(LOCAL)	Replace policy	Revised policy
DEC	(LOCAL)	Replace policy	Revised policy
DFBB	(LOCAL)	Replace policy	Revised policy
DGBA	(LOCAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
EEP	(LOCAL)	ADD policy	See explanatory note
EFA	(LOCAL)	Replace policy	Revised policy
EHBAF	(LOCAL)	Replace policy	Revised policy
EIA	(LOCAL)	Replace policy	Revised policy
FA	(LOCAL)	ADD policy	See explanatory note
FEF	(LOCAL)	ADD policy	See explanatory note
FFAC	(LOCAL)	Replace policy	Revised policy
FFB	(LOCAL)	Replace policy	Revised policy
FFF	(LOCAL)	Replace policy	Revised policy
FFG	(LOCAL)	Replace policy	Revised policy
FNG	(LOCAL)	Replace policy	Revised policy
FO	(LOCAL)	Replace policy	Revised policy
GF	(LOCAL)	Replace policy	Revised policy
GKA	(LOCAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 126

Tornillo ISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

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

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

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

BE(LOCAL)

BOARD MEETINGS

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

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

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

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

BED(LOCAL)

BOARD MEETINGS: PUBLIC PARTICIPATION

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

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

CJ(LOCAL)

CONTRACTED SERVICES

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

CJA(LOCAL)

CONTRACTED SERVICES: BACKGROUND CHECKS AND REQUIRED REPORTING

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

Explanatory Notes

TASB Localized Policy Manual Update 126

Tornillo ISD

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

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

CQB(LOCAL) TECHNOLOGY RESOURCES: CYBERSECURITY

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

CQD(LOCAL) TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE

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

CSA(LOCAL) FACILITY STANDARDS: SAFETY AND SECURITY

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

CV(LOCAL) FACILITIES CONSTRUCTION

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

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

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

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

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

DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

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

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 126

Tornillo ISD

DFBB(LOCAL) TERM CONTRACTS: NONRENEWAL

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

DGBA(LOCAL) PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

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

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

DH(LOCAL) EMPLOYEE STANDARDS OF CONDUCT

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

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

EEP(LOCAL) INSTRUCTIONAL ARRANGEMENTS: LESSON PLANS

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

EFA(LOCAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

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

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

EHBAF(LOCAL) SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

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

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

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

Explanatory Notes

TASB Localized Policy Manual Update 126

Tornillo ISD

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

FA(LOCAL) PARENT RIGHTS AND RESPONSIBILITIES

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

FEF(LOCAL) ATTENDANCE: RELEASED TIME

This local policy is recommended for inclusion in the district's manual to reflect SB 1049 requirements regarding released time courses.

FFAC(LOCAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

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

At Epinephrine, references to "epinephrine auto-injector" have been updated to "epinephrine delivery system" in accordance with SB 1619.

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.

FFB(LOCAL) STUDENT WELFARE: CRISIS INTERVENTION

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

FFF(LOCAL) STUDENT WELFARE: STUDENT SAFETY

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

FFG(LOCAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

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

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

FNG(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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

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

Explanatory Notes

TASB Localized Policy Manual Update 126

Tornillo ISD

FO(LOCAL)

STUDENT DISCIPLINE

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

GF(LOCAL)

PUBLIC COMPLAINTS

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

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

GKA(LOCAL)

COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

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

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

BOARD MEETINGS

BE
(LOCAL)

Meeting Place and Time

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

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

Regular Meetings

Regular meetings of the Board shall normally be held on the last Wednesday of each month at 5:30 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

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

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

Agenda

Deadline

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

Preparation

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

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

Notice to Members

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

Closed Meeting

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

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

Order of Business

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

Rules of Order

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

Record Vote

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

Consent Agenda

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

Minutes

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

[See CPC regarding retention of records.]

Discussions and Limitation

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

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

Limit on Participation	Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
Public Comment	Public comment shall occur at the beginning of the meeting. [See FA]
Regular Meetings	At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.
Special Meetings	At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.
Procedures	<p>Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board.</p> <p>Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed three minutes per meeting.</p>
Meeting Management	When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.
Board's Response	Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
Complaints and Concerns	<p>The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:</p> <ul style="list-style-type: none">• Employee complaints: DGBA• Student or parent complaints: FNG• Public complaints: GF

Disruption

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

CONTRACTED SERVICES

CJ
(LOCAL)

**Employment
Assistance
Prohibited**

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

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

[See also DC for prohibitions relating to employees.]

**Prohibited
Classroom
Instruction or
Activities**

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

**Prohibition on
Diversity, Equity,
and Inclusion**

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

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

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

[See BT(LEGAL)]

CONTRACTED SERVICES
BACKGROUND CHECKS AND REQUIRED REPORTING

CJA
(LOCAL)

Emergencies

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

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

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT
REQUIRED DISPLAYS

CLE
(LOCAL)

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

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

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

Training The Board delegates to the Superintendent the authority to:

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

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

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

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

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

Training

The Board delegates to the Superintendent the authority to:

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

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

Use in District

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

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

**Building Access
Control**

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

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

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

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

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

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

**Designation and Use
of Private Spaces**

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

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

Compliance with Law

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

Construction Contracts

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

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

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

Change Orders

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

Project Administration

All construction projects shall be administered by the Superintendent.

