COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING AGENDA

Date: Thursday, June 25, 2026

Time: Immediately following Budget & Tax Hearing

Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

AGENDA

1. Call the meeting to order and establish a quorum.
2. Pledge of Allegiance
3. Principal's Report
4. Recognitions
5. Public Comments
6. Superintendent's Report
7. CONSENT AGENDA:
   A. Consider and Approve the Board of Trustees Meeting Minutes for the Regular Meeting held on April 9, 2026, the Team of Eight Board Training Meeting held April 16, 2026, and the Regular Meeting held May 14, 2026
   B. Approve Monthly Bills, Monthly Financial Statements and 3rd Quarter Financial Report.
   C. Consider and Approve a Contract with Trinity Educational Services for Bilingual Assessments and LSSP services.
   D. Consider and Approve Contracted Services for Speech and Physical Therapy
   E. Consider and Approve Contracted Services for Occupational Services
   F. Consider and Approve Memorandum of Understanding with Williamson County Juvenile Services for 2026-2027
8. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:

A. Consider and Take Action on Proposed Final Budget Amendment for the Period Ending June 30, 2026
B. Consider and Take Action Authorizing CISD to Submit Intent to Apply Notice for Federal Funds
C. Consider and Take Action on the Adoption of the 2026-2027 Fiscal Year Budget
D. Consider and Take Action to Approve a Resolution Establishing Designated Nonbusiness Days to Meet HB 3033 Requirements for the 2026-2027 School Year
E. Consider and Take Action to Add, Revise or Delete (LOCAL) Policies as Recommended by TASB Policy Service According to the Instruction Sheet for TASB Localized Policy Manual Update 127
F. Consider and Take Action on the Appointment of a Delegate and Alternate Delegate for the 2026 TASB Delegate Assembly
G. Consider and Approve Board Meeting Dates for 2026-2027

9. Discussion Items
   A. Discuss Future Action and Discussion items
   B. Summer Programming
      - ESL Summer School
      - Cowboy Camp
      - Summer School
      - Extra-Curricular Camps
   C. Next Steps for Coupland ISD
      - CSS Planning Calendar
      - Next Steps
   D. Budget Plan/Timeline
   E. Joint Meeting Between School Board and City Council
   F. Discuss New and Current Board Member Training Requirements
   G. Staff Appreciation Planning
10. Future Board Meeting Dates
    - July 16, 2026
11. Executive Session:
    As determined by the Board of Trustees, there may be an executive session pursuant to the Texas Open meetings Act (Texas Gov't Code Chapter 551). An Executive Session - may occur at any time during the meeting as permitted under the Open Meetings Act. The list of topics below are some, but not an exhaustive list, of items that would be considered in an executive session:

    Personnel (Texas Gov't Code 551.074),
    Student Discipline (Texas Gov't Code 551.082),

Attorney consultation (Texas Gov’t Code 551.071),
Purchase, exchange, lease or value of real property (Texas Gov’t Code 551.072),
Prospective gift (Texas Gov't Code 551.073),
Employee - Employee Complaint (Gov't code 551.082),
Student Discipline Complaint (Gov't Code 551.082),
Security (Gov't Code 551.076)

Any action will be taken in a public session.

A. Discuss New Hires
B. Discuss Formative Evaluation of Superintendent of Schools

12. ACTION ITEMS:
    (Action Items post executive session are items that must be discussed in executive session. All actions must be taken in an open session.)
    A. New Hire Recommendations
13. Report Items
    A. Student Handbook
    B. Student Code of Conduct
    C. Resignations
14. ADJOURNMENT:

This agenda was posted on the front door of the school building and on the school district website at: This agenda was posted on the 19th day of June, 2026 at 6:00p.m. on the front door of the school building and the school district website.

_____
Dr. Earl W. Parcell, Superintendent

_____
Dr. Earl W. Parcell, Superintendent

Board of Trustees

Date of Meeting	6/25/2026
Item Type	Action

Item Name	Consider and Approve the Board of Trustees Meeting Minutes for the Regular Meeting held on April 9, 2026, the Team of Eight Board Training Meeting held April 16, 2026, and the Regular Meeting held May 14, 2026
District Goal	Communication
Summary (Purpose / Objective)	The Board of Trustees Meeting Minutes for the following meetings will be brought before the Board for approval: Regular Meeting - April 9, 2026 Team of Eight Board Training - April 16, 2026 Regular Meeting - May 14, 2026
Fiscal Impact	None
Administrative Recommendation	The administration recommends the minutes to be approved, or the minutes to be corrected and then approved, and then be filed.

Attachments	Meeting Minutes for: Regular Meeting - April 9, 2026 Team of Eight Board Training - April 16, 2026 Regular Meeting - May 14, 2026

Contact Person: Dr. Earl Parcell, Superintendent
E-Mail Address: eparcell@couplandisd.org

COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING MINUTES

Date: Thursday, April 9, 2026

Time: 6:00 PM

Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present

Michael Roepke – Present

David Young – Present

Tessa Strider – Present

Susan Schmidt – Present

Marcia Buffington – Present

Board Member - Vacancy

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call the meeting to order and establish a quorum.** @ 6:00 PM

2. **Pledge of Allegiance**
   Led by: William Edmonds

3. **Principal's Report**

Mr. Booker reported on the campus activities that have occurred over the last month, recognized the Cowboys of the Month and advertised for upcoming athletic events and family nights.

4. **Recognitions**

5. **Public Comments**
   None

6. **Construction Update:**
   Claycomb and Associates (Architect)
   Weaver & Jacobs (CMAR)
   Randy Boone (Weaver & Jacobs) and Christine Walker (Claycomb & Associates) provided updates on the Coupland Junior High and High School construction project. Overhead inspections have begun and once complete the hard ceiling and or grid/ceiling tile systems can be installed. On the exterior, some of the metal finishes have begun to be installed. Electric was delayed but the campus will be connected to the hard power within two days of the board meeting. Once there is permanent power to the building, the HVAC units can be turned on and adjusted. Renderings of the graphics that will be throughout the building were also shared at the meeting.

7. **Superintendent's Report**
   Dr. Parcell a short update on enrollment, attendance, and administrative walk-through tally for the year.

8. **CONSENT AGENDA:**
   A. **Consider and Approve the Board of Trustees Meeting Minutes for the Budget Workshop Hearing and the Regular Meeting held on March 12, 2026.**

   B. **Approve Monthly Bills and Monthly Financial Statements.**

   C. **Consider and Approve Budget Amendment**

   D. **Item exceeding $25,000 - Marquee for Coupland Junior High and High School**

   E. **Item exceeding $25,000 - HVAC for PEMB at CJHHS**
      I move that we Approve the Consent Agenda as presented.

Motion made by: Susan Schmidt
Seconded by: Marcia Buffington

Roepke – Yea
Young – Yea
Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Yea
Yea – 6; Nay - 0

9. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:

A. Consider and Approve the 2026-2027 TEKS Certification

I move that we Approve the TEKS Certification of Provisions of Instructional Materials for 2026-2027.

Motion made by: Michael Roepke
Seconded by: David Young

Roepke – Yea
Young – Yea
Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Yea
Yea – 6; Nay - 0

A. Consider and Approve a Full Service Business Solutions Contract with Texas School Finance Center.

I move that we Approve the Full Service Business Solutions Contract with Texas School Finance Center for 2026-2027.

Motion made by: Tessa Strider
Seconded by: Susan Schmidt

Roepke – Yea

Young – Yea
Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Yea
Yea – 6; Nay - 0

B. Consider and Take Action to Revise Policy DC(LOCAL)

I move that we Approve the Revision to Policy DC(LOCAL) as presented.

Motion made by: David Young
Seconded by: Marcia Buffington

Roepke – Yea
Young – Yea
Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Yea
Yea – 6; Nay - 0

C. Consider and Discuss the Approval of Recommended Library Book Purchase for CJHHS

I move that we Approve the Recommended Library Book Purchase for CJHHS

Motion made by: Susan Schmidt
Seconded by: Tessa Strider

Roepke – Yea
Young – Yea
Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Yea
Yea – 6; Nay - 0

D. **Consider and Take Action to Determine if the CISD Budget can Support the Purchase of School Buses or Retrofit School Buses with Three-Point Seat Belts for Each Passenger.**

I move that it is not financially feasible at this time for the district to be in compliance with SB 546 and that we formally invoke the financial hardship provision permitted under Texas law.

Motion made by: Michael Roepke
Seconded by: Crystal Ward

Roepke – Yea
Young – Yea
Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Yea
Yea – 6; Nay - 0

E. **Discuss and take action to approve a resolution nominating the superintendent for the TASB 2026 superintendent of the year award.**

I move that we approve a resolution nominating the superintendent for the TASB 2026 superintendent of the year award

No Action taken – Superintendent must have been employed as of 9/1/2023 to qualify

2. **Discussion Items**

A. **Discuss Future Action and Discussion items**

B. **Summer Programming**

- **ESL Summer School**
- **Cowboy Camp**
- **Summer School**
- **Extra-curricular Camps**

C. **Next Steps for Coupland ISD**

- **CSS Planning Calendar**
- **Next Steps**

D. District 29-1A

- **Cross Country**
- **Track**

E. Discuss Marketing Campaign

The board discussed possibly working with a consultant to assist in community outreach with information about a possible VATRE in November and with support for a student recruitment effort.

F. Budget Plan/Timeline

G. Discuss Board Self Evaluation & Goals

H. Discuss New and Current Board Member Training Requirements

I. Staff Appreciation Planning

3. Future Board Meeting Dates

- **May 14, 2026 - Regular Board Meeting**

4. Executive Session:

As determined by the Board of Trustees, there may be an executive session pursuant to the Texas Open meetings Act (Texas Gov't Code Chapter 551). An Executive Session - may occur at any time during the meeting as permitted under the Open Meetings Act. The list of topics below are some, but not an exhaustive list, of items that would be considered in an executive session:

Personnel (Texas Gov't Code 551.074),
Student Discipline (Texas Gov't Code 551.082),
Attorney consultation (Texas Gov't Code 551.071),
Purchase, exchange, lease or value of real property (Texas Gov't Code 551.072),
Prospective gift (Texas Gov't Code 551.073),
Employee - Employee Complaint (Gov't code 551.082),
Student Discipline Complaint (Gov't Code 551.082),
Security (Gov't Code 551.076)

Any action will be taken in a public session.

The Board went into executive session at 8:18 PM.
The Board came out of executive session at 8:55 PM.

A. Discuss New Hires

5. ACTION ITEMS:
(Action Items post executive session are items that must be discussed in executive session. All actions must be taken in an open session.)

A. New Hire Recommendations

I move that we approve the new hires as presented.

Motion made by: Michael Roepke
Seconded by: Tessa Strider

Roepke – Yea
Young – Yea
Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Yea
Yea – 6; Nay - 0

6. Report Items

A. Resignations

7. ADJOURNMENT:

I move that we Adjourn. @ 8:57 PM

Motion made by: Tessa Strider
Seconded by: Susan Schmidt

Roepke – Yea
Young – Yea

Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Yea
Yea – 6; Nay - 0

_____		_____	
Board President	Date	Board Secretary	Date

COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

TEAM OF EIGHT TRAINING MINUTES

Date: Thursday, April 16, 2026

Time: 6:00 PM

Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present

Michael Roepke – Present

David Young – Present

Tessa Strider – Present

Susan Schmidt – Present

Marcia Buffington – Present

Board Member - Vacancy

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call to Order @** 6:23 pm

2. **Public Comment**
   None

The Board went into executive session at 6:23 PM. (551.071)
The Board came out of executive session at 9:04 PM.

3. **Team of Eight Training provided by Christine Badillo from Walsh Gallegos Kyle Robinson & De Los Santos P.C.**
   Team of Eight training was provided by Cristine Badillo.

4. **Adjourn**
   I move that we Adjourn. @ 9:04

   Motion made by: Tessa Strider
   Seconded by: Susan Schmidt

   Roepke – Yea
   Young – Yea
   Strider - Yea
   Ward - Yea
   Schmidt - Yea
   Buffington – Yea
   Yea – 6; Nay - 0

_____ _____

Board President Date Board Secretary Date

COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING MINUTES

Date: Thursday, May 14, 2026

Time: 6:00 PM

Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present

Michael Roepke – Present

David Young – Present

Tessa Strider – Present

Susan Schmidt – Present

Marcia Buffington – Absent

Board Member - Vacancy

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call the meeting to order and establish a quorum. @ 6:00 PM**

2. **Pledge of Allegiance**
   Led by: Noah Garcia

3. **Principal's Report**

Mrs. Knapek reported on the campus activities that have occurred over the last month, recognized the Cowboys of the Month and advertised for upcoming athletic events and family nights.

4. **Recognitions**

5. **Public Comments**
   None

6. **Superintendent's Report**
   Dr. Parcell provided a short update on enrollment, attendance, and administrative walk-through tally for the year. He also highlighted all the resources that have been procured for next school year including technology, textbooks, and band equipment.

7. **CONSENT AGENDA:**
   A. **Consider and Approve the Board of Trustees Meeting Minutes for the Budget Workshop Hearing and the Regular Meeting held on March 12, 2026.**
   B. **Approve Monthly Bills and Monthly Financial Statements.**
   C. **Consider and Approve a Master Service Agreement for Technology Support for August 2026 to June 2027**
   D. **Items Exceeding $25,000 - Band Equipment and Instruments**
   E. **Items Exceeding $25,000 - Fencing at CJHHS**

   I move that we only Approve items 7B, 7C, 7D, 7E on the Consent Agenda. Item 7A was not included in the motion and will be readdressed at the next Board meeting.

   Motion made by: Susan Schmidt
   Seconded by: Michael Roepke

   Roepke – Yea
   Young – Yea
   Strider - Yea
   Ward - Yea
   Schmidt - Yea
   Buffington – Absent
   Yea – 5; Nay - 0

8. **APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:**

   A. **Consider and Approve a Resolution to Declare a Good Cause Exception for HB 3 - Armed Security Officer Requirement**

   I move that we Approve a Resolution to Declare a Good Cause Exception for HB 3 - Armed Security Officer Requirement

   Motion made by: David Young
   Seconded by: Tessa Strider

   Roepke – Yea
   Young – Yea
   Strider - Yea
   Ward - Yea
   Schmidt - Yea
   Buffington – Absent
   Yea – 5; Nay - 0

   B. **Consider and Approve Contract for an Armed Security Guard on Campuses for the 2026-2027 School Year.**

   I move that we Approve the Contract for an Armed Security Guard on Campuses for the 2026-2027 School Year.

   Motion made by: Michael Roepke
   Seconded by: Susan Schmidt

   Roepke – Yea
   Young – Yea
   Strider - Yea
   Ward - Yea
   Schmidt - Yea
   Buffington – Absent
   Yea – 5; Nay – 0

   C. **Discussion and consideration of a Crossing and Encroachment Agreement with Manville Water Supply Corporation (“Manville”) related to a previously approved Nonstandard Retail Water Service Agreement for projects related to the Coupland Middle School (Coupland Junior High & High School) construction project.**

I move the Board to approve a Crossing and Encroachment Agreement with Manville Water Supply Corporation ("Manville") related to a previously approved Nonstandard Retail Water Service Agreement for projects related to the Coupland Middle School. I further move the Board to delegate authority on the Superintendent or designee to negotiate the terms of the agreement and authorize the Board President to execute the agreement on a form approved by legal counsel.

Motion made by: Michael Roepke
Seconded by: David Young

Roepke – Yea
Young – Yea
Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Absent
Yea – 5; Nay – 0

D. Consider and Approve the 2026-2027 Compensation Plan Including a General Pay Increase for Staff.

I move that we Approve the 2026-2027 (model 3) Compensation Plan Including a General Pay Increase for Staff and the $25 per month healthcare contribution increase.

Motion made by: Michael Roepke
Seconded by: Tessa Strider

Roepke – Yea
Young – Yea
Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Absent
Yea – 5; Nay – 0

E. Consider and Discuss an Agreement with Caelen Communications

I move that we Approve the Agreement with Caelen Communications.

Motion made by: Susan Schmidt
Seconded by: Michael Roepke

Roepke – Yea
Young – Yea
Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Absent
Yea – 5; Nay – 0

F. Consider and Discuss Establishing an Award to Recognize Community Partners for their Service, Commitment, or Contributions that have Positively Impacted the District.

I move that we Approve an Award to Recognize Community Partners for their Service, Commitment, or Contributions that have Positively Impacted the District. The Coupland Silver Spur award will be a district award chosen and presented by the Board. The Trail Boss Award will be chosen and awarded by each campus.

Motion made by: David Young
Seconded by: Tessa Strider

Roepke – Yea
Young – Yea
Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Absent
Yea – 5; Nay – 0

9. Discussion Items

A. Budget Discussion # 2 -Preliminary Budget for 2026-2027

Dr. Parcell gave a presentation to the Board about the preliminary budget. Assumptions, compensation packages, additional costs associated with CJHHS, fund balance, current construction costs, and potential impacts a

VATRE would have on the district's financial standing for the 2026-2027 fiscal year were discussed.

B. Discuss Future Action and Discussion items

C. Summer Programming

- **ESL Summer School**
- **Cowboy Camp**
- **Summer School**
- **Extra-Curricular Camps**

D. Next Steps for Coupland ISD

- **CSS Planning Calendar**
- **Next Steps**

Randy Boone (Weaver & Jacobs) and Christine Walker (Claycomb & Associates) provided updates on the Coupland Junior High and High School construction project. Overhead inspections have passed inspection and the grid/ceiling tile systems are being installed. On the exterior, some of the metal finishes have begun to be installed. The building officially has hard power. HVAC is scheduled to be started the week of May 18. Alternate "F" (the locker room) concrete pad was poured. The beams and columns will be erected soon. On the inside of the building, texture, paint and tiles are being applied.

E. Budget Plan/Timeline

F. Discuss Board Self Evaluation & Goals

G. Joint Meeting between School Board and City Council

Dr. Parcell presented a draft agenda for a potential joint meeting between the two governing bodies that share common interests across the same constituent group. A possible date for this first meeting would be the month of October 2026.

H. Discuss New and Current Board Member Training Requirements

I. Staff Appreciation Planning

The annual staff appreciation event will be December 4, 2026 at Beyersville Hall.

10. Future Board Meeting Dates

- **June 25, 2026**
- **July 16, 2026**
- **August 13, 2026**

11. Executive Session:

As determined by the Board of Trustees, there may be an executive session pursuant to the Texas Open meetings Act (Texas Gov't Code Chapter 551). An Executive Session - may occur at any time during the meeting as permitted under the Open Meetings Act. The list of topics below are some, but not an exhaustive list, of items that would be considered in an executive session:

Personnel (Texas Gov't Code 551.074),
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Attorney consultation (Texas Gov't Code 551.071),
Purchase, exchange, lease or value of real property (Texas Gov't Code 551.072),
Prospective gift (Texas Gov't Code 551.073),
Employee - Employee Complaint (Gov't code 551.082),
Student Discipline Complaint (Gov't Code 551.082),
Security (Gov't Code 551.076)

Any action will be taken in a public session.

The Board went into executive session at 8:57 PM.
The Board came out of executive session at 9:46 PM.

A. Discuss New Hires

12. ACTION ITEMS:

(Action Items post executive session are items that must be discussed in executive session. All actions must be taken in an open session.)

A. New Hire Recommendations

B. I move that we Approve the New Hire Recommendations

Motion made by: Susan Schmidt
Seconded by: Michael Roepke

Roepke – Yea
Young – Yea
Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Absent
Yea – 5; Nay – 0

13. Report Items

A. Resignations

B. Coupland ISD Wellness Plan and Annual SHAC Report

C. Purchases Greater than $25,000

14. ADJOURNMENT:

I move that we Adjourn. @ 10:03 PM

Motion made by: Tessa Strider
Seconded by: Susan Schmidt

Roepke – Yea
Young – Yea
Strider - Yea
Ward - Yea
Schmidt - Yea
Buffington – Absent
Yea – 5; Nay – 0

_____ _____

Board President Date Board Secretary Date

Board of Trustees

Date of Meeting: 6/25/2026
Item Type: Action

Item Name	Approve Monthly Bills, Monthly Financial Statement, and 3rd Quarter Investment Report
District Goal	Funding and Finance
Summary (Purpose / Objective)	Monthly bills for May 2026 are presented to the Board. Financial reports of revenues and expenditures are provided monthly for Board information. Investment report for the 3rd quarter (March 1, 2026 to May 31, 2026) is presented in June 2026.
Fiscal Impact	None
Administrative Recommendation	Administration recommends approving the bills, monthly financial statement, and the 3rd quarter investment report.

Attachments	May 2026 Financial Report May 2026 Monthly Bills 3rd Quarter Investment Report (3/1/26 to 5/31/26)

Contact Person: Dr. Earl Parcell, Superintendent
E-Mail Address: eparcell@couplandisd.org

For the Month of May

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
001291	05-04-2026	WORLD'S FINEST CHOC	360531	781276	461-36-6399.03-101-699000	Candy FA Fundrasier	2,520.00	N
020947	05-04-2026	ADVANCED NETWORKS	360491	260004764	199-11-6499.00-101-699CHS	Erate 2026 - UPS	11,464.24	N
			360491	260004764	699-81-6629.00-999-699000	Erate 2026 - UPS	2,866.06	N
						Totals for Check 020947	**14,330.30**	
020948	05-04-2026	BLICK ART MATERIALS	360414	7780060	199-11-6399.02-101-611000	Art supplies	1,000.00	N
			360414	77800690	199-11-6499.00-101-699CHS	Art supplies	3,160.53	N
						Totals for Check 020948	**4,160.53**	
020949	05-04-2026	BSN SPORTS	360487	933973625	199-11-6399.01-101-611000	Volleyball supplies	838.22	N
			360425	933902589	199-11-6499.00-101-699CHS	B Bskb HS uniforms	4,709.52	N
			360382	933949036	199-11-6499.00-101-699CHS	FB Eq Cart#15191840	11,154.74	N
			360409	933953873	699-81-6639.00-999-699000	Girls HS Bskb Uniforms	4,464.00	N
			360415	933953873	699-81-6639.00-999-699000	Girls Bskb Uniform Freight	245.52	N
						Totals for Check 020949	**21,412.00**	
020950	05-04-2026	ESC 13	360416	285717	199-41-6419.00-702-699000	Board Training MB	75.00	N
020951	05-04-2026	HEARTLAND PAYMENT	360455	3457175	199-11-6499.00-101-699CHS	Heartland HW CJHHS	3,946.00	N
020952	05-04-2026	LA COSTENITA DISTRIB	260149	20708	240-35-6341.00-101-699000	Ice Cream	200.16	N
020953	05-04-2026	LABATT FOOD SERVICE	260150	04061222	240-35-6341.00-101-699000	CN Food Purchase	2,093.71	N
			260150	04132850	240-35-6341.00-101-699000	CN Food Purchase	1,949.98	N
			260150	004204290	240-35-6341.00-101-699000	CN Food Purchase	1,993.37	N
			260150	04276412	240-35-6341.00-101-699000	CN Food Purchase	2,362.47	N
			260150	04061222	240-35-6342.00-101-699000	CN Non Food Purchase	63.24	N
			260150	04132850	240-35-6342.00-101-699000	CN Non Food Purchase	33.79	N
			260150	04204290	240-35-6342.00-101-699000	CN Non Food Purchase	83.84	N
			260150	40276412	240-35-6342.00-101-699000	CN Food Purchase	42.88	N
						Totals for Check 020953	**8,623.28**	
020954	05-04-2026	NEIL J WHITE	260151	WM 2061	199-23-6399.00-101-699000	Reimb Staff Apprec	137.07	N
020955	05-04-2026	ONWARD SEARCH, LLC	360532	2116668	199-11-6219.01-101-623000	OT 0418	240.00	N
020956	05-04-2026	PAM HERBER	360543	USPS 610	199-41-6399.00-701-699000	Cert Mail 941 Reimb	10.48	N
020957	05-04-2026	RAPTOR TECHNOLOGIE	360387	INV251191	199-52-6299.02-101-699000	SPAT March 2026	103.00	N
			360387	INV251191	199-52-6299.03-101-699000	SPAT March 2026	14,422.00	N
						Totals for Check 020957	**14,525.00**	
020958	05-04-2026	RENAISSANCE INSTITUT	360157	2113	199-53-6299.14-101-699000	Consult Subscrip	2,500.00	N
020959	05-04-2026	TAYLOR DAILY PRESS	360533	Subscrip 12384	199-23-6399.00-101-699000	Subscription renewal	75.00	N
020960	05-04-2026	TRIUMPH PROTECTION	360121	INV029484	429-52-6299.01-000-400000	Security Officer	1,310.16	N
020961	05-04-2026	VYSEHRAD SPJST	360527	26 Deposit	199-41-6499.01-702-699000	Staff Appreciation 2026	750.00	N
020962	05-05-2026	CHASE INK	360431	9002169638	199-11-6399.01-101-611000	NJHS supplies	623.31	N
			360431	9002169635	199-11-6399.01-101-611000	NJHS supplies	577.56	N
			360510	HEB 73421	199-11-6399.01-101-611000	Supplies	33.72	N
			360428	DT	199-11-6399.01-101-611000	Supplies	30.00	N
			360499	AMZ	199-11-6399.01-101-611000	Supplies	569.99	N
			360499	AMZ 0417	199-11-6399.01-101-611000	Supplies	138.99	N

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			360537	AMZ 5869060	199-11-6399.01-101-611000	Kitchen Supplies	28.99	N
			360537	AMZ 9225825	199-11-6399.01-101-611000	Kitchen Supplies	56.99	N
			360465	AMZ5449047	199-11-6399.01-101-623000	Tech Supplies	47.94	N
			360497	AMZ 83122206	199-11-6399.03-101-611000	Supplies	176.64	N
			360497	AMZ 7682617	199-11-6399.03-101-611000	Supplies	72.16	N
			260152	BH 1128325377	199-11-6499.00-101-699CHS	AAV Supplies B&H	137.82	N
			360462	AMZ 3001009	199-11-6499.00-101-699CHS	AAV Supplies	88.98	N
			360462	AMZ Oempc	199-11-6499.00-101-699CHS	AAV Supplies	254.89	N
			360524	WM 3323	199-23-6399.00-101-699000	STAAR Snacks	46.60	N
			360471	WM 3843	199-23-6399.00-101-699000	STAAR Snacks	183.62	N
			360471	WM 5641	199-23-6399.00-101-699000	STAAR Snacks	37.75	N
			360512	BB KK Math	199-23-6411.00-101-699000	Region 4 training KK	25.00	N
			360475	AMZ 8886645	199-33-6399.00-101-699000	PO Created by Req: 260482	34.98	N
			360475	AMZ2653864	199-33-6399.00-101-699000	PO Created by Req: 260482	212.79	N
			360536	AMZ 6528264	199-33-6399.00-101-699000	Nurse Supplies	27.56	N
			360466	Rush 54709661	199-34-6249.00-101-699000	Blower Assembly - Rush	345.00	N
			360498	SU 6818	199-34-6311.00-101-699000	Van Gas	60.75	N
			360526	SU 93431	199-34-6311.00-101-699000	Gas	71.98	N
			360461	CTRMA	199-34-6499.00-101-699000	CTRMA Toll Bill 0319	11.00	N
			360482	TX Fury VB	199-36-6499.00-101-691000	VB Tournament entry Fee	1,100.00	N
			360454	USPS 0002	199-41-6399.00-701-699000	Certified Letter	11.33	N
			260153	AMZ Prime	199-41-6399.00-701-699000	Amazon Prim Annual Fee	129.00	N
			360485	AMZ 7441843	199-41-6399.00-701-699000	New folders for EE files	99.36	N
			360511	BB K-5 Math	199-41-6411.00-701-699000	Region 4 training	25.00	N
			360496	CFA 6297674	199-41-6419.00-702-699000	Board Meeting Food	88.30	N
			360496	WM 008	199-41-6419.00-702-699000	Board Meeting Food	87.89	N
			360520	KALA 0615	199-41-6419.00-702-699000	TREA Hotel - TS	204.00	N
			360520	KALA 0616	199-41-6419.00-702-699000	TREA Hotel - TS	204.00	N
			360493	GD Ren	199-53-6299.16-101-699000	Go Daddy Renewal	104.56	N
			360509	Smart 313454	199-53-6399.00-101-699000	Asset Tags	251.90	N
			360465	AMZ0029846	199-53-6399.00-101-699000	Tech Supplies	9.89	N
			360465	AMZ9017813	199-53-6399.00-101-699000	Tech Supplies	890.00	N
			360515	AMZ Var2	699-81-6639.00-999-699000	CJHHS Office Supplies	51.98	N
			360515	AMZ Var 3	699-81-6639.00-999-699000	CJHHS Office Supplies	787.21	N
			360515	AMZ Var 4	699-81-6639.00-999-699000	CJHHS Office Supplies	4.13	N
			360515	AMZ Var 5	699-81-6639.00-999-699000	CJHHS Office Supplies	44.99	N
			360515	AMZ Var6	699-81-6639.00-999-699000	CJHHS Office Supplies	1,362.49	N
			360515	AMZ Var 7	699-81-6639.00-999-699000	CJHHS Office Supplies	74.57	N
						Totals for Check 020962	**9,425.61**	
020963	05-07-2026	BROTHERS FOOD	260154	1957989	240-35-6341.00-101-699000	Produce	276.60	N
020964	05-07-2026	CHRISTINA ALDERETE	260158	USPS 227548	199-41-6399.00-701-699000	Reimb Postage Cert Letter	6.08	N
020965	05-07-2026	FERGUSON FACILITIES	360546	3430997	699-81-6639.00-999-699000	Cust Supplies CJHHS	1,824.36	N