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

Final Payment

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

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

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

**Disclosure —
General Standard**

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

Specific Disclosures
Substantial Interest

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

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

Interest in Property

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

Annual Financial
Management
Report

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

[See BBFA]

Gifts

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

Endorsements

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

Sales

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

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

**Nonschool
Employment**

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

Private Tutoring

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

**Personal Services
Performed by an
Administrator**

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

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

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**Leave
Administration**

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

Definitions

The term "immediate family" is defined as:

Immediate Family

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

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

Family Emergency

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

Leave Day

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

School Year

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

Daily Rate of Pay

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

Catastrophic Illness
or Injury

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

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relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

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

Availability

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

State Earning Local Leave

An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

Deductions

Leave Without Pay

The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

*Employed for
Less Than Full
Year*

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

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

*Employed for Full
Year*

If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

Recording

Leave shall be recorded as follows:

1. For positions for which a substitute is normally required, leave shall be recorded in half-day increments, even if a substitute is not employed.
2. For positions for which a substitute is not normally required, leave shall be recorded on an hourly basis.
3. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.

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Order of Use

Earned compensatory time shall be used before any available paid state and local leave. [See DEAB]

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Local leave.
2. State sick leave accumulated before the 1995–96 school year.
3. State personal leave.

Use of sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

Concurrent Use of Leave

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave, as applicable, except as provided below.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

Exception

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

Medical Certification

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

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

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

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State Personal Leave	The Board requires employees to differentiate the manner in which state personal leave is used.
Nondiscretionary Use	Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)] Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.
Discretionary Use	Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.
<i>Request for Leave</i>	In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.
Schedule Limitations	Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, or the first or last workday of the school year.
Duration of Leave	Discretionary use of state personal leave shall not exceed three consecutive workdays.
Local Leave	Each employee shall earn five paid local leave days per school year in accordance with administrative regulations. Local leave shall accumulate without limit. Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year, except that an employee may contribute local leave to a sick leave bank. [See DEC(LEGAL)]
Sick Leave Bank	The District shall establish a sick leave bank that employees may join through 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 and the employee has exhausted all paid leave and any applicable compensatory time.

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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.

The Superintendent or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Family and Medical Leave

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

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.

Combined Leave for Spouses

When both spouses are employed by the District, the District shall not limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks, nor shall the District limit military caregiver leave to a combined total of 26 weeks.

Intermittent or Reduced Schedule Leave

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of Leave

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

Fitness-for-Duty Certification

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

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Leave at the End of Semester	When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.
Failure to Return	If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), Recovery of Benefit Cost]
Temporary Disability Leave	<p>Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]</p> <p>An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.</p> <p>The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.</p>
Workers' Compensation	<hr/> <p>Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.</p> <hr/>
No Paid Leave Offset	<p>An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.</p> <p>The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]</p>
Court Appearances	<p>Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.</p> <p>Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.</p>
Annual Payment for Unused Leave	<p>Each employee may request annual payment for unused local leave to a maximum of three days per school year.</p> <p>An employee who wishes to receive payment for unused leave must submit his or her written request in accordance with administrative procedures.</p>

**Payment for
Accumulated Leave
Upon Retirement**

The employee shall receive payment for each day of unused local leave at a rate established by the Board.

Days for which the employee received payment shall not be available to that employee for use in the District.

The rate established by the Board shall be in effect until a new rate is adopted. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

The following leave provisions shall apply to state leave accumulated beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for payment for accumulated state leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Noncontract employees must provide written notice at least two weeks before the last day of employment.
3. The employee has at least 10 years of service with the District.
4. The employee has at least five days of available state leave.

The employee shall receive payment for each day of accumulated state leave, to a maximum of 30 days, at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Reasons

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

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

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

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

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

Recommendations
from Administration

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

Superintendent's
Recommendation

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

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

Notice of Proposed
Nonrenewal

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

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

Request for Hearing

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

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

Hearing Procedures

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

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

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

6. Closing arguments may be made by each party.

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

Board Decision

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

No Hearing

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

Complaints

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

Other Complaint Processes

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

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

Notice to Employees

The District shall inform employees of this policy through appropriate District publications and on the District’s website.

Informal Process

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

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

Filing Deadlines

If an employee has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a

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resolution during the process, the employee must file a complaint within 15 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

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

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

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

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

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

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

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

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

Freedom from Retaliation Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

**Whistleblower
Complaints**

Whistleblower complaints shall be filed within the time specified by law and may be made beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]

**Complaints Against
Supervisors**

Complaints alleging a violation of law by a supervisor may be made to the Superintendent. Complaints alleging a violation of law by the Superintendent may be submitted directly to the Board or Board's designee.

**Direct
Communication with
Board Members**

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.

Scheduling
Hearings

The District shall make reasonable attempts to schedule hearings at a mutually agreeable time. If the employee fails to appear at a scheduled hearing, the District may hold the hearing and issue a decision in the employee's absence.

Decision

A "decision" shall mean a written communication to the employee from the appropriate administrator that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.

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

A decision may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail

to the employee's mailing address of record. Mailed decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Representative

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

The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three business days' notice to the District before a scheduled hearing, the District may reschedule the 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

To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from an event or series of related events shall be consolidated.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and
Appeal Forms

Complaints and appeals under this policy shall be submitted on a form provided by the District.

Copies of any documents that support the complaint should be included with the complaint form. If the employee does not have copies of these documents, copies may be presented at the Level One hearing. After the Level One hearing, the employee may supplement the record with additional documents or include additional claims.

Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the employee who filed the complaint, documents determined relevant by District personnel, and the decision.

Remand

A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

**Assignment of
Hearing Officer**

When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.

Investigation

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

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Complaint Levels

Level One

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

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

Level Two

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

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

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

The Level One record shall include:

1. The original complaint form and any attachments.
2. Any other documents submitted by the employee at Level One.
3. If the complaint is against a District employee, the written response of the District employee, if any.

4. The decision issued at Level One and any attachments.
5. All other documents relied upon by the Level One hearing officer in reaching the Level One decision.

The hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the employee a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider the Level One record, any additional information provided prior to the Level Two hearing, and any other relevant documents or information the hearing officer believes will help resolve the complaint.

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

Level Three

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

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

Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

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

The Superintendent shall inform the employee whether the Board or a Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

At least five business days before the Board or Board committee meeting, the Superintendent shall provide the employee a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

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

The Level Two record shall include:

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

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

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by Board members.

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

The Board or Board committee shall then consider the complaint. It shall make a decision no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The employee shall be provided a decision in accordance with this policy and state law.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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

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

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

Violations of Standards of Conduct

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

Weapons Prohibited

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

Exceptions

No violation of this policy occurs when:

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

Electronic Communication

Use with Students

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

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

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

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

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

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

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

Personal Use

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

Reporting Improper Communication

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

Disclosing Personal Information

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

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Prohibited Classroom Instruction or Activities

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

Prohibited Diversity, Equity, and Inclusion Duties

An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly:

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

[See BT(LEGAL)]

Social Transitioning

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

Safety Requirements

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

Harassment or Abuse

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

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

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

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

Relationships with Students

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

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

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

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

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

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

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

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

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

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

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

Exceptions

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

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

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

Sanctions

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

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

Notice

Employees shall receive a copy of this policy.

Arrests, Indictments, Convictions, and Other Adjudications

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

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

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

**Instructional Plan
and Course Syllabus**

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

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

District Website

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

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

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

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

Objectives

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

Selection

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

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

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

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

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

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

Parent Request for Instructional Material Review

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

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

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

Reconsideration of Instructional Materials

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

Guiding Principles

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

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

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

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

*Informal
Reconsideration*

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

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

*Formal Request for
Reconsideration*

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

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

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

*Frequency of
Review*

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

Appeal

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

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

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

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

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

Requests

For Following Year

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

For Current Year

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

Response

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

Notice

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

Installation and Operation

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

When the District has installed video cameras in a classroom as required by law, the District shall operate the cameras during the

instructional day at all times when one or more students are in the classroom. For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom.

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

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

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

Retention of Recordings

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

Confidentiality of Recordings

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

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

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

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

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

Reporting an Incident

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

Complaints

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

Relation to Essential Knowledge and Skills	<p>The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.</p> <p>Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated District objectives.</p>
Guidelines for Grading	<p>The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.</p> <p>The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.</p>
Progress Reporting	<p>The District shall issue grade reports/report cards every nine weeks on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.</p>
Interim Reports	<p>Interim progress reports shall be issued for all students after the third week and the sixth week of each grading period. Supplemental progress reports may be issued at the teacher's discretion.</p>
Conferences	<p>Each year, the District shall provide at least two opportunities for in-person conferences between each parent and the student's teacher. Additional conferences may be requested by a teacher or parent as needed.</p>
Academic Dishonesty	<p>A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, the use of artificial intelligence to complete an assignment in part or in whole unless approved by the classroom teacher [see CQD], and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, information from students, or the use of an artificial intelligence detection tool selected by the District.</p>

PARENT RIGHTS AND RESPONSIBILITIES

FA
(LOCAL)

Parent Portal

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

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

Release from School

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

Exception for
Released Time
Course

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

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

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

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

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

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

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

Medication Provided by Parent

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

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication in accordance with legal requirements.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

Medication Provided by District

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

Epinephrine

The District authorizes school personnel who have agreed in writing and been adequately trained to administer an unassigned epinephrine delivery system, such as an auto-injector or nasal spray, in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.

On Campus

Authorized and trained individuals may administer an unassigned epinephrine delivery system at any time to a person experiencing anaphylaxis on a school campus.

The District shall ensure that at each campus a sufficient number of authorized individuals are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

Maintenance, Availability, and Training

The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of authorized individuals in accordance with law; procedures for delivery system use; and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine at each campus.

<i>Notice to Parents</i>	In accordance with law, the District shall provide notice of the policy to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.
Opioid Antagonist	This provision shall be applicable to every campus.
<i>On Campus</i>	<p>The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.</p> <p>Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.</p>
<i>Maintenance, Availability, Training, and Reporting</i>	<p>Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.</p> <p>All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.</p> <p>The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.</p>
Psychotropics	<p>Except as permitted by law, an employee shall not:</p> <ol style="list-style-type: none">1. Recommend to a student or a parent that the student use a psychotropic drug;2. Suggest a particular diagnosis; or3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.
Medical Treatment	<p>A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.</p> <p>The District shall seek appropriate emergency care for a student as required or deemed necessary.</p>

**Threat Assessment
and Safe and
Supportive Team**

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

Training

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

Student Reports

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

Employee
Confidentiality

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

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

Notification to
Teaching Staff of
Threat

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

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

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

Imminent Threats or
Emergencies

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

Threat Assessment
Process

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

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

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

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

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

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

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

As appropriate, the team may refer a student:

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

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

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Guidance to School
Community

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

Reports

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

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

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

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

For purposes of this policy, misconduct is defined as an individual's alleged abuse or commission of an otherwise unlawful act with a student or involvement in a romantic relationship, or soliciting or engaging in sexual contact with a student.

**Notice of Suspected
Criminal Offense**

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

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

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

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

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

Training

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

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

**Reporting Child
Abuse and Neglect**

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

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

The following individuals have an additional legal obligation to submit a written or oral report within 24 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

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

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

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

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

Oral Reports

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

Restrictions on Reporting

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

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

Making a Report

Reports may be made to any of the following:

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

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

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

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

Confidentiality

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

Immunity

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

**Failing to Report
Suspected Child
Abuse or Neglect**

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

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

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

**Responsibilities
Regarding
Investigations**

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

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

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

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

Complaints

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

Other Complaint
Processes

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

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

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

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

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications and on the District's website.