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020966	05-07-2026	GAYLYNN CLEVENGER	360088	8	199-21-6299.00-101-623000	SPED Consult	1,000.00	N
020967	05-07-2026	HILAND DAIRY FOODS C	260155	9074517	240-35-6341.02-101-699000	CN Milk Purchase	315.08	N
			260155	7036113	240-35-6341.02-101-699000	CN Milk Purchase	311.18	N
			260155	9077274	240-35-6341.02-101-699000	CN Milk Purchase	315.08	N
			260155	7036204	240-35-6341.02-101-699000	CN Milk Purchase	311.18	N
			260155	9080107	240-35-6341.02-101-699000	CN Milk Purchase	337.70	N
			260155	9081285	240-35-6341.02-101-699000	CN Milk Purchase	288.56	N
			260155	9082973	240-35-6341.02-101-699000	CN Milk Purchase	315.08	N
			260155	9084112	240-35-6341.02-101-699000	CN Milk Purchase	288.56	N
						Totals for Check 020967	**2,482.42**	
020968	05-07-2026	HOLLAND ISD	360550	042926	199-36-6499.00-101-691000	Elem & JH UIL Academics	1,266.38	N
020969	05-07-2026	IMPERIAL DADE	260156	41532843	699-81-6639.00-999-699000	CNS Supplies 0930	555.14	N
			260156	41532842	699-81-6639.00-999-699000	CNS Supplies 0930	1,928.88	N
						Totals for Check 020969	**2,484.02**	
020970	05-07-2026	ONWARD SEARCH, LLC	360549	2117260	199-11-6219.01-101-623000	OT 0425	280.00	N
020971	05-07-2026	TEACHWORTHY	360553	044773	199-13-6499.00-101-611000	D Brown Teachworthy	1,500.00	N
020972	05-07-2026	QUILL	360530	48724801	199-11-6399.01-101-611000	Supplies	226.41	N
			360514	48662220	699-81-6639.00-999-699000	Printer CJHHS	989.00	N
						Totals for Check 020972	**1,215.41**	
020973	05-07-2026	SUBURBAN PROPANE	260157	79230148061	199-51-6259.03-101-699000	Propane	1,523.70	N
020974	05-07-2026	TEXAS MULTI-CHEM	360404	1066265	199-51-6249.02-101-699000	Field Care SU2026	3,400.00	N
020975	05-07-2026	TRINITY EDUCATIONAL	360551	8103	199-31-6299.00-101-623000	Biling Evals Feb Mar	593.75	N
020976	05-07-2026	WALSH GALLEGOS KYL	360552	731297	199-41-6211.00-701-699000	Legal	1,394.00	N
020977	05-07-2026	WASTE MANAGEMENT	360002	0223060-2161-3	199-51-6249.00-101-699000	Trash Pickup	917.46	N
020978	05-14-2026	BLICK ART MATERIALS	360414	7982376	199-11-6499.00-101-699CHS	Art supplies	14.52	N
020979	05-14-2026	BSN SPORTS	360394	934094450	199-11-6499.00-101-699CHS	Athletic Supplies	13,899.24	N
			360452	933902618	199-11-6499.00-101-699CHS	VB and Bsk Supplies	3,062.21	N
						Totals for Check 020979	**16,961.45**	
020980	05-14-2026	CONSTRUCTION CODE	360573	CPL26-04-21	699-81-6629.00-999-699000	Under Plumb Inspect	725.00	N
020981	05-14-2026	DIRECT ENERGY BUSIN	360027	26124005936549	199-51-6259.02-101-699000	Electricity 2025-2026	3,814.33	N
020982	05-14-2026	EARL PARCELL	260159	CFA 6367566	199-23-6499.00-101-699000	Reimb CFA Breakfast for Staf	339.00	N
020983	05-14-2026	MUSICAL INSTRUMENT	360522	4781	699-81-6639.00-999-699000	Instruments	4,500.00	N
020984	05-14-2026	EXECUTIVE SIGNS	360469	43639A	699-81-6629.00-999-699000	Marquee CJHHS	24,967.78	N
020985	05-14-2026	FRONTLINE TECHNOLO	360488	INVUS241200	199-53-6299.12-101-699000	Frontline Hiring and Recruit	4,368.01	N
020986	05-14-2026	SAVVAS LEARNING	360474	7029275567	199-11-6499.00-101-699CHS	Span 1 & 2 Textbks for CJHHS	4,505.00	N
			360474	7029575756	199-11-6499.00-101-699CHS	Span 1 & 2 Textbks for CJHHS	104.97	N
						Totals for Check 020986	**4,609.97**	

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020987	05-14-2026	GREATAMERICA	360035	41942780	199-23-6269.00-101-699000	Copier Lease	180.25	N
020988	05-14-2026	LA COSTENITA DISTRIB	260160	20915	240-35-6341.00-101-699000	Ice Cream	250.80	N
020989	05-14-2026	LAKESHORE LEARNING	360538	93780677	199-11-6399.01-101-611000	Supplies	131.95	N
020990	05-14-2026	LOWE'S	360521	995748	199-51-6399.01-999-699000	Supplies	355.30	N
020991	05-14-2026	LOWMAN EDUCATION L	360568	12711	199-11-6399.00-101-625000	Lowman 26-27	5,000.00	N
			360568	12711	199-11-6499.00-101-611000	Lowman 26-27	3,000.00	N
			360568	12711	199-11-6499.00-101-699CHS	Lowman 26-27	2,850.00	N
						Totals for Check 020991	**10,850.00**	
020992	05-14-2026	TEXAS THERAPY SPECI	260161	20260430	199-11-6219.00-101-623000	Speech Svcs	2,523.47	N
			360164	20260430	224-11-6219.00-101-623000	Speech Svcs	4,066.93	N
			260161	20260430	225-11-6299.00-101-623000	Speech Svcs	1,275.00	N
						Totals for Check 020992	**7,865.40**	
020993	05-14-2026	PEST PATROL	360033	145506	199-51-6249.03-101-699000	Pest Treatment	250.00	N
020994	05-14-2026	PIONEER DRAMA SERVI	360554	669898	199-11-6399.08-101-611000	OAP Script	244.00	N
020995	05-14-2026	RAPTOR TECHNOLOGIE	360480	INV257361	199-11-6499.00-101-699CHS	Raptor for CJHHS	794.58	N
020996	05-14-2026	SCHOOL SPECIALTY, IN	360535	208137002211	199-11-6399.01-101-611000	Supplies	123.88	N
020997	05-14-2026	STEVE WEISS MUSIC	360484	INV1446649-2	199-11-6499.00-101-699CHS	Band Start up Supplies	855.99	N
			360484	INV1446649-2	199-11-6499.00-101-699CHS	Band Start up Supplies	307.05	N
			360483	INV1446507-1	199-11-6499.00-101-699CHS	Band Supplies	903.74	N
						Totals for Check 020997	**2,066.78**	
020998	05-14-2026	TEXAS RURAL EDUCATI	360534	6692	199-41-6419.00-702-699000	TREA Conf Reg TS	500.00	N
020999	05-14-2026	TOSHIBA FINANCIAL SE	360020	597073665	199-11-6269.00-101-699000	Copier Lease	296.82	N
021000	05-20-2026	ASSOC OF TX PROFESS	DEDCH		863-00-2159.00-005-600000	MAY DED TSTA DUES	26.60	N
021000	05-14-2026	TRIUMPH PROTECTION	360121	INV029666	429-52-6299.01-000-400000	Security Officer	1,310.16	N
021001	05-20-2026	COMBINED BENEFITS G	DEDCH		863-00-2153.00-012-600000	MAY DED HEALTH INSURANCE	148.28	N
			DEDCH		863-00-2153.00-013-600000	MAY DED HEALTH INSURANCE	49.19	N
			DEDCH		863-00-2153.00-015-600000	MAY DED LIFE INSURANCE	383.40	N
			DEDCH		863-00-2153.00-016-600000	MAY DED HEALTH INSURANCE	230.80	N
			DEDCH		863-00-2153.00-017-600000	MAY DED HEALTH INSURANCE	2.10	N
			DEDCH		863-00-2153.00-022-600000	MAY DED HEALTH INSURANCE	243.24	N
			DEDCH		863-00-2153.00-026-600000	MAY DED HEALTH INSURANCE	704.31	N
			DEDCH		863-00-2153.00-027-600000	MAY DED HEALTH INSURANCE	1,413.08	N
			DEDCH		863-00-2153.00-029-600000	MAY DED LIFE INSURANCE	422.18	N
			DEDCH		863-00-2153.00-035-600000	MAY DED HEALTH INSURANCE	54.00	N
			DEDCH		863-00-2153.00-105-600000	MAY DED HEALTH INSURANCE	122.00	N
			DEDCH		863-00-2153.00-106-600000	MAY DED HEALTH INSURANCE	172.92	N
			DEDCH		863-00-2153.00-107-600000	MAY DED LIFE INSURANCE	84.16	N
			DEDCH		863-00-2153.00-108-600000	MAY DED HEALTH INSURANCE	21.00	N
			DEDCH		863-00-2153.00-111-600000	MAY DED LIFE INSURANCE	49.83	N
			DEDCH		863-00-2159.00-037-600000	MAY DED MISCELLANEOUS DED	677.00	N
			DEDCH		863-00-2159.00-100-600000	MAY DED HSA	250.00	N

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			DEDCH		863-00-2159.00-101-600000	MAY DED MISCELLANEOUS DED	91.44	N
			DEDCH		863-00-2159.00-110-600000	MAY DED MISCELLANEOUS DED	99.55	N
						Totals for Check 021001	**5,218.48**	
021002	05-20-2026	NATIONAL BENEFIT SER	DEDCH		863-00-2159.00-042-600000	MAY DED TAX SHEL. ANNUITY	20.00	N
			DEDCH		863-00-2159.00-103-600000	MAY DED TAX SHEL. ANNUITY	875.00	N
			DEDCH		863-00-2159.00-112-600000	MAY DED TAX SHEL. ANNUITY	50.00	N
						Totals for Check 021002	**945.00**	
021003	05-20-2026	TCTA	DEDCH		863-00-2159.00-006-600000	MAY DED TSTA DUES	61.50	N
021004	05-20-2026	TEXAS STATE DISBURS	DEDCH		863-00-2159.00-019-600000	MAY DED MISCELLANEOUS DED	829.66	N
021006	05-19-2026	QUILL	360530	48777034	199-11-6399.01-101-611000	Supplies	112.77	N
			360516	Various	699-81-6639.00-999-699000	CJHHS Supplies	9,448.87	N
			360541	Various	699-81-6639.00-999-699000	Supplies	701.46	N
						Totals for Check 021006	**10,263.10**	
021007	05-19-2026	BROOK MAYS MUSIC/H&	360492	2172740	199-11-6499.00-101-699CHS	CJHHS Band Supplies	37,203.22	N
021008	05-28-2026	BROTHERS FOOD	260165	1965535	240-35-6341.00-101-699000	Produce	318.40	N
021009	05-28-2026	CHRISTINA ALDERETE	260166	0526 Mileage	240-35-6411.00-101-699000	Mileage Reimb for Training	37.70	N
021010	05-28-2026	ESC 13	360547	286281	199-11-6399.04-101-621000	GT 30 Hour PD	450.00	N
			360547	286281	199-11-6412.00-101-621000	GT 30 Hour PD	500.00	N
			360547	286281	199-13-6239.00-101-611000	GT 30 Hour PD	250.00	N
			360547	286281	199-13-6299.00-101-621000	GT 30 Hour PD	1,250.00	N
						Totals for Check 021010	**2,450.00**	
021011	05-28-2026	FERGUSON FACILITIES	360576	3481601	199-51-6319.00-101-699000	Supplies	2,025.83	N
			360548	3431692	699-81-6639.00-999-699000	CJHHS scrubber	3,730.05	N
						Totals for Check 021011	**5,755.88**	
021012	05-28-2026	GENEVA JONES & ASSO	360585	833	199-41-6211.00-701-699000	Legal	260.00	N
021013	05-28-2026	HOUGHTON MIFFLIN HA	360435	956462150	199-11-6321.00-101-611000	ELA 6-8 Additional	1,081.00	N
			360473	956466199	199-11-6321.00-101-611000	ELA 1 TE	271.05	N
						Totals for Check 021013	**1,352.05**	
021014	05-28-2026	IMPERIAL DADE	260167	41620670	699-81-6639.00-999-699000	Supplies CJHHS	3,424.41	N
			260167	41708531	699-81-6639.00-999-699000	Supplies CJHHS	515.66	N
			260167	41621262	699-81-6639.00-999-699000	Supplies CJHHS	61.69	N
			260168	41620669	699-81-6639.00-999-699000	CNS Supplies 0930	914.65	N
			260169	41621261	699-81-6639.00-999-699000	CNS Supplies 8893	356.46	N
			260169	41620668	699-81-6639.00-999-699000	CNS Supplies 8893	485.17	N
			260169	41708530	699-81-6639.00-999-699000	CNS Supplies 8893	47.79	N
						Totals for Check 021014	**5,805.83**	
021015	05-28-2026	J W PEPPER & SON	360544	368572478	699-81-6639.00-999-699000	Band Supplies	80.00	N
			360544	368561411	699-81-6639.00-999-699000	Band Supplies	90.00	N
			360544	368550308	699-81-6639.00-999-699000	Band Supplies	1,458.10	N
						Totals for Check 021015	**1,628.10**	

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021016	05-28-2026	JOHNSON CONTROLS FI	360286	54015497	240-35-6299.00-101-699000	Hood Repair in Kitchen	1,848.00	N
021017	05-28-2026	MANVILLE WATER SUPP	360072	002139551 0526	199-51-6259.00-101-699000	Water Bill	371.38	N
			360072	00601151 0526	199-51-6259.00-101-699000	Water Bill	455.11	N
			360072	002106541 0526	199-51-6259.00-101-699000	Water Bill	120.12	N
						Totals for Check 021017	**946.61**	
021018	05-28-2026	MCGRAW-HILL EDUCATI	360445	140420840001	199-11-6321.00-101-611000	WG txtbk 3306-001	16.98	N
			360445	140418741001	199-11-6321.00-101-611000	WG txtbk 3306-001	389.70	N
			360501	140526234001	199-11-6321.00-101-611000	MH Science text	2,418.15	N
			360558	140615941001	199-11-6499.00-101-611000	WG Textbooks hardback	2,719.10	N
						Totals for Check 021018	**5,543.93**	
021019	05-28-2026	ONWARD SEARCH, LLC	360587	2117949	199-11-6219.01-101-623000	OT 0502 and 0509	400.00	N
			360587	2117615	199-11-6219.01-101-623000	OT 0502 and 0509	360.00	N
						Totals for Check 021019	**760.00**	
021020	05-28-2026	PERRY WEATHER INC	360555	14137	199-23-6499.02-101-699000	Perry Weather	4,093.15	N
021021	05-28-2026	PIONEER DRAMA SERVI	360571	670216	199-11-6399.02-101-611000	HS Play Script	154.00	N
021022	05-28-2026	STRIDE PEST	360586	16695607	199-51-6249.03-101-699000	Pest Treatment	61.00	N
021023	05-28-2026	STUDIES WEEKLY, INC	360436	558898	199-11-6321.00-101-611000	SS order	1,368.75	N
021024	05-28-2026	TASB	360430	689214	199-41-6419.00-702-699000	Brd Trng CW.MR. DY. TS. SS	120.00	N
			360401	689678	199-41-6499.00-701-699000	Salary Review	1,950.00	N
						Totals for Check 021024	**2,070.00**	
021025	05-28-2026	TAYLOR OFFICE PRODU	360481	1993	199-23-6499.02-101-699000	Trophies	693.00	N
			360481	2060	199-23-6499.02-101-699000	Trophies	100.00	N
						Totals for Check 021025	**793.00**	
021026	05-28-2026	TRIUMPH PROTECTION	360121	INV029783	429-52-6299.01-000-400000	Security Officer	1,318.40	N
021027	05-28-2026	WILSON LANGUAGE TR	360508	134603	199-11-6399.05-101-623000	Magnetic Boards	1,786.32	N
021028	05-28-2026	BRANDI SMITH	260170	WM 681	199-11-6399.01-101-611000	Remib Graduation Supplies	39.47	N
021029	05-28-2026	BRIAN BOOKER	260173	Meals ESC 6	199-41-6411.00-701-699000	Meals ESC 6	40.00	N
021030	05-28-2026	EARL PARCELL	260171	Mile Remb 0528	199-41-6411.00-701-699000	Mileage ESC REg 6	201.55	N
			260171	Mile Remb 0528	199-41-6411.00-701-699000	Meals ESC REg 6	40.00	N
						Totals for Check 021030	**241.55**	
021031	05-28-2026	GAYLYNN CLEVENGER	360088	9	199-21-6299.00-101-623000	SPED Consult	1,000.00	N
021032	05-28-2026	HEARTLAND PAYMENT	360456	3485171	199-11-6499.00-101-699CHS	Heartland Site License CJHHS	2,665.00	N
021033	05-28-2026	IMPERIAL DADE	260175	41793303	699-81-6639.00-999-699000	CNS Supplies	128.30	N
			260176	41793304	699-81-6639.00-999-699000	Supplies CJHHS	24.73	N
						Totals for Check 021033	**153.03**	
021034	05-28-2026	KATHLEEN KNAPEK	260172	Meals ESC 6	199-41-6411.00-701-699000	Meals ESC 6	40.00	N
021035	05-28-2026	Laminator.com	360513	400298	699-81-6639.00-999-699000	CJHHS Supply	2,344.99	N
021036	05-28-2026	SOUTHERN TIRE MART	260177	4650275131	199-34-6249.00-101-699000	Bus tires INTENATION	2,510.29	N

For the Month of May

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
021037	05-28-2026	TAYLOR SPORTING GO	360561	1615	199-11-6399.06-101-625000	Camp Shirts	756.00	N
021038	05-28-2026	TECHNOLOGY FOR EDU	360489	26205B1-IN	199-11-6499.00-101-699CHS	Erate 2026 - Switches	19,112.04	N
			360380	2620501-IN	199-53-6399.01-101-699000	2025 Erate HW	33,913.40	N
			360489	26205B1-IN	699-81-6629.00-999-699000	Erate 2026 - Switches	1,174.01	N
						Totals for Check 021038	**54,199.45**	
021039	05-28-2026	FUELMAN	260178	NP70539943	199-34-6311.00-101-699000	Gas for Bus	2,658.54	N
			260178	NP70539943	199-34-6311.00-101-699000	Gas for Bus Card Fee	29.95	N
				NP70539943	199-34-6311.00-101-699000	Discount for Fuel Card	-158.01	N
						Totals for Check 021039	**2,530.48**	
021040	05-28-2026	TOSHIBA BUSINESS	360070	6379648	199-11-6269.00-101-699000	Copier Allow 09-10	182.95	N
021041	05-28-2026	TRIUMPH PROTECTION	360121	INV029918	429-52-6299.01-000-400000	Security Officer	1,054.72	N
021042	05-28-2026	ZLABS, INC.	360600	84191	199-31-6399.00-101-699000	Scuta renewal 26-27	351.00	N
051126	05-11-2026	CITIZENS NATIONAL BA	260162	99331-1	461-36-6399.02-101-699000	Student Council Spare Time	204.96	N
051426	05-14-2026	TRS	260163		863-00-2153.00-050-600000	TRS AC	13,409.00	N
			260163		863-00-2153.00-051-600000	TRS AC	2,350.00	N
			260163		863-00-2153.00-052-600000	TRS AC	10,623.00	N
						Totals for Check 051426	**26,382.00**	
052026	05-20-2026	UNITED STATES TREAS	260164		863-00-2151.00-000-600000	IRS	34,389.87	N
			260164		863-00-2152.01-000-600000	IRS	5,537.76	N
			260164		863-00-2152.02-000-600000	IRS	5,537.76	N
						Totals for Check 052026	**45,465.39**	
052026	05-14-2026	WEAVER & JACOBS CO	360572	Draw 18 and 19	699-81-6629.00-999-699000	Draw 18 and 19	1,621,352.64	N
						Total Checks	**2,044,337.35**	

End of Report

COUPLAND INDEPENDENT SCHOOL DISTRICT

GENERAL FUND FINANCIAL STATEMENT

Fund 199

MAY 2026

	2025-2026			2024-2025		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	$ 2,345,971	$ 2,272,401	96.86%	$ 2,183,205	$ 2,300,615	105.38%
State Program Revenues	2,816,981	2,193,168	77.86%	2,610,521	2,303,087	88.22%
Federal Program Revenues	54,500	-	0.00%	14,500	-	0.00%
Other Financing Sources	-	-	0.00%	-	-	0.00%
Total Revenues	$ 5,217,452	$ 4,465,569	85.59%	$ 4,808,226	$ 4,603,703	95.75%
EXPENDITURE SUMMARY BY FUNCTION:						
11 - Instructional	$ 3,095,640	$ 2,273,663	73.45%	$ 2,904,321	$ 2,039,144	70.21%
12 - Instructional Resources and Media Services	41,101	3,271	7.96%	7,850	6,190	78.86%
13 - Curriculum and Instructional Staff Development	21,200	4,444	20.96%	19,700	105	0.53%
21 - Instructional Leadership	15,000	9,000	60.00%	12,362	-	0.00%
23 - School Leadership	335,845	234,667	69.87%	320,173	226,825	70.84%
31 - Guidance, Counseling and Evaluation	198,603	138,225	69.60%	174,769	140,322	80.29%
33 - Health Services	3,550	1,531	43.12%	3,550	1,421	40.04%
34 - Student Transportation	157,349	96,357	61.24%	275,192	200,456	72.84%
35 - Food Services	-	-	0.00%	2,059	2,059	99.99%
36 - Cocurricular/Extra Curricular Activities	27,076	29,203	107.85%	27,714	20,895	75.39%
41 - General Administration	394,050	260,537	66.12%	368,356	254,437	69.07%
51 - Plant Maintenance and Facility Services	410,973	299,858	72.96%	363,425	243,002	66.86%
52 - Security and Monitoring Services	65,450	56,848	86.86%	48,750	20,735	42.53%
53 - Data Processing Services	309,574	220,441	71.21%	247,658	185,063	74.73%
61 - Community Services	1,000	1,398	139.77%	500	178	0.00%
71 - Debt Service	66,484	66,484	100.00%	66,436	66,435	100.00%
81 - Facilities Acquisition and Construction	834,000	-	0.00%	-	-	0.00%
99 - Other intergovernmental Charges	27,500	17,136	62.31%	25,000	17,556	70.22%
Operating Transfer to Cafeteria	28,769	-	0.00%	9,681	-	0.00%
Total Expenditures	$ 6,033,164	$ 3,713,062	61.54%	$ 4,877,496	$ 3,424,825	70.22%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	$ 3,812,569	$ 2,815,720	73.85%	$ 3,776,173	$ 2,691,519	71.28%
62XX - Professional and Contracted Services	688,092	435,088	63.23%	547,024	345,397	63.14%
63XX - Supplies and Materials	244,500	139,875	57.21%	197,920	114,743	57.97%
64XX - Other Operating Expenses	358,750	251,188	70.02%	160,262	86,731	54.12%
65XX - Debt Service - Principal	66,484	66,484	100.00%	66,436	66,435	100.00%
66XX - Capital Outlay Expenses	834,000	4,707	0.56%	120,000	120,000	0.00%
Operating Transfers	28,769	-	0.00%	9,681	-	0.00%
Total Expenditures	$ 6,033,164	$ 3,713,062	61.54%	$ 4,877,496	$ 3,424,825	70.22%

COUPLAND INDEPENDENT SCHOOL DISTRICT

CHILD NUTRITION FUND FINANCIAL STATEMENT

Fund 240

MAY 2026

	2025-2026			2024-2025		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	$ 61,300	$ 53,046	86.54%	$ 60,000	$ 59,137	98.56%
State Program Revenues	11,213	11,362	101.33%	11,058	1,412	12.77%
Federal Program Revenues	167,000	168,385	100.83%	167,000	121,167	72.56%
Other Financing Sources	28,769	-	0.00%	9,681	-	0.00%
Total Revenues	$ 268,282	$ 232,793	86.77%	$ 247,739	$ 181,716	73.35%
EXPENDITURES:						
35 - Food Services	$ 268,282	$ 209,930	78.25%	$ 247,739	$ 196,304	79.24%
Total Expenditures	$ 268,282	$ 209,930	78.25%	$ 247,739	$ 196,304	79.24%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	$ 149,882	$ 114,574	76.44%	$ 142,039	$ 102,301	72.02%
62XX - Professional and Contracted Services	7,200	1,990	27.64%	6,500	-	0.00%
63XX - Supplies and Materials	110,500	93,295	84.43%	98,500	93,938	95.37%
64XX - Other Operating Expenses	700	70	10.07%	700	66	9.40%
64XX - Other Operating Expenses	-	-	0.00%	-	-	0.00%
Total Expenditures	$ 268,282	$ 209,930	78.25%	$ 247,739	$ 196,304	79.24%

COUPLAND INDEPENDENT SCHOOL DISTRICT

DEBT SERVICE FUND FINANCIAL STATEMENT

Fund 599

MAY 2026

	2025-2026			2024-2025		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	$ 1,635,186	$ 1,584,715	96.91%	$ 1,547,519	$ 1,563,557	101.04%
State Program Revenue	$ 96,148	$ 141,076	146.73%	$ 92,381	$ 89,831	97.24%
Total Revenues	$ 1,731,334	$ 1,725,791	99.68%	$ 1,639,900	$ 1,653,388	100.82%
EXPENDITURES:						
71 - Debt Service	$ 1,731,334	$ 1,101,726	63.63%	$ 1,639,900	$ 1,040,400	63.44%
Total Expenditures	$ 1,731,334	$ 1,101,726	63.63%	$ 1,639,900	$ 1,040,400	63.44%
EXPENDITURE SUMMARY BY OBJECT CODE:						
65XX - Debt Service Expenses	1,731,334	1,101,726	63.63%	1,639,900	1,040,400	63.44%
Total Expenditures	$ 1,731,334	$ 1,101,726	63.63%	$ 1,639,900	$ 1,040,400	63.44%

COUPLAND ISD
QUARTERLY INVESTMENT REPORT
QUARTER ENDED MAY 2026

Citizens National Bank

Accounts	March	April	May	Total Interest Earned	Ending Balance a/o May 31, 2026
Index Fund-Closed Account 01.20.2026	$ -	$ -	$ -	**$ -**	$ -
Payroll-Closed Account 04.30.2026	$ 78.67	$ -	$ -	**$ 78.67**	$ -
Maintenance & Operating	$ 1,607.11	$ 1,081.18	$ 931.10	**$ 3,619.39**	$ 218,707.09
Activity	$ 81.55	$ 84.66	$ 86.68	**$ 252.89**	$ 29,832.23
Interest & Sinking	$ 1,845.45	$ 1,870.80	$ 2,020.92	**$ 5,737.17**	$ 742,051.56
	$3,612.78	**$3,036.64**	**$3,038.70**	**$ 9,688.12**	**$ 990,590.88**

First Public Investments

Accounts	March	April	May	Total Interest Earned	Ending Balance a/o May 31, 2026
General Fund	$ 17,716.01	$ 16,594.25	$ 15,985.67	$ 50,295.93	$ 5,062,783.42
Construction	$ 27,524.45	$ 23,862.69	$ 21,549.66	$ 72,936.80	$ 6,301,338.58
	$45,240.46	**$40,456.94**	**$37,535.33**	**$ 123,232.73**	**$ 11,364,122.00**

6-4-2026

Investment Officer

This report is prepared for Coupland ISD (the District) in accordance with Chapter 2256 of the Public Funds Investment Act (PFIA). Section 2256.023(a) of the PFIA states that "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the preceding reporting period." This report which covers the quarter ended May 31, 2026, is signed by the District's Investment officer and includes the disclosures required in the PFIA. Market prices, where required, were obtained from the independent pricing sources.