Informal Process

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

Filing Deadlines

After Informal Process

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

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

[See Formal Process, below]

No Prior Informal Process

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

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

Deadline Extensions

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

Formal Process

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

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

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

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

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

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

Option to Continue Informal Process

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

Notice of Complaint

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

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**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, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.

Scheduling
Hearings

The District shall make reasonable attempts to schedule hearings at a mutually agreeable time. If a complainant fails to appear at a scheduled hearing, the District may hold the hearing and issue a decision in the complainant's absence.

Decision

A "decision" shall mean a written communication to the complainant from the appropriate administrator that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.

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

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

Representative

"Representative" shall mean any person who or organization that is designated by the complainant to represent the complainant in the complaint process. A student may be represented by an adult at any level of the complaint.

The complainant may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the complainant designates a representative with fewer than three

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	<p>business days' notice to the District before a scheduled hearing, the District may reschedule the 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.</p>
Consolidating Complaints	<p>To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from an event or series of related events shall be consolidated.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be included with the complaint form. If the complainant does not have copies of these documents, copies may be presented at the Level One hearing. After the Level One hearing, the complainant may supplement the record with additional documents or include additional claims.</p>
Record	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.</p>
Remand	<p>A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</p> <p>If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>
Assignment of Hearing Officer	<p>When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.</p>
Investigation	<p>The District may conduct an investigation at any level in the complaint process. If the District and the complainant mutually agree, all deadlines shall be suspended during an investigation.</p>
Complaint Levels Level One	<p>At Level One, the appropriate hearing officer shall hold a hearing with the complainant within 10 calendar days after receipt of the</p>

written complaint. The hearing officer may set reasonable time limits for the hearing.

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

Level Two

If the complainant did not receive the relief requested at Level One or if the time for a decision has expired, the complainant may request a hearing at Level Two to appeal the Level One decision.

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

After receiving notice of the appeal, the Level One hearing officer shall prepare and forward a record of the Level One complaint to the Level Two hearing officer and provide a copy of the Level One record to the complainant.

The Level One record shall include:

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

The hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider the Level One record, any additional information provided prior to the Level Two hearing, and any other relevant documents or information the hearing officer believes will help resolve the complaint.

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

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Level Three

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

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

Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

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

The Superintendent shall inform the complainant whether the Board or a Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

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

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

The Level Two record shall include:

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

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

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At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the complainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by Board members.

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

The Board or Board committee shall then consider the complaint. It shall make a decision no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The complainant shall be provided a decision in accordance with this policy and state law.

Student Code of Conduct

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

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

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

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

Revisions

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

Extracurricular Standards of Behavior

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

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

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

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

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“Parent” Defined

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

General Discipline Guidelines

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

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

Corporal Punishment

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

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

Guidelines

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

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

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

Disciplinary
Records

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

Physical Restraint

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

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

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

**Video and Audio
Monitoring**

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

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

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in

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violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

Access to
Recordings

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

Complaints

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

Other Complaint Processes

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

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

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

Informal Process

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

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

Filing Deadlines

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

Deadline Extensions

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

Formal Process

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

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

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, the individual shall file a Level One complaint with the

campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.

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

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

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

Option to Continue Informal Process

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

Notice of Complaint

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

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.

Scheduling Hearings

The District shall make reasonable attempts to schedule hearings at a mutually agreeable time. If the complainant fails to appear at a

scheduled hearing, the District may hold the hearing and issue a decision in the complainant's absence.

Decision

A "decision" shall mean a written communication to the complainant from the appropriate administrator that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.

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

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

Representative

"Representative" shall mean any person who or organization that is designated by a complainant to represent the complainant in the complaint process.

The complainant may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the complainant designates a representative with fewer than three business days' notice to the District before a scheduled hearing, the District may reschedule the 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

To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from an event or series of related events shall be consolidated.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and
Appeal Forms

Complaints and appeals under this policy shall be submitted on a form provided by the District.

Copies of any documents that support the complaint should be included with the complaint form. If the complainant does not have copies of these documents, copies may be presented at the Level One hearing. After the Level One hearing, the complainant may supplement the record with additional documents or include additional claims.

PUBLIC COMPLAINTS

GF
(LOCAL)

Record	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.</p>
Remand	<p>A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</p> <p>If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>
Assignment of Hearing Officer	<p>When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.</p>
Investigation	<p>The District may conduct an investigation at any level in the complaint process. If the District and the complainant mutually agree, all deadlines shall be suspended during an investigation.</p>
Complaint Levels	<p>At Level One, the appropriate hearing officer shall hold a hearing with the complainant within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.</p>
Level One	<p>The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.</p>
Level Two	<p>If the complainant did not receive the relief requested at Level One or if the time for a decision has expired, the complainant may request a hearing at Level Two to appeal the Level One decision.</p> <p>The appeal notice must be filed in writing, on a form provided by the District, within 20 calendar days of the date of the Level One decision or, if no decision has been communicated to the complainant, within 20 calendar days of the Level One decision deadline.</p> <p>After receiving notice of the appeal, the Level One hearing officer shall prepare and forward a record of the Level One complaint to the Level Two hearing officer and provide a copy of the Level One record to the complainant.</p>

The Level One record shall include:

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

The hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider the Level One record, any additional information provided prior to the Level Two hearing, and any other relevant documents or information the hearing officer believes will help resolve the complaint.

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

Level Three

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

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

Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

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

The Superintendent shall inform the complainant whether the Board or a Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

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

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

The Level Two record shall include:

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

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

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the complainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by Board members.

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

The Board or Board committee shall then consider the complaint. It shall make a decision no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The complainant shall be provided a decision in accordance with this policy and state law.

Access to District Property

Authorized District officials, including school resource officers and District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

District officials may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

Ejection or Exclusion under Education Code 37.105

In accordance with Education Code 37.105, a District official shall provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process.

A person appealing under the District's grievance process shall be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See FNG and GF]

Off-Campus Activities

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

Prohibitions

Tobacco and E-Cigarettes

The District prohibits smoking and the use of tobacco products, e-cigarettes, or other electronic vaporizing devices on District property, in District vehicles, or at school-related activities.

Weapons

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

Exceptions

No violation of this policy occurs when:

1. An individual who holds a handgun license in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, as long as the handgun or other firearm is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]



(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.

Meeting Place and Time

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

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

Regular Meetings

Regular meetings of the Board shall normally be held on the last Wednesday of each month at 5:30 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

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

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

Agenda

Deadline

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

Preparation

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

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

Notice to Members

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

Closed Meeting

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

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

Order of Business

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

Rules of Order

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

~~Voting~~ Record Vote

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

Consent Agenda

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

Minutes

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

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

Discussions and Limitation

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

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

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

Limit on Participation

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

Public Comment

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

Regular Meetings

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

Special Meetings

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

Procedures

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

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

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

Meeting Management

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

Board's Response

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

Complaints and Concerns

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

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

Disruption

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

Employment Assistance Prohibited

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

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

[See also DC for prohibitions relating to employees.]

Prohibited Classroom Instruction or Activities

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

Prohibition on Diversity, Equity, and Inclusion

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

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

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

[See BT(LEGAL)]

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

CJA
(LOCAL)

Emergencies

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

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

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

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

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

Training The Board delegates to the Superintendent the authority to:

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

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

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

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

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

Training

The Board delegates to the Superintendent the authority to:

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

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

Use in District

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

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

**Building Access
Control**

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

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

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

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

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

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

**Designation and Use
of Private Spaces**

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

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

Compliance with Law

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

Construction Contracts

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

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

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

Change Orders

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

Project Administration

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

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

Final Payment

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

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

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

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

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

Specific Disclosures
Substantial Interest

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

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

Interest in Property

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

Annual Financial
Management
Report

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

[See BBFA]

Gifts

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

Endorsements

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

Sales

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

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

**Nonschool
Employment**

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

Private Tutoring

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

**Personal Services
Performed by an
Administrator**

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

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

**Leave
Administration**

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

Definitions

The term “immediate family” is defined as:

Immediate Family

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

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

Family Emergency

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

Leave Day

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

School Year

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

Daily Rate of Pay

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

Catastrophic Illness
or Injury

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

relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

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

Availability

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

State Earning Local Leave

An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

Deductions

Leave Without Pay

The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

*Employed for
Less Than Full
Year*

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

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

*Employed for Full
Year*

If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

Recording

Leave shall be recorded as follows:

1. For positions for which a substitute is normally required, leave shall be recorded in half-day increments, even if a substitute is not employed.
2. For positions for which a substitute is not normally required, leave shall be recorded on an hourly basis.
3. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.

Order of Use

Earned compensatory time shall be used before any available paid state and local leave. [See DEAB]

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Local leave.
2. State sick leave accumulated before the 1995–96 school year.
3. State personal leave.

Use of sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

Concurrent Use of Leave

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave, *as applicable, except as provided below*.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

Exception

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

Medical Certification

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

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

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

State Personal Leave	The Board requires employees to differentiate the manner in which state personal leave is used.
Nondiscretionary Use	Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)] Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.
Discretionary Use	Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.
<i>Request for Leave</i>	In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.
Schedule Limitations	Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, or the first or last workday of the school year.
Duration of Leave	Discretionary use of state personal leave shall not exceed three consecutive workdays.
Local Leave	Each employee shall earn five paid local leave days per school year in accordance with administrative regulations. Local leave shall accumulate without limit. Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year, except that an employee may contribute local leave to a sick leave bank. [See DEC(LEGAL)]
Sick Leave Bank	The District shall establish a sick leave bank that employees may join through 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 and the employee has exhausted all paid leave and any applicable compensatory time.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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.

The Superintendent or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Family and Medical Leave

~~FMLA leave~~The District shall ~~run concurrently with applicable paid leave and compensatory time, as applicable.~~

~~Note: See DECA(LEGAL) for provisions addressing FMLA~~make FMLA leave available to employees in accordance with DECA(LEGAL) and the following provisions.

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.

Combined Leave for Spouses

When both spouses are employed by the District, the District shall not limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks, nor shall the District limit military caregiver leave to a combined total of 26 weeks.

Intermittent or Reduced Schedule Leave

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of Leave

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

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(LOCAL)

Fitness-for-Duty Certification	In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.
Leave at the End of Semester	When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.
Failure to Return	If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), Recovery of Benefit Cost]
Temporary Disability Leave	<p>Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]</p> <p>An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.</p> <p>The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.</p>
Workers' Compensation	<hr/> <p>Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.</p> <hr/>
No Paid Leave Offset	<p>An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.</p> <p>The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]</p>
Court Appearances	<p>Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.</p> <p>Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.</p>

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**Annual Payment for
Unused Leave**

Each employee may request annual payment for unused local leave to a maximum of three days per school year.

An employee who wishes to receive payment for unused leave must submit his or her written request in accordance with administrative procedures.

The employee shall receive payment for each day of unused local leave at a rate established by the Board.

Days for which the employee received payment shall not be available to that employee for use in the District.

The rate established by the Board shall be in effect until a new rate is adopted. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

**Payment for
Accumulated Leave
Upon Retirement**

The following leave provisions shall apply to state leave accumulated beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for payment for accumulated state leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Noncontract employees must provide written notice at least two weeks before the last day of employment.
3. The employee has at least ~~ten~~10 years of service with the District.
4. The employee has at least five days of available state leave.