The investment portfolio was compiled with the PFIA and the District's approved Investment Policy and Strategy throughout the quarter. All investment transactions made in the District's portfolio during this quarter were made on behalf of the District and were made in full compliance with the PFIA and the District's approved Investment Policy.

Coupland ISD

Taxpayer Impact Statement

Fiscal Year (Tax Year)	Median Net Taxable Valued Homestead *	Tax Rate per $100 of Value	Estimated Property Tax Bill
FY 2025-2026 (TY 2025)	$206,163	1.1622	2,396.03
FY 2026-2027 (TY 2026)	$135,353	1.1732 *	1,587.96

***** *The 2026 tax rate is estimated for now. The final 2026 tax rate will be approved in August.*

Board of Trustees

Date of Meeting	6/25/2026
Item Type	Action

Item Name	Consider and Approve a Contract with Trinity Educational Services for Bilingual Assessments and LSSP services.
District Goal	Teaching and Learning
Summary (Purpose / Objective)	Coupland ISD currently employs a Diagnostician who conducts academic/achievement assessments for English speaking students. With this contract, Trinity Educational Services will provide bilingual staff who are qualified to administer academic assessments. Additionally, if needed, Trinity Educational Services staff will be able to conduct behavioral assessments that can only be administered by a Licensed Specialist in School Psychology (LSSP).
Fiscal Impact	As needed - See Engagement Agreement (from Budgeted Funds)
Administrative Recommendation	Administration Recommends Approving the Contract with Trinity Educational Services for Bilingual Assessments and LSSP services.

Attachments	Trinity Educational Services 2026-2027 TES Engagement Agreement 2026-2027

Contact Person: Dr. Earl Parcell, Superintendent
E-Mail Address: eparcell@couplandisd.org

Engagement Agreement

Contract Dates: April 29, 2026

District: Coupland ISD

Contractor: Trinity E S, LLC

Scope of Work: Trinity Educational Services will provide qualified personnel to complete special education services on an on-going basis contingent upon timely notice and need from Coupland ISD, and availability of staff from Trinity E S.

Price Structure: All positions are to be paid an hourly rate unless the Contract states otherwise.

Special Education Service:	Hourly Rate:
Licensed Specialist in School Psychology	$90
Bilingual Licensed Specialist in School Psychology	$100
Educational Diagnostician	$80
Bilingual Educational Diagnostician	$90
Speech Language Pathologist	$85
Speech Assistant	$65
Occupational Therapist	$85
Licensed Professional Counselor	$80
Board Certified Behavior Analyst	$90
Special Education Coordinator/Director	$95
ARD Facilitator	$65
Special Education Consultant	$95
Teacher of the Deaf and Hard of Hearing	$75
Teacher of the Visually Impaired	$105
Adapted PE Coach	$65
Homebound Teacher	$65
Special Education Teacher	$65

**Evaluations requested with less than 35 school days until due may be subject to an increase in hourly rates, but not to exceed an additional $10/hour.

GENERAL CONTRACT AGREEMENT

THIS GENERAL CONTRACT AGREEMENT (the "Contract") is made and entered into effective as of April 29, 2025, (the "Execution Date"), by and between the parties herein designated as "Coupland ISD" and "Trinity E S". ISD and Trinity E S may sometimes herein be referred to individually as a "Party" or collectively, as the "Parties".

District: **Coupland Independent School District**

620 South Commerce Street
Coupland, TX 78615
512-856-2424

Contractor: Trinity Educational Services

3590 High Cloud Drive
New Braunfels, TX 78130
Telephone Number: 512-644-4453
Attention: Paige Talley, CEO

WITNESSETH: THAT,

NOW THEREFORE IN CONSIDERATION of the mutual promises, conditions and agreements herein contained, the sufficiency of which is hereby acknowledged, and the specifications and special provisions set forth in any exhibits attached and hereby incorporated, the Parties mutually agree as follows:

1.0 NATURE, TERM AND APPLICABILITY OF AGREEMENT

1.1 This Contract shall remain in effect until terminated by either Party by giving the other Party thirty days notice in writing at the above designated address of said Party.

1.2 Trinity E S's compensation for the Work shall be as specified in the attached Engagement Agreement Sheet. Any prices for Work performed that are not specified in such Engagement Agreement Sheet shall be mutually agreed upon and signed by Coupland ISD and Trinity E S.

2.0 EQUIPMENT, PERSONNEL AND STANDARD OF PERFORMANCE

2.1 In the performance of the Work hereunder, Trinity E S shall furnish at its own expense and cost (a) any and all necessary labor, materials, supplies and other items required to perform the Work other than access to Wi-Fi when Trinity E S is working on Coupland ISD property.

2.2 When agreement is reached by the Parties on the terms of the applicable Engagement Agreement Sheet, Trinity E S shall commence the agreed-upon Work, and shall continue such Work diligently and without delay, in conformity with the specifications and requirements contained herein and in such Engagement Agreement.

2.3 Coupland ISD shall inform Trinity E S of any performance deficiencies within 30 days of the performance of the Work.

3.0 PAYMENT

3.1 For each calendar month (a "Month") during which Trinity E S performs Work for Coupland ISD on a continual basis (interim staffing) under an Engagement Agreement, Trinity E S shall provide an invoice (the "Monthly Invoice") to Coupland ISD within 15 days following the end of such Month. All amounts charged under a Monthly Invoice must be in accordance with the agreed rates set forth in the applicable Engagement Agreement. Coupland ISD shall pay all undisputed charges contained within a Monthly Invoice within 30 days of receiving such invoice.

3.2 Trinity E S shall keep adequate records of transactions and costs hereunder for a period of three years after such costs are incurred. Trinity E S shall make such records available for inspection by Coupland ISD during normal business hours upon written request.

4.0 REPORTS TO BE FURNISHED BY CONTRACTOR AND NOTICES

4.1 Trinity E S will complete all work within Federal timelines given that all requests are provided to Trinity E S with a minimum of 35 school days to complete the evaluation. For work that is to be completed within a shorter timeline, there may be an increase in the hourly rate. This will be detailed in the engagement agreement.

4.2 Ongoing work that is completed by Trinity E S will be done in accordance with Coupland ISD, State, and Federal guidelines.

5.0 INTELLECTUAL PROPERTY

5.1 Coupland ISD agrees that all Intellectual Property of Trinity E S existing prior to the date of this Contract remains the sole property of Trinity E S and that Coupland ISD acquires no rights of any kind with respect to such Intellectual Property.

6.0 CONFIDENTIAL INFORMATION

Trinity E S agrees that this Contract, any Engagement Agreement, and all information arising from the Work performed by Trinity E S under any Engagement Agreement and

this Contract is confidential, shall be kept confidential by Trinity E S and shall not be disclosed by Trinity E S during the term of this Contract to any Person that is not a Party, except (a) to Trinity E S's employees for the purpose of conducting the Work, (b) to the extent such information is required to be furnished in compliance with applicable Law, or pursuant to any legal proceedings or because of any order of any Governmental Authority binding upon Trinity E S. All information will be kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).

7.0 ENTIRE AGREEMENT/CONFLICTS

This Contract, the Exhibits hereof and any Engagement Agreements collectively constitute the entire agreement among the Parties pertaining to the subject matter hereof and supersede all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Parties pertaining to the subject matter of this Contract.

8.0 EXECUTION WARRANTY

Each Person signing below represents and warrants that he/she has all the requisite power, authority, and authorization to execute this Contract on behalf of the Party for whom he/she signs and that this Contract shall be fully binding upon and enforceable against such Party and its present and future subsidiaries and Affiliates.

9.0 AMENDMENT

This Contract may be amended only by an instrument in writing executed by all of the Parties and expressly identified as an amendment or modification.

The Parties hereto have executed this Contract as of the Execution Date.

CONTRACTOR:	**DISTRICT:**
Trinity E S, LLC	**Coupland Independent School District**
_____	_____
Signature/Title	Signature/Title

Board of Trustees

Date of Meeting: 6/25/2026
Item Type: Action

Item Name	Consider and Approve Contracted Services for Speech and Physical Therapy
District Goal	Teaching and Learning
Summary (Purpose / Objective)	Coupland ISD serves students who require speech and physical therapy services. The district does not have staff that are qualified to provide these services at this time. Speech Assessment and Therapy - Texas Therapy (Maria Forero) Physical Therapy - Vanessa DeCesari
Fiscal Impact	Budgeted funds per the contracted agreements
Administrative Recommendation	Administration Recommends Approving Contract Services with Vanessa DeCesari for Physical Therapy services and Texas Therapy for Speech assessment and services for the 2026-2027 school year.

Attachments	Contracted Service Agreement - Speech Contracted Service Agreement - Physical Therapy

Contact Person: Dr. Earl Parcell, Superintendent
E-Mail Address: eparcell@couplandisd.org

Coupland Independent School District

Contracted Services Agreement (2026-2027)

Contractor Name: Vanessa DeCesari

Address: _1964 TH Johnson Drive_____

City, State, Zip: _____Taylor, TX 76574_____

Phone and email: vanessa.decesari@gmail.com, 609-290-8869

1. The DISTRICT engages the CONTRACTOR to perform, in a manner satisfactory to the DISTRICT, the following services:
   Describe the services to be performed and any other specific requirements of the engagement.
   Physical Therapy Services – Direct therapy, ARD participation and preparation, write goals, goal progress reports, evaluations, and consultation

2. The services described above are to be performed by the CONTRACTOR at the following time and places:
   Date: Time: Location:
   SY 2026-2027

3. District agrees to pay contractor a fee of:
   $85 per hour or unit: or
   $400 per evaluation
   _____per day: or
   _____per workshop
   _____Total Fee

4. Are you a TRS retiree ____Yes _X__No

Consultants shall not be paid in advance. All fees shall be paid after the activity is completed and required documentation, including invoice turned in to the Business Office.

This agreement shall be from (dates) **July 1, 2026 – June 30, 2027** unless terminated by either party in writing at any time, with or without cause.

Contractor may not assign this contract to a third party without the written consent of the District. Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under this contract, except District employees.

In the event of termination by District or Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination upon invoice.

Contractor is not an employee of the District, and is not entitled to fringe benefits, pension, workers compensation, retirement or unemployment compensation. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.

Contractor agrees to hold District harmless from any and all liability incurred by District by reason of Contractor's negligence or breach of contract, including without limitation, damages of any kind and nature, out-of-pocket costs, and legal expenses. Any disputes shall be settled in Williamson County.

The District's obligation for performance of this contract beyond the dates noted above is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the District for any payment exists past June 30, 2027, until funds are made available by the Board of Trustees.

This agreement is not accepted until all parties (including the CISD Business Office) have signed below.

Step 1:

Contractor approval signature and date:



_____5/5/2026_____

Step 2:

Campus/Department approval signature and date:

_____

Budget Account Number: _____

Board approval date for contracts over $25,000 _____

Step 3:

Superintendent approval signature and date:

_____

Step 4:

Business office approval signature and date:

_____

Coupland Independent School District

Contracted Services Agreement (2026-2027)

Contractor Name: Texas Therapy Specialists, LLC

Address: 705 East 43rd Street

City, State, Zip: Austin, Texas 78751

Phone and email: 512-577-7057 maria.forero@texastherapy.com

1. The DISTRICT engages the CONTRACTOR to perform, in a manner satisfactory to the DISTRICT, the following services:
   Describe the services to be performed and any other specific requirements of the engagement.
   Contracted speech-language pathology services, including speech therapy, speech-language evaluations, ARD/IEP meetings, progress reports, therapy planning, documentation, and consultation with teachers, parents, staff, and district personnel as needed.

2. The services described above are to be performed by the CONTRACTOR at the following time and places:
   Date: Time: Location:
   Date: 2026–2027 school year, as mutually scheduled
   Time: As mutually agreed upon based on student and district needs
   Location: Coupland ISD campus/site or other location as agreed upon by District and Contractor

3. District agrees to pay contractor a fee of:
   $75 per hour or unit: or
   _____ per day: or
   _____ per workshop
   _____ Total Fee

4. Are you a TRS retiree ____Yes ✓ No

Consultants shall not be paid in advance. All fees shall be paid after the activity is completed and required documentation, including invoice turned in to the Business Office.

This agreement shall be from (dates) July 1, 2026 through June 30, 2027 unless terminated by either party in writing at any time, with or without cause.

Contractor may not assign this contract to a third party without the written consent of the District. Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under this contract, except District employees.

In the event of termination by District or Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination upon invoice.

Contractor is not an employee of the District, and is not entitled to fringe benefits, pension, workers compensation, retirement or unemployment compensation. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.

Contractor agrees to hold District harmless from any and all liability incurred by District by reason of Contractor's negligence or breach of contract, including without limitation, damages of any kind and nature, out-of-pocket costs, and legal expenses. Any disputes shall be settled in Williamson County.

The District's obligation for performance of this contract beyond the dates noted above is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the District for any payment exists past June 30, 2027, until funds are made available by the Board of Trustees.

This agreement is not accepted until all parties (including the CISD Business Office) have signed below.

Step 1:

Contractor approval signature and date:

Maria Fraire 5/27/2026

_____

Step 2:

Campus/Department approval signature and date:

_____

Budget Account Number: _____

Board approval date for contracts over $25,000 _____

Step 3:

Superintendent approval signature and date:

_____

Step 4:

Business office approval signature and date:

_____

Board of Trustees

Date of Meeting: 6/25/2026
Item Type: Action

Item Name	Consider and Approve Contracted Services for Occupational Services
District Goal	Teaching and Learning
Summary (Purpose / Objective)	Coupland ISD serves students who require occupational therapy services. The district does not have staff that are qualified to provide these services at this time. Occupational Therapy
Fiscal Impact	Budgeted funds per the contracted agreements
Administrative Recommendation	Administration Recommends Approving Contract Services for Occupational Therapy services for the 2026-2027 school year.

Attachments	Contracted Service Agreement – Occupational Therapy

Contact Person: Dr. Earl Parcell, Superintendent
E-Mail Address: eparcell@couplandisd.org

Board of Trustees

Date of Meeting	6/25/2026
Item Type	Action

Item Name	Consider and Approve Memorandum of Understanding with Williamson County Juvenile Services for 2026-2027
District Goal	Teaching and Learning
Summary (Purpose / Objective)	The Williamson Count J.J.A.E.P - S.T.E.P. is an alternative education campus whcih allows continued education for students who have committed expellable offenses, mandatory or Discretionary, in accordance with TEC Chapter 37.
Fiscal Impact	None
Administrative Recommendation	Administrations recommends approving the MOU with Williamson County Juvenile Services for 2026-2027.