The employee shall receive payment for each day of accumulated state leave, to a maximum of 30 days, at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Reasons

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

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

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

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

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

Recommendations
from Administration

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

Superintendent's
Recommendation

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

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

Notice of Proposed
Nonrenewal

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

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

Request for Hearing

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

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

Hearing Procedures

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

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

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

6. Closing arguments may be made by each party.

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

Board Decision

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

No Hearing

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

Complaints

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

Other Complaint Processes

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

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

Notice to Employees

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

~~Guiding Principles~~ Informal Process

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

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

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

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

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

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

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

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

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

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

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

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

Option to Continue
Informal Process

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

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

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

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

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

~~Days~~

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

~~Representative~~ Representative

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

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

~~Consolidating~~
~~Complaints~~

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

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

~~Untimely Filings~~

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

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

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

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

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

Complaint Levels

Level One

~~Complaint forms must be filed:~~

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

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

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

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

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

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

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

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

Level Two

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

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

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

The Level One record shall include:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Violations of Standards of Conduct

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

Weapons Prohibited

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

Exceptions

No violation of this policy occurs when:

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

Electronic Communication

Use with Students

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

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

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

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

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

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

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

Personal Use

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

Reporting Improper Communication

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

Disclosing Personal Information

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

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

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

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

[See BT(LEGAL)]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Exceptions

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

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

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

Sanctions

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

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

Notice

Employees shall receive a copy of this policy.

Arrests, Indictments, Convictions, and Other Adjudications

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

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

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

**Instructional Plan
and Course Syllabus**

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

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

District Website

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

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

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

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

Objectives

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

Selection

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

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

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

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

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

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

Parent Request for Instructional Material Review

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

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

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

Reconsideration of Instructional Materials

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

Guiding Principles

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

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

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

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

*Informal
Reconsideration*

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

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

*Formal Request for
Reconsideration*

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

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

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

*Frequency of
Review*

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

Appeal

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

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

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

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

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

Requests

For Following Year

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

For Current Year

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

Response

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

Notice

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

Installation and Operation

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

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

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

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

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

Retention of Recordings

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

Confidentiality of Recordings

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

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

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

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

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

Reporting an Incident

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

Complaints

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

Relation to Essential Knowledge and Skills

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

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

Guidelines for Grading

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

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

Progress Reporting

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

Interim Reports

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

Conferences

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

Academic Dishonesty

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

employee, taking into consideration written materials, observation,
~~or~~ information from students, [or the use of an artificial intelligence
detection tool selected by the District.](#)

PARENT RIGHTS AND RESPONSIBILITIES

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Parent Portal

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

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

Release from School

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

Exception for
Released Time
Course

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

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

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

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

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

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

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

Medication Provided by Parent

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

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

Medication Provided by District

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

Epinephrine

The District authorizes school personnel who have agreed in writing and been adequately trained to administer an unassigned epinephrine **delivery system, such as an auto-injector or nasal spray**, in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.

On Campus

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

The District shall ensure that at each campus a sufficient number of authorized individuals are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

Maintenance, Availability, and Training

The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of authorized individuals in accordance with law; procedures for **auto-injector delivery system** use; and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine **auto-injectors** at each campus.

<i>Notice to Parents</i>	In accordance with law, the District shall provide notice of the policy to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.
Opioid Antagonist	This provision shall be applicable to every campus.
<i>On Campus</i>	The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose. Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.
<i>Maintenance, Availability, Training, and Reporting</i>	Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available. All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist. The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.
Psychotropics	Except as permitted by law, an employee shall not: <ol style="list-style-type: none">1. Recommend to a student or a parent that the student use a psychotropic drug;2. Suggest a particular diagnosis; or3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.
Medical Treatment	A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form. The District shall seek appropriate emergency care for a student as required or deemed necessary.

**Threat Assessment
and Safe and
Supportive Team**

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

Training

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

Student Reports

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

Employee
Confidentiality

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

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

Notification to
Teaching Staff of
Threat

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

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

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

Imminent Threats or
Emergencies

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

Threat Assessment
Process

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

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

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

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

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

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

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

As appropriate, the team may refer a student:

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

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

STUDENT WELFARE
CRISIS INTERVENTION

FFB
(LOCAL)

Guidance to School
Community

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

Reports

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

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

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

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

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

Notice of Suspected Criminal Offense

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

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

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

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

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

Training

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

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

**Reporting Child
Abuse and Neglect**

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

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

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

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

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

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

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

Oral Reports

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

Restrictions on Reporting

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

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

Making a Report

Reports may be made to any of the following:

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

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

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

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

Confidentiality

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

Immunity

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

Failing to Report Suspected Child Abuse or Neglect

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

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

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

Responsibilities Regarding Investigations

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

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

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

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

Complaints

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

Other Complaint Processes

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

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

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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(LOCAL)

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

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

Notice to Students and Parents

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

Guiding Principles
Informal Process

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

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

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

After Informal Process

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

[See Formal Process, below]

No Prior Informal Process

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

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

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

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

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

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

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

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

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

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

Option to Continue Informal Process

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

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

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

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

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

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

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

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

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

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

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

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

The Level One record shall include:

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

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

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

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

Level Three

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

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

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

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

The Superintendent shall inform the complainant whether the Board or a Board committee will hear the appeal and of the date,

time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

~~The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent~~ At least five business days before the Board or Board committee meeting, the Superintendent shall provide the complainant a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent shall provide the Board the record of the Level Two appeal. The complainant may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. ~~The written response~~ Any other documents submitted by the complainant at Level Two.
- ~~3.4.~~ 4. The decision issued at Level Two and any attachments.
- ~~4.5.~~ 5. All other documents relied upon by the administration in reaching the Level Two decision.

~~The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.~~

~~The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]~~

The complainant may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the ~~student or parent~~ complainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. ~~The Board shall hear the complaint and may re-~~

~~quest that the administration provide an explanation for the decisions at the preceding levels.~~ members.

In addition to any other record of the ~~Board~~ meeting required by law, the Board ~~or Board committee~~ shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the ~~student complainant~~ or ~~parent or the student's~~ the complainant's representative, any presentation from the administration, and questions from ~~the Board~~ members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board ~~or Board committee~~ shall then consider the complaint. It ~~may give notice of its~~ shall make a decision ~~orally or in writing at any time up to and including the next regularly scheduled Board meeting.~~ If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at ~~Level Two~~ no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The complainant shall be provided a decision in accordance with this policy and state law.

Student Code of Conduct

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

Extracurricular Standards of Behavior

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

STUDENT DISCIPLINE

FO
(LOCAL)

“Parent” Defined

Throughout the Student Code of Conduct and discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

General Discipline Guidelines

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student’s age;
 - c. The frequency of misconduct;
 - d. The student’s attitude;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code; and
 - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Corporal Punishment

Corporal punishment may be used as a discipline management technique in accordance with this policy and the Student Code of Conduct.

Corporal punishment shall not be administered to a student whose parent has submitted to the principal a signed statement for the current school year prohibiting the use of corporal punishment with his or her child. The parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal.

Guidelines

Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.

STUDENT DISCIPLINE

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2. Corporal punishment shall be administered only by the principal or designee.
3. Corporal punishment shall be administered only by an employee who is the same sex as the student.
4. The instrument to be used in administering corporal punishment shall be approved by the principal.
5. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

Disciplinary
Records

The disciplinary record reflecting the use of corporal punishment shall include any related disciplinary actions, the corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

Physical Restraint

Note: A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

**Video and Audio
Monitoring**

Video and audio recording equipment ~~shall~~ may be used for safety purposes to monitor student behavior on District property.

~~The~~ When video and audio recording equipment is in use, the District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in

STUDENT DISCIPLINE

FO
(LOCAL)

violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

Access to
Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be ~~filed-~~ **submitted** in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be ~~filed~~ **submitted** in accordance with the CKE series.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

~~Guiding Principles~~ Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Filing Deadlines

If a member of the public has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the individual must file a complaint within 15 business days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

Deadline Extensions

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

~~Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.~~

~~The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any~~

~~level.~~ The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, the individual shall file a Level One complaint with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

A Board member shall be permitted to file a complaint under this policy, but, if the complaint is considered by the Board or Board committee, the Board member shall be prohibited from voting on the Board’s or Board committee’s decision.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

Option to Continue Informal Process

Even after initiating the formal complaint process, the complainant is encouraged to seek informal resolution of their concerns. A complainant whose concerns are resolved may withdraw a formal complaint at any time.

Notice of Complaint

A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, ~~including email and fax,~~ or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic

communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three **business** days after the deadline.

Scheduling
~~Conferences~~Hearin
gs

The District shall make reasonable attempts to schedule ~~confer-
ences~~hearings at a mutually agreeable time. If the ~~individual~~com-
plainant fails to appear at a scheduled ~~conference~~hearing, the Dis-
trict may hold the ~~conference~~hearing and issue a decision in the
~~individual's~~complainant's absence.

Response
At Levels One and
Two,
"response"Decision

A "decision" shall mean a written communication to the ~~individual-
complainant~~ from the appropriate administrator. ~~Responses may
be hand-delivered, sent by electronic communication to the individ-
ual's email address of record, or sent by U.S. Mail to the individ-
ual's mailing address of record. Mailed responses that provides an~~ explanation of the basis of the decision, an indication of each docu-
ment that supports the decision, and any relief or redress to be
provided. A decision shall be issued on the merits of the concern
raised in the complaint notwithstanding any procedural errors or
the type of relief or redress requested.

The decision shall also include information regarding the filing of
an appeal in accordance with this policy. After a hearing at Level
Three, the decision shall include information on submitting an ap-
peal to the commissioner.

A decision may be hand-delivered, sent by electronic communica-
tion to the complainant's email address of record, or sent by U.S.
Mail to the complainant's mailing address of record. Mailed deci-
sions shall be timely if they are postmarked by U.S. Mail on or be-
fore the deadline.

Days

~~"Days" shall mean District business days, unless otherwise noted.
In calculating timelines under this policy, the day a document is
filed is "day zero." The following business day is "day one."~~

Representative

"Representative" shall mean any person who or organization that is
designated by ~~an individual~~a complainant to represent the ~~individu-
al~~complainant in the complaint process.

The ~~individual~~complainant may designate a representative through
written notice to the District at any level of this process. ~~If the indi-
vidual~~The representative may participate in person or by telephone
conference call. If the complainant designates a representative
with fewer than three **business** days' notice to the District before a
scheduled ~~conference or~~hearing, the District may reschedule the
~~conference or~~hearing to a later date, if desired, in order to include
the District's counsel. The District may be represented by counsel
at any level of the process.

Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not fileTo promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from anyan event or series of events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timelinessrelated events shall be consolidated.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached toincluded with the complaint form. If the individualcomplainant does not have copies of these documents, theycopies may be presented at the Level One conferencehearing. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conferencehearing, the complainant may supplement the record with additional documents or include additional claims.</p>
Record	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.</p>
Remand	<p>A complaint or appeal form that is incomplete in any material aspect mayshall be dismissed but may be refiled with all the required information if the refiling is within the designated time for filingrefiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</p> <p>If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>

Assignment of Hearing Officer

When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.