Attachments	MOU Williamson County Juvenile Services 2026-2027

Contact Person	Dr. Earl Parcell, Superintendent	E-Mail Address	eparcell@couplandisd.org

SUCCESSFUL TRANSITION EDUCATION PROGRAM

WILLIAMSON COUNTY JUVENILE SERVICES

MEMORANDUM OF UNDERSTANDING 2026-2027

PURPOSE

As Williamson County, Texas, has a population greater than 125,000, the Williamson County Juvenile Board and the Williamson County Independent School Districts' (ISDs') Board of Trustees (hereinafter "Parties") adopt this memorandum of understanding to operate a Juvenile Justice Alternative Education Program in compliance with the Texas Education Code (TEC Section 37.011). Successful Transition Education Program (S.T.E.P.) educates the Williamson County J.J.A.E.P., C.O.R.E., and Detention students from all ISDs in Williamson County and is for residents of Williamson County only.

S.T.E.P. J.J.A.E.P. is an alternative education campus which allows continued education for students who have committed expellable offenses, Mandatory or Discretionary, in accordance with Texas Education Code Chapter 37 (*Appendix A*). The Parties agree that S.T.E.P. (J.J.A.E.P., C.O.R.E., and Detention) is a cooperative effort between the educational community and Juvenile Services with the primary goals being education, progress toward grade-level performance, rehabilitation, personal accountability, and character development. Students are removed from their home campus and attend school in a facility where behavior is closely monitored, students engage in counseling sessions, and staff works to teach reintegration skills in addition to their academic endeavors.

PARTICIPATING PARTIES

Bartlett ISD	Granger ISD	Liberty Hill ISD
Coupland ISD	Hutto ISD	Round Rock ISD
Florence ISD	Jarrell ISD	Taylor ISD
Georgetown ISD	Leander ISD	Thrall ISD

ADMINISTRATION OF THE PROGRAM

In consideration of mutual covenants, the Parties agree as follows:

I. The Williamson County J.J.A.E.P. will serve:
   A. Juveniles as defined by Title 3 of the Family Code and
   B. All students who qualify under State compulsory attendance law.

II. S.T.E.P. will operate in a facility owned by Williamson County, Texas, and all costs for furniture, maintenance, and operation of the facility is at the sole cost

and expense of the County as approved by the Juvenile Board and Commissioner's Court.

III. The development and daily administration of S.T.E.P. will be conducted by Georgetown ISD in compliance with the Texas Education Code and in cooperation with Williamson County Juvenile Services as it exists or may be amended.

IV. Georgetown ISD will operate S.T.E.P. for the benefit of all participating Parties. A handling fee of $25,000 shall be credited to Georgetown ISD as part of the budget for provision of the services listed below. All ancillary costs associated with administration of S.T.E.P. over and above the handling fee will be outlined in the budget and be the combined financial obligation of all districts including Georgetown ISD. The handling fee covers:

A. All fiscal requirements.
B. Selection, training, supervision, and evaluation for all educational personnel.
C. Acquisition of educational materials and instructional technology in accordance with Georgetown ISD standards.
D. Instructional and administrative computers (laptop hardware, printers, and classroom projection in educational spaces) in accordance with Georgetown ISD technology standards.
    i. Laptops are the property of Georgetown ISD and are managed in that inventory. Replacement of old hardware is in accordance with Georgetown ISD technology life-cycle timelines.
        1. Purchasing and warranty agreements are made by Georgetown ISD.
        2. Williamson County staff will image and support the hardware and software according to the standards required for operation on their network. Georgetown ISD will support the hardware only when the repairs qualify for warranty service.
    ii. Printer services are subject to the contract agreements. Georgetown ISD has in place contracted service providers.
        1. Williamson County is responsible for purchase of print supplies.
        2. S.T.E.P. staff will schedule repairs and maintenance with the contracted service provider.
        3. Printers will be replaced in accordance with Georgetown ISD life-cycle timelines.
    iii. Physical installation of classroom projection devices and other technology into the facility, including providing the necessary electrical or facility modifications, will be completed by Williamson County.
E. Supervision and assessment of S.T.E.P. to include plans to address Special Education, Section 504, and EB/ELL/ESL services.
    i. Each ISD shall retain the responsibility for their students served through Special Education, Section 504, and EB/ELL/ESL with assistance from S.T.E.P. staff, including providing special services, in accordance with IDEA which guarantees the provision of a Free Appropriate Public Education (FAPE).
    ii. S.T.E.P. will provide feedback to assist the home campus in developing, reviewing, and revising an individualized education plan (IEP) or individualized accommodation plan (IAP) for each student with

a disability to ensure he/she receives all accommodations, modifications, and related services as designated by the IEP or IAP.

iii. A S.T.E.P. representative must be invited to and will attend ARDs, MDRs, and Section 504 meetings in an advisory capacity to provide information but will not be considered deciding members regarding student placement.

iv. Special Education services will be provided in the least restrictive environment appropriate to meet the student's educational needs.

v. A continuum of placement options is available to meet the unique needs of each eligible student. The availability of S.T.E.P./ Williamson County staff, allowed student groupings, and court advisements will be taken into account when determining placement.

vi. Special Education instruction is provided by appropriately certified staff within an instructional day commensurate with that of students without disabilities.

F. Report cards at the conclusion of grading periods (2 per semester) to each student's home campus and the parent/guardian. Grades will be calculated accordingly using all grades provided by the home campus, interim placement(s), and grades earned at S.T.E.P.

G. Attendance reporting to the student's home campus.

i. Students who are absent 10 consecutive days will be considered inactive in the J.J.A.E.P. program. After 30 consecutive absences, the student will be withdrawn.

ii. The home campus is responsible for filing truancy charges for students in discretionary placements. S.T.E.P. and Williamson County will provide records to assist in this process. Williamson County will file truancy charges for students in mandatory placements.

V. Williamson County Juvenile Services will provide:

A. Supervision in the form of Juvenile Supervision Officers at a rate no less than 1 officer per 8 students.

i. The ratio may temporarily increase to 1:12 for no more than 30 school days if the Juvenile Services Chief, S.T.E.P. Principal/Director of Education, and Facilities Director agree.

ii. Teachers may provide 1-to-1 education supervision at the discretion of the S.T.E.P. Principal and Facility Administrators if they are trained in CPI, given a facility radio, and are comfortable without a Juvenile Supervision Officer present. The ratio may temporarily increase to 1:3 if the Juvenile Services Chief, S.T.E.P. Principal/Director of Education, and Facilities Director agree.

B. The required school uniform consisting of two pair of pants, fitted undershirts, and S.T.E.P. polo-style shirts. The parent/guardian is responsible for providing undergarments, socks, and shoes.

VI. As part of the consideration of this Agreement, and until modification of the Parties, the Parties agree to provide funding for the 2024-2025 school year per the budget as listed in the Agreement (*Appendix B & C*).

A. All funds paid to Georgetown ISD to be expended on S.T.E.P. counselor, support staff, nurse, case managers, and fringe benefits for these positions will be transferred to Williamson County for disbursement.

B. Application for all state and federal funding relating to education for delinquent youth (Title I, Part D, Subpart 2) will be the responsibility of Georgetown ISD. All funds received shall be expended on reasonable and applicable budget requests outlined in the annual Campus Improvement Plan. A portion of Title I funds will be allocated to continue funding of:
    i. 2 Case Managers serving all districts. Up to $25,000 will be requested towards covering the cost of these services. In the event the Title I fund request is not approved at the federal level, or the funds awarded do not cover the cost for the Case Managers, the cost for the services may be included in the general budget to be shared by all Parties.
    ii. Character Education Teacher during the school year and summer school (up to $50,000).

EXPULSION CRITERIA

I. Expellable Offenses
   A. For a list of the most common mandatory and discretionary offenses, see *Appendix A (subject to change based on the outcome of the 2025 Legislative session)*. The full regulations are outlined in TEC 37.007.
   B. Students may be placed at the J.J.A.E.P. through order of the Court, conditions of release from a detention facility, or a Deferred Prosecution Agreement.
   C. In the event that charges are not filed, the Juvenile Prosecutor declines to prosecute the case, the case is dismissed by the Court, or adjudication determines the charge to be "not true," the sending district shall be notified and they shall determine if the expulsion will be upheld or if the responsibility for educational services shall be returned to the sending district, relative to TEC Chapter 37. If the expulsion is upheld, the maximum expulsion length will be 30 days; an exception to this limitation may be made at the sole discretion of the J.J.A.E.P. (collaboration between WCJS Executive Director and Director of Education) on a case-by-case basis.

II. Expulsion Length
   A. A student who commits a mandatory offense, verified by a report generated by local law enforcement, MUST be expelled to the J.J.A.E.P. for up to 1 school year at the sending district's discretion, consistent with their Student Code of Conduct.
   B. A student who commits an offense listed in TEC 37.007 other than a mandatory MAY be expelled to the J.J.A.E.P. for up to 120 school days at the sending district's discretion, consistent with their Student Code of Conduct.
   C. If the district decides to include summer school in the expulsion, it must be stated in the Placement Order and the expulsion may not extend beyond the summer program of the current school year unless the student fails to complete the summer program as ordered.
   D. The Placement Order must explicitly state the length of expulsion in number of days rather than stating "end of semester/school year."
   E. Expelled students may earn an extension of up to 25 days (see chart in III.B.i) for unacceptable conduct in accordance with the J.J.A.E.P. Student Code of Conduct.

F. Expelled students may earn time off their expulsion up to 25 days (see chart in III.B.i) for outstanding conduct in accordance with the J.J.A.E.P. Student Code of Conduct.
G. The length of placement for students Court-ordered to the J.J.A.E.P. is subject to judicial discretion. Students placed through Deferred Prosecution Agreements shall not exceed 6 months.
H. Expulsion orders must include the expulsion length as counted in school days.

III. Release from the J.J.A.E.P.

A. Court-Ordered J.J.A.E.P. students must abide by the Court's decision, but behavior and Observation Log reports shall be made available to the Court by request. These students shall not be released until designated by the Court.
B. Students expelled by their school district must meet the expected conduct criteria as outlined in the J.J.A.E.P. Student Code of Conduct to be released on time.
    i. Students can reduce or extend their placement time based on expected conduct as outlined in the J.J.A.E.P. Student Code of Conduct. The maximum amount of earned early release or extended time corresponds to the original expulsion length.
        1. 30-day expulsion = max 5 days early release/extension
        2. 45-day expulsion = max 10 days early release/extension
        3. 60-day expulsion = max 15 days early release/extension
        4. 90 to 100-day expulsion = max 20 days early release/extension
        5. Expulsions 120 days plus = max 25 days early release/extension
    ii. In the event a student is not successfully meeting conduct expectations on a consistent basis, a minimum of 10 days prior to the student's scheduled return date (after completion of original number of expulsion days plus extension) the J.J.A.E.P. Transition Team will contact the sending district to determine if the expulsion should be extended further. If so, a due process hearing should be held and updated expulsion orders submitted.
    iii. Students whose release date has been extended past the end of the school year may be provided the opportunity to earn days towards release in summer school.
    iv. Students who reach their last day must attend the full day unless given specific permission by the J.J.A.E.P. Administration.
    v. Home districts have discretion to waive extensions earned and allow a student to return to their home campus upon completion of the original expulsion days regardless of the student's conduct at the J.J.A.E.P. The J.J.A.E.P. Transition Team will periodically update the home district of the student's standing.
    vi. If a student is scheduled to return to their home campus near the end of the semester but in a collaborative team approach the parent, home district, and J.J.A.E.P. Administration determine it is in the best interest of the student to finish the semester at the J.J.A.E.P., an extension will be allowed.

vii. Students with 10 or fewer days remaining on their expulsion at the end of the school year will be released to begin the new school year at their home campus.

ADMISSION PROCEDURES

I. School District Responsibilities

Contact the J.J.A.E.P. Transition Team upon notification of the alleged expellable offense in order to schedule a date/time for an expulsion hearing (a Juvenile Services representative MUST be present at the hearing and have had the opportunity to review the expulsion paperwork prior to the scheduled hearing):

Ryan Daniels	Case Manager	512-943-3594	ryan.daniels@wilcotx.gov
Tara Stewart	Principal/Director of Ed.	512-943-3268	tara.stewart@wilcotx.gov
John Rinn	Case Manager Supervisor	512-943-3232	john.rinn@wilcotx.gov

a. Provide required paperwork to the J.J.A.E.P. Transition Team at least 48 hours in advance of the hearing, to include:
   i. Notice of Expulsion Hearing Letter
   ii. Waiver of Rights Letter (if applicable)
   iii. Birth Certificate
   iv. Social Security Card
   v. Health/Immunization Records
   vi. Disciplinary Record including Behavior Threat Assessment
   vii. Attendance Record
   viii. Cumulative Report Card (current year)
   ix. Student Schedule with Withdrawal Grades
   x. Transcript & Graduation Plan (if HS credits have been earned)
   xi. STAAR/STAAR EOC Records
   xii. Special Programs Records
      1. EB/ELL/ESL/LEP – LPAC & TELPAS
      2. Section 504 – current IAP including BIP if applicable
      3. Special Education – current IEP including BIP, FIE, and/or psychological evaluation if applicable

b. Invite the S.T.E.P. Special Programs Coordinator and Principal to participate in the Manifestation Determination Review (MDR) proceedings regarding the potential expulsion:

Elyse Tatum	Special Programs Coord.	512-943-3272	elyse.tatum@wilcotx.gov
Tara Stewart	Principal/Director of Ed	512-943-3268	tara.stewart@wilcotx.gov

c. At the conclusion of the expulsion hearing, email a copy of the Expulsion Order to the J.J.A.E.P. Transition Team, who will schedule an intake with the family.

d. If the parent waives the right to a hearing, send the waiver with the expulsion paperwork. The J.J.A.E.P. Transition Team will review the paperwork and schedule an intake with the family within 48 hours.

e. If attempts to contact the designated Juvenile Services/S.T.E.P. representatives are unsuccessful, please contact one of the following:

Deandra Jones	Asst. Facilities Administrator	512-943-3242	deandra.jones@wilcotx.gov
Michael Pena	Director of Facilities	512-943-3227	michael.pena@wilcotx.gov

II. Juvenile Services Responsibilities
   a. Upon notification of an expulsion hearing, the Department will assign a representative to be present at the hearing.
   b. If the student is expelled, the representative will inform the student and parent/guardian of action, if any, to be taken by the Department.
   c. An intake meeting will be scheduled as soon as possible following the expulsion hearing, preferably immediately following the hearing or within 24 hours/the next school day. Intake includes a review of all J.J.A.E.P./S.T.E.P. requirements and expectations, a tour of open facilities, and an opportunity for questions to be answered.
   d. If the student is already under court supervision, the Juvenile Court will decide whether to amend the conditions of probation to incorporate J.J.A.E.P. placement.
   e. If the student is not under prior court supervision, the Court Officer may refer the case to the Juvenile Prosecutor who will give prompt notice of the deferred prosecution or file a petition alleging the student is in need of supervision or has engaged in delinquent conduct. If a petition is filed, the Juvenile Prosecutor may include J.J.A.E.P. placement in the disposition order.
   f. If a student fails to complete their term of expulsion, his/her case may be referred to the Juvenile Prosecutor for court action.

TRANSPORTATION

I. The sending school district is responsible for transportation to and from S.T.E.P. each day in regular session based on the S.T.E.P. school calendar. In cases where the sending district's calendar is not aligned with the S.T.E.P. calendar, the sending district is still responsible for transporting students to S.T.E.P.
   a. The S.T.E.P. school calendar is separate from the Georgetown ISD school calendar.
   b. In the case of inclement weather or other emergency circumstances, S.T.E.P. will close only if Georgetown ISD or Williamson County closes their facilities.

II. If a student's behaviors are disruptive to the extent that his/her school district transportation is suspended, the parent/guardian will assume responsibility for transportation. Ineligibility will be coordinated through the designated Juvenile Services representative and the sending school district.

III. If the sending school district includes the summer school session in the Expulsion Order, transportation arrangements shall be made according to the specific ISD policy.

IV. Parents/guardians will be responsible for transportation for students whose release date has been extended past the end of the school year and are choosing to earn points/days towards release during summer school.

V. Transportation should deliver and pick up students to S.T.E.P. per the decided school hours, with delivery no later than 8:10 am. Problems with transportation will be reported to the school district by S.T.E.P. staff.

TRANSITION FROM S.T.E.P.

I. To ensure a continuity of services and support, every student assigned to the J.J.A.E.P. is assigned a Case Manager and a S.T.E.P. Teacher Advocate who will assist the student as they return to their home campus. A Field Juvenile Probation Officer or Education Transition Specialist may also be assigned to assist with the transition.
   a. During the school year, a "S.T.E.P. Out" (transition) meeting, either in person or virtual, will be set up prior to the student's completion of their placement in the JJAEP program to ensure supports, services and/or safety plans are in place prior to re-enrollment.
   b. A S.T.E.P. Out meeting for students returning to their home campus after the completion of the school year can be held in May or prior to the new school year beginning to ensure supports, services and/or safety plans are in place prior to re-enrollment.

II. The Case Manager and/or Juvenile Probation Officer and S.T.E.P. Registrar are responsible for notifying the home school district of the student's progress at the J.J.A.E.P. In anticipation of the student's return to their home campus, information will be forwarded including:
   a. Attendance Record
   b. Behavioral Reports
   c. Grades/Report Cards (including current schedule)

III. All districts are encouraged to contact S.T.E.P. at 512-943-3255 to inquire about student progress while assigned to the J.J.A.E.P.

INTER-AGENCY SHARING OF EDUCATIONAL RECORDS

I. A school district superintendent or designee shall disclose information contained in a student's educational record to a juvenile service provider as required by section 58.0051 of the Texas Family Code. Educational Records include information related to the student's:
   a. Identity
   b. Special needs
   c. Educational accommodations
   d. Assessment or diagnostic test results
   e. Attendance records
   f. Disciplinary records
   g. Medical records
   h. Psychological diagnoses

II. A juvenile service provider that receives confidential information under this section shall:
   a. Certify in writing that the juvenile service provider receiving the confidential information has agreed not to disclose it to a third party, other than another juvenile service provider, and
   b. Verify the identity of a student involved in the juvenile justice system, and
   c. Provide delinquency prevention or treatment to the student.

III. Per Section 58.106 of the Texas Family Code (HB 1106), information contained in the juvenile justice information system is confidential for the use of the department and may not be disseminated by the department except:

a. With the permission of the juvenile offender to military personnel of the state or the United States.
b. To a person or entity to which the department may grant access to adult criminal history records as provided by Section 411.083, Government Code.
c. To a juvenile justice agency.
d. To the Texas Juvenile Justice Department (T.J.J.D.) for analytical purposes.
e. To the office of the Independent Ombudsman of the T.J.J.D.
f. To a county justice or municipal court exercising jurisdiction over a juvenile.

TERMS OF THE AGREEMENT

I. Each participating ISD will adopt a Student Code of Conduct in accordance with the Texas Education Code's definition of serious and what constitutes the same.

II. The Parties agree that the prescribed order of agreement to participate in the J.J.A.E.P. shall be incorporated into each student's case prior to admission and no student shall be exempted from any requirement in those documents. The J.J.A.E.P. Student Handbook outlines staff expectations of students and proper disciplinary actions for violations.

III. Each student placed at the J.J.A.E.P. must participate in the J.J.A.E.P. program for the full period ordered by the Juvenile Court or the Deferred Prosecution Agreement unless the student's home district agrees to accept the student before that date. Any request for continued placement at the J.J.A.E.P. following successful completion of a Juvenile Court Order or Deferred Prosecution Agreement shall be handled on an individual basis.

IV. The J.J.A.E.P. will operate at least 7 hours per day and no less than 180 days per school year* unless a waiver is obtained through TJJD to shorten the number of instructional days/hours. The school personnel and students will adhere to the S.T.E.P. school calendar provided at intake. Students with disabilities will be provided a commensurate day with that of students without disabilities in Georgetown ISD. (*Change to 43,200 min/year if HB2040 passes.)

V. Summer school will be provided for all C.O.R.E. residents. Summer school for J.J.A.E.P. students is contingent upon the availability of State funding. Summer school will operate in June for approximately 100 hours. Emphasis will be on reading and math instruction in addition to credit recovery.

VI. The average daily attendance for Detention residents, C.O.R.E. residents, and J.J.A.E.P. students shall remain with the ISD in which the student is enrolled, excluding the mandatory expulsions which shall be retained by the County (*Appendix C*).

VII. Students who have moved out of Williamson County since their offense and are brought to Detention or C.O.R.E. by law enforcement for that same offense will be attributed to the school of residence where the student was enrolled at the time of the offense. The average daily attendance for the resident will remain with that school.

VIII. Georgetown ISD and Juvenile Services shall develop, adopt, and enforce written operation policies for the operation of the J.J.A.E.P. which will conform to T.J.J.D.'s standards for J.J.A.E.P.s.

IX. This Agreement contains the entire agreement of the Parties with respect to the matters contained herein and may not be modified except by the mutual written agreement of the Parties hereto.

X. This Agreement shall remain in effect for the duration of the 2025-2026 school year.

XI. This Agreement will be reviewed and updated if necessary at the conclusion of the 2025 fall semester and 2026 spring semester.

XII. The Parties agree to meet annually to discuss the progress of the program and revise this agreement to address any additional needs.

XIII. This Agreement shall be construed in accordance with the laws of the State of Texas and all obligations created hereunder shall be performable in Williamson County, Texas.

XIV. Any notice provided for under the terms of this Agreement by either Party to the other shall be in writing, may be by registered or certified mail, return receipt requested, properly addressed to the entity. Any Party may change the address to which notice may be sent to that Party by giving notice of such change to the other Parties in accordance with the provisions of this Agreement.

XV. This Agreement shall refer to and be binding upon the herein listed entities and their successors and assigns. All participants in expulsion hearings are required to follow the guidelines established in this Agreement.

XVI. The individuals executing the Agreement on behalf of the respective Parties represented to each other and to others that all appropriate and necessary action has been taken to authorize the individual executing the Agreement to do so on behalf of the Party for which his or her signature appears, that there are no other parties or entities required to execute this Agreement in order for the same to be an authorized and binding agreement on the Party, and that each individual affixing his or her signature hereto is authorized to do so and such authorization is valid and effective on the date hereof.

XVII. This Agreement may be executed in a number of identical counterparts, each of which shall be deemed as original for all purposes.

CONFIRMATION OF AGREEMENT

Approved by the Williamson County Juvenile Board on the _____ day of _____, 2026.

_____ Chairperson, Juvenile Board

Approved by the _____ ISD Board of Trustees on the _____ day of _____, 2026.

_____ Chairperson, District Board of Trustees

S.T.E.P. STAFF	$1,340,747
Principal / Director of Education (226)	$121,314
Health / Science (187)* + Lead Teacher	$77,329
ELA / ESL / Social Studies / SPED / Tech Apps (187)* + Tech Coordinator	$76,229
Generalist / Science / SPED (187)*	$75,429
Bilingual / ESL / Generalist / Math / Spanish / SPED (187)* + ESL Coordinator	$75,429
PE / Service Learning (187)*	$75,129
Art / ESL / Social Studies / SPED (187)* + Testing Coordinator	$74,704
ELA / Generalist / Math / SPED (187)*	$74,029
Generalist / Social Studies / SPED (187)*	$72,704
Math / SPED (187)* + Special Programs Coordinator	$72,079
ESL / Math / SPED (187)*	$71,179
Art / Electives / SPED (187)*	$66,979
PE / SPED (187)*	$66,779
Math / Science (187)*	$66,379
Music / Social Studies / Art / Electives / SPED (187)*	$64,929
ELA / ESL (187)*	$61,029
Administrative Assistant/Registrar (215)	$43,859
Administrative Assistant/Registrar (215)	$42,414
Instructional Asst / GED Coordinator (185)	$32,363
SPED Behavior Instructional Asst (185)	$30,462
Education Specialist (192)	$0
ADDITIONAL COSTS	**$362,800**
Case Managers (2)	$101,000
Fringe Benefits: Education Staff	$114,000
J.J.A.E.P. Counselor	$49,500
J.J.A.E.P. LVN	$42,500
J.J.A.E.P. Receptionist	$33,000
Sudden Link (T-1 Line / Students)	$3,000
Summer GED Coordinator Extra Duty	$800
Summer School (3 Teachers): 100 hours @ $30/hr	$9,000
Supplies/Materials	$10,000
GEORGETOWN ISD HANDLING FEE	**$25,000**

NOTES
Education staff salaries include an approximate raise proposed by Georgetown ISD but are contingent upon the outcome of the 89th Legislative Session. If a lesser raise is approved, the budget will be adjusted accordingly.
Admin Asst Stipend for WCJS Duties = $5,000
Lead Teacher Stipend = $3,000
Special Programs Coordinator Stipend = $3,000
Testing Coordinator Stipend = $1,000
Technology Coordinator Stipend = $1,000
* indicates $1,700 stipend for extra duties/training required by teachers in residential facilities
Education Specialist salary covered by Title I funds up to $50,000
(#contract days)
Doctoral degrees indicated in green; Masters degrees indicated in blue.

TOTAL ESTIMATED BUDGET FOR 2026-2027:

$1,728,547

WILLIAMSON COUNTY JUVENILE SERVICES
PLACEMENTS APRIL 2025 - MARCH 2026

	J.J.A.E.P.								C.O.R.E.				DETENTION				BILLABLE DAYS
	Mandatory				Discretionary												
	General		SPED		General		SPED		General		SPED		General		SPED		
	#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	
BARTLETT	0	0	0	0	0	0	0	0	0	0	0	0	1	2	1	17	19
COUPLAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FLORENCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GEORGETOWN	3	198	2	90	8	92	3	49	5	413	5	337	35	364	29	619	1874
GRANGER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	13	13
HUTTO	3	168	4	248	0	0	1	2	3	244	2	74	14	158	4	80	558
JARRELL	2	166	0	0	1	29	1	132	0	0	2	44	9	89	6	114	408
LEANDER	1	83	2	111	0	0	1	108	2	81	6	216	26	306	21	192	903
LIBERTY HILL	0	0	1	30	1	30	1	28	0	0	0	0	6	39	2	71	168
ROUND ROCK	3	66	5	146	0	0	3	146	8	809	4	196	32	420	30	468	2039
TAYLOR	0	0	1	44	0	0	0	0	0	0	1	37	4	28	13	149	214
THRALL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	12	681	15	669	10	151	10	465	18	1547	20	904	127	1406	108	1723	6196

FISCAL RESPONSIBILITY

	BILLABLE DAYS	% OF TOTAL PLACEMENT DAYS	SUBTOTAL (COST OF DAYS)	% OF INDIRECT COST	SUBTOTAL (HANDLING FEE)	TOTAL RESPONSIBILITY
BARTLETT	19	0.31%	$5,224	0.44%	$110	$5,334
COUPLAND	0	0.00%	$0	0.00%	$0	$0
FLORENCE	0	0.00%	$0	0.00%	$0	$0
GEORGETOWN	1874	30.25%	$515,243	n/a	$0	$515,243
GRANGER	13	0.21%	$3,574	0.30%	$75	$3,649
HUTTO	558	9.01%	$153,418	12.91%	$3,228	$156,646
JARRELL	408	6.58%	$112,177	9.44%	$2,360	$114,537
LEANDER	903	14.57%	$248,274	20.89%	$5,223	$253,497
LIBERTY HILL	168	2.71%	$46,190	3.89%	$972	$47,162
ROUND ROCK	2039	32.91%	$560,609	47.18%	$11,794	$572,403
TAYLOR	214	3.45%	$58,838	4.95%	$1,238	$60,076
THRALL	0	0.00%	$0	0.00%	$0	$0
TOTALS	6196	100%	$1,703,547	100%	$25,000	$1,728,547

% SUBTOTAL DAYS (excluding GISD days) X $25,000 (GISD Handling Fee) +
% TOTAL DAYS (including GISD days) X $1,703,547 (remaining budget)
= TOTAL RESPONSIBILITY

DATE 5/11/26

WILLIAMSON COUNTY J.J.A.E.P. & S.T.E.P.