Level One

Complaint forms must be filed:

- ~~3. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~
- ~~4. With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.~~

~~If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.~~

~~The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.~~

~~Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may collect information provided at the Level One conference and any other relevant documents or information the administrator~~
Investigation

The District may conduct an investigation at any level in the complaint process. If the District and the complainant mutually agree, all deadlines shall be suspended during an investigation.

At Level One, the appropriate hearing officer shall hold a hearing with the complainant within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

If the ~~individual~~ complainant did not receive the relief requested at Level One or if the time for a ~~response~~ decision has expired, ~~he or she~~ the complainant may request a ~~conference with the Superintendent or designee~~ hearing at Level Two to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~ 20 calendar days of the date of the ~~written~~ Level One ~~response~~ decision or, if no ~~response was received,~~ ~~within ten~~ decision has been communicated to the complainant, within 20 calendar days of the Level One ~~response~~ decision deadline.

After receiving notice of the appeal, the Level One ~~administrator~~ hearing officer shall prepare and forward a record of the Level One complaint to the Level Two ~~administrator~~. ~~The individual may request~~ hearing officer and provide a copy of the Level One record to the complainant.

The Level One record shall include:

1. The original complaint form and any attachments.
2. ~~All~~ Any other documents submitted by the ~~individual~~ complainant at Level One.
3. ~~The~~ If the complaint is against a District employee, the written response of the District employee, if any.
- ~~3.4.~~ 4. The decision issued at Level One and any attachments.
- ~~4.5.~~ 5. All other documents relied upon by the Level One ~~administrator~~ hearing officer in reaching the Level One decision.

The ~~Superintendent or designee shall schedule a conference within ten~~ hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The ~~conference shall be lim-~~

~~ited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.~~ hearing officer may set reasonable time limits for the hearing.

The ~~Superintendent or designee~~ hearing officer shall provide the ~~individual a written response within ten~~ complainant a decision within 20 calendar days following the ~~conference.~~ The written response shall set forth the basis of the ~~decision.~~ hearing. In reaching a decision, the ~~Superintendent or designee~~ hearing officer may consider the Level One record, any additional information provided at prior to the Level Two ~~conference~~ hearing, and any other relevant documents or information the ~~Superintendent or designee~~ hearing officer believes will help resolve the complaint.

Recordings of the Level One and Level Two ~~conferences~~ hearings, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the ~~individual~~ complainant did not receive the relief requested at Level Two or if the time for a ~~response~~ decision has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~ 20 calendar days of the date of the ~~written~~ Level Two ~~response~~ decision or, if no ~~response was received,~~ within ~~ten~~ decision has been communicated to the complainant, within 20 calendar days of the Level Two ~~response~~ decision deadline.

~~The Superintendent or designee shall inform the individual of the date, time, and place of the Board.~~ Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent shall inform the complainant whether the Board or a Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

~~The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual~~ At least five business days before the Board or Board committee meeting, the Superintendent

shall provide the complainant a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent shall provide the Board the record of the Level Two appeal. The complainant may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. ~~The written response~~ Any other documents submitted by the complainant at Level Two.
- ~~3-4.~~ 4. The decision issued at Level Two and any attachments.
- ~~4-5.~~ 5. All other documents relied upon by the administration in reaching the Level Two decision.

~~The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.~~

~~The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]~~

The complainant may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual complainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. ~~The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.~~ members.

In addition to any other record of the Board meeting required by law, the Board or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual complainant or his or her the complainant's representative, any presentation from the administration, and questions from the Board members with re-

sponses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board or Board committee shall then consider the complaint. It ~~may give notice of its~~ shall make a decision ~~orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two~~ no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The complainant shall be provided a decision in accordance with this policy and state law.

**Access to District
Property**

Authorized District officials, including school resource officers and District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

District officials may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

**Ejection or
Exclusion under
Education Code
37.105**

In accordance with Education Code 37.105, a District official shall provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process.

A person appealing under the District's grievance process shall be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See FNG and GF]

**Off-Campus
Activities**

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

Prohibitions

Tobacco and
E-Cigarettes

The District prohibits smoking and the use of tobacco products, e-cigarettes, or other electronic vaporizing devices on District property, in District vehicles, or at school-related activities.

Weapons

The District prohibits the unlawful use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

Exceptions

No violation of this policy occurs when:

1. ~~A Texas~~ An individual who holds a handgun license holder in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, as long as the handgun or other firearm is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]



MEMORANDUM

To: Members of the Board of Trustees
From: Luis Guerra, Director of Finance
Subject: Consider Approval of 2026-2027 Budget Timeline
Date: January 21, 2026

TORNILLO INDEPENDENT SCHOOL DISTRICT

2026-2027 Budget Timeline

January 21, 2026	Board review of proposed budget timeline for 2026-2027
March 2, 2026	District Budget Training - Principals & Department Heads <ul style="list-style-type: none">Budget Allocations Provided
March 27, 2026	Budget Allocations Submitted by Campuses and Departments
March 30-31, 2026	Campus & Department Budget and Personnel Need Reviews
April 01-30, 2026	Compile budgets, update projections, and receive preliminary property values from EPCAD
May 2026 (TBD)	Budget Workshop with Board of Trustees <ul style="list-style-type: none">Personnel & Operational BudgetsCompensation & Stipend ProposalReview Property valuesProposed Tax Rate
July 25, 2026	Receive certified property tax values from EPCAD
August 26, 2026	Public Hearing on Proposed Budget Board Adopts Budget and Tax Rate for 2026-2027