OBSERVATION LOG

Student: **Group:** **Date:**

	Meal 1	Flex	1st	2nd	Meal 2	Rec/ Group	3rd	4th	Level Up
Class Expectations*									
Work Completion*									
Hallway Movement									
Physical Control									
Verbal Control									
Peer Interactions									
Adult Interactions									
Breaks from Class									

Arrival	DC

E: _____ +

M: _____ +

D: _____ = 68

Overall:

E M D

E's and/or D's both require documentation.
MRV or sent home due to behavior = D for the day
Students in ISS may earn no more than an M in any grading period.
***Teachers will assign scores in these areas. Overrides may be made by Principal ONLY.**

	EXCEEDS – no corrections or prompting needed	MEETS - baseline	DOES NOT MEET – unresponsive to prompts
Arrival	on time	excused tardy	unexcused tardy
Dress Code	clean uniform; no prompting needed to maintain standards; no personal items	basic expectations met with prompting (tuck in shirt; no sagging; hair up)	jewelry; nail polish; incorrect uniform; brings personal items; multiple prompts to comply
Mealtimes	meets expectations and cleans without prompting	follows staff direction; no talking; cleans with prompting	refusal to follow directions; talking, leaves a mess
Group	encouraging & supportive in addition to other expectations	appropriate communication; pro-social; maintains boundaries; on-task	hurtful comments; not paying attention
Breaks from Class	Only necessary requests to regulate or not needed	asks politely; waits patiently; respectful of time boundaries	excessive requests or time used; demanding
Rec Time	engages in the activity & cheers on others	participates appropriately or sits quietly	physically or verbally disruptive
Hallway Movement	follows expectations patiently with no prompts	no talking; hands behind back; in line; follows directions; only one prompt needed	talks; leaves the line; wandering hands; multiple redirection prompts
Class Expectations	actively contributes to class discussion/activities	alert & paying attention; stays on track with activities	sleeps; stays zoned out; no paying attention to class activity; headphone refusal
Work Completion	quality completion of assigned work without prompting	steady progress and effort on assigned work; chooses correct activity in tutorials	more idle time than productivity on assigned work or priority work in tutorials
Physical Control	stays seated; keeps area clean; treats materials with respect	appropriate with movement, direction of energy, materials & fidgets; hands to self	out of seat without permission; touching other persons or property; physical aggression
Verbal Control	positive language & content, no profanity used, speaks at appropriate times	appropriate volume, language, content & timing; quick & sustained correction with slip ups	use of profanity, inappropriate content, volume or timing; refusal to correct; verbal aggression
Peer Interactions	encouraging words & actions	minds own business & space	negative words or actions; encourages negativity of others
Adult Interactions	polite & respectful; responds quickly; offers to help	reasonably responds to requests;	negative or disrespectful words or actions; delay in response

S.T.E.P.

Successful Transition Education Program

2026 - 2027

Williamson County Juvenile Services

JJAEP * CORE * DETENTION

July 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					9

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						20

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						20

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						15

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						14

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						18

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						18

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						17

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						21

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Student/Staff Holiday
A Days
B Days

Staff Comp Day/Student Holiday
Staff Development/Student Holiday
Early Release Day

[ ] Grading Periods
( ) C Days (all classes seen)

JJAEP = 7.25 hrs/day; CORE/DETENTION = 435 min/day

180 Student Days	(Sem 1 = 78 ; Sem 2 = 94 ; Waiver = 8)
185 Day Instructional Aides	8/10 - 6/2
187 Day Teachers	8/10 - 5/28

192 Day Serv Lrn Specialist	8/10 - 6/11
215 Day Admin Assist/Registrars	7/22 - 6/25
226 Principal	7/7 - 6/25
Waiver Days:	9/21, 11/11, 11/23-25, 1/4, 2/12, 3/26

updated 3/10/2026

Board of Trustees

Date of Meeting	06/25/2026
Item Type	Action

Item Name	Consider and Take Action on Proposed Final Budget Amendment for the Period Ending June 30, 2026
District Goal	Funding and Finance
Summary (Purpose / Objective)	The proposed amendment and subsequent final 2025-2026 budget reflects a transfer of funds between functions since the General Maintenance & Operations, Child Nutrition Services and Debt Service funds are approved by fund and function.ion.
Fiscal Impact	None
Administrative Recommendation	The Administration recommends approval of the amended budgets as presented.

Attachments	2025-2026 Final Budget Amendment for the Period Ending June 30, 2026

Contact Person: Dr. Earl Parcell, Superintendent
E-Mail Address: eparcell@couplandisd.org

COUPLAND ISD
GENERAL FUND
PROPOSED BUDGET AMENDMENT
BOARD MEETING JUNE 2026

	Description	Approved Budget	Increase (Decrease)	Proposed Budget
Revenue:				
57XX	Local Revenue	2,345,971.00		2,345,971.00
58XX	State Revenue	2,816,981.00	145,729.00	2,962,710.00
59XX	Federal Revenue	54,500.00	(40,000.00)	14,500.00
79XX	Other Resources	0.00		0.00
	Revenue Budget	**5,217,452.00**	**105,729.00**	**5,323,181.00**
Expense:				
11	Instruction	3,095,640.00	145,729.00	3,241,369.00
12	Instruction Media/Library	41,101.00	(30,000.00)	11,101.00
13	Curriculum Development and Instructional Staff Development	21,200.00		21,200.00
21	Instructional Leadership	15,000.00	5,000.00	20,000.00
23	Campus Administration	335,845.00	(40,000.00)	295,845.00
31	Guidance & Counseling	198,603.00		198,603.00
33	Health Services	3,550.00		3,550.00
34	Student Transportation	157,349.00		157,349.00
36	Cocurricular Activities	27,076.00	15,000.00	42,076.00
41	General Administration	394,050.00	(11,250.00)	382,800.00
51	Plant Maintenance	410,973.00	10,000.00	420,973.00
52	Security & Monitoring Services	65,450.00	10,000.00	75,450.00
53	Data Processing	309,574.00		309,574.00
61	Community Services	1,000.00	1,250.00	2,250.00
71	Debt Service	66,484.00		66,484.00
81	Capital Improvements	834,000.00		834,000.00
99	Intergovernment Payments	27,500.00		27,500.00
89XX	Transfer to Food Service	28,769.00		28,769.00
	Expenditure Budget	**6,033,164.00**	**105,729.00**	**6,138,893.00**
FUND BALANCE				
	Fund Balance Increase (Decrease)	**(815,712.00)**	**0.00**	**(815,712.00)**

COUPLAND ISD
FOOD SERVICE FUND
PROPOSED BUDGET AMENDMENT
BOARD MEETING JUNE 2026

	Description	Approved Budget	Increase (Decrease)	Proposed Budget
Revenue:				
57XX	Local Revenue	61,300.00	0.00	61,300.00
58XX	State Revenue	11,213.00	0.00	11,213.00
59XX	Federal Revenue	167,000.00	10,000.00	177,000.00
79XX	Transfer In from General Fund	28,769.00	0.00	28,769.00
	Revenue Budget	**268,282.00**	**10,000.00**	**278,282.00**
Expense:				
35	Food Service	268,282.00	10,000.00	278,282.00
	Expenditure Budget	**268,282.00**	**10,000.00**	**278,282.00**
FUND BALANCE				
	Fund Balance Increase (Decrease)	**0.00**	**0.00**	**0.00**

Coupland ISD

Taxpayer Impact Statement

Fiscal Year (Tax Year)	Median Net Taxable Valued Homestead *	Tax Rate per $100 of Value	Estimated Property Tax Bill
FY 2025-2026 (TY 2025)	$206,163	1.1622	2,396.03
FY 2026-2027 (TY 2026)	$135,353	1.1732 *	1,587.96

***** *The 2026 tax rate is estimated for now. The final 2026 tax rate will be approved in August.*

Board of Trustees

Date of Meeting	6/25/2026
Item Type	Action

Item Name	Consider and Take Action Authorizing CISD to Submit Intent to Apply Notice for Federal Funds
District Goal	Funding & Finance
Summary (Purpose / Objective)	An Intent to Apply Notice must be submitted to the Texas Education Agency if the District intends to apply for any federal grants. Once the Intent to Apply Notice is submitted to the Texas Education Agency, the District can access the online applications for federal funds. It is the intent of the District to apply, with approval from the Board of Trustees, for the following federal grants for the 2026-2027 school year: ESSA Title I, Part A: Improving Basic Programs ESSA Title II, Part A: Supporting Effective Instruction ESSA Title III, Part A: English Language Acquisition and Language Enhancement ESSA Title III, Part A: Immigrant ESSA Title IV, Part A: Student Support and Academic Enrichment Title V - Small, Rural School Achievement (SRSA) Program IDEA, Part B Formula IDEA, Part B Preschool Safety and Facilities Enhancement Grant Cycle 2 ant Cycle 2
Fiscal Impact	Any costs associated with this application will be paid from the various federal grant fund sources.
Administrative Recommendation	Administration recommends approval of the Intent to Apply Notice for Federal Funds.

Attachments	2026-2027 List of Grants and Planning Amountss

Contact Person	Dr. Earl Parcell, Superintendent	E-Mail Address	eparcell@couplandisd.org

Coupland ISD				
2026-2027 Federal/State Grant Estimated Planning Amounts				
Grant Title	**Description**	**Grant period**	**Amount**	
ESSA - Title I, Part A - Improving Basic Programs	Provides supplemental respources to help schools with high concentrations of students from low-income families acquire the knowledge and skills in the state content standards and to meet the state student performance standards.	7/1/26 - 9/30/2027	$ 27,239	
ESSA - Title II, Part A - Supporting Effective Instruction	Increase student achievement through improving teacher and principal quality and increasing the number of highly qualified teachers in classrooms and highly qualified principals in schools.	7/1/26 - 9/30/2027	$ 5,888	
ESSA Title III, Part A English Langauge Acquisition and Language Enhancements	Develop programs for limited English proficient students to attain English proficiency, develop high levels of academic attainment, and meet the state content standards and student achievement standards.	7/1/26 - 9/30/2027	$ 13,463	
ESSA Title III, Part A Immigrant	Aims to ensure that English learners (ELs) and immigrant students attain English proficiency and develop high levels of academic achievement in English. Title III will also assist all English learners meet the same challenging State academic standards that all children are expected to meet.	7/1/26 - 9/30/2027	$ -	
ESSA - Title IV, Part A Subpart 1	Improve students' academic achievement by providing all students with access to a well-rounded education; improve school conditions for student learning; and improve the use of technology	7/1/26 - 9/30/2027	$ 10,000	
Title V - SRSA - Smal, Rural School Achievement Program	The purpose of the Small, Rural School Achievement (SRSA) program is to provide rural LEAs with financial assistance to fund initiatives aimed at improving student academic achievement.	7/1/26 - 9/30/2027	$ 39,215	
IDEA-B Formula	Provides supplemental resources to help LEAs ensure that eligible students (ages 3-21) with disabilities are provided with a free appropriate public education as required by federal statute	7/1/26 - 9/30/2027	$ 52,374	
IDEA-B Preschool	Provides supplemental resources to help LEAs ensure that eligible students (ages 3-5) with disabilities are provided with a free appropriate public education as required by federal statute	7/1/26 - 9/30/2027	$ 1,280	
Safety and Facilities Enhancement Grant Cycle 2	State funds to assist with additional security needs such as video cameras, school marshalls, electronic door acces, etc.	5/13/2024 - 4/30/2027	$ 40,000	Estimate
		Total	$ 189,459	

Board of Trustees

Date of Meeting	6/25/2026
Item Type	Action

Item Name	Consider and Take Action on the Adoption of the 2026 - 2027 Fiscal Year Budget
District Goal	Funding and Finance
Summary (Purpose / Objective)	The Administration is proposing a budget for the 2026 - 2027 fiscal year as follows: Maintenance & Operations: $ 6,119,758 (Fund 199 - General Fund) Debt Service: $ 1,831,500 (Fund 511 - Debt Service) Food Service: $ 303,341 (Fund 240 - Child Nutrition Services) Legally required public notices have been posted, a presentation summarizing the proposed budget has been delivered, and the public hearing has been completed.
Fiscal Impact	None
Administrative Recommendation	The District is not authorized to spend any funds until the budget is adopted. By adopting the budget, the Board authorizes expenditures for July 1, 2026 to June 30, 2027 as set forth in the budget.

Attachments	Fiscal Year 2026-2027 Budget (Funds 199, 240, 5969)

Contact Person: Dr. Earl Parcell, Superintendent
E-Mail Address: eparcell@couplandisd.org

Board of Trustees

Date of Meeting: 6/25/2026
Item Type: Action

Item Name	Consider and Take Action on the Adoption of the 2026 - 2027 Fiscal Year Budget
District Goal	Funding and Finance
Summary (Purpose / Objective)	The Administration is proposing a budget for the 2026 - 2027 fiscal year as follows: Maintenance & Operations: $ 6,119,758 (Fund 199 - General Fund) Debt Service: $ 1,831,500 (Fund 511 - Debt Service) Food Service: $ 303,341 (Fund 240 - Child Nutrition Services) Legally required public notices have been posted, a presentation summarizing the proposed budget has been delivered, and the public hearing has been completed.
Fiscal Impact	None
Administrative Recommendation	The District is not authorized to spend any funds until the budget is adopted. By adopting the budget, the Board authorizes expenditures for July 1, 2026 to June 30, 2027 as set forth in the budget.

Attachments	Fiscal Year 2026-2027 Budget (Funds 199, 240, 599)

Contact Person: Dr. Earl Parcell, Superintendent
E-Mail Address: eparcell@couplandisd.org

FY 2026-2027 PROPOSED Budget WITH VATRE	General Operating Fund Fund 199	Debt Service Fund Fund 599	Child Nutrition Services Fund Fund 240
Estimated Revenue			
Maintenance & Operations Taxes	$ 2,510,668		
Debt Service Interest & Sinking Taxes			
State Aid	$ 3,549,090		$ 16,095
Other Local Revenue		$ 1,831,500	$ 49,300
Transfer In (7XXX)			$ 30,000
Federal Revenue (SHARS, eRate)	$ 90,000		$ 178,000
Total Revenue	$ 6,149,758	$ 1,831,500	$ 273,395
Estimated Appropriations			
11 Instructional	$ 3,627,227		
12 Instructional Resources & Media Services	$ 51,708		
13 Curriculum & Staff Development	$ 40,000		
21 Instructional Leadership	$ 94,590		
23 School Leadership	$ 408,275		
31 Guidance, Counseling & Evaluation	$ 127,155		
33 Health Services	$ 5,050		
34 Student Transportation	$ 162,208		
35 Child Nutrition Services			$ 303,341
36 Extracurricular Student Activities	$ 193,438		
41 General Administration	$ 429,323		
51 Plant Maintenance & Operations	$ 521,318		
52 Security & Monitoring Services	$ 111,700		
53 Data Processing Services	$ 248,251		
61 Community Services	$ 3,000		
71 Debt Service	$ 66,515	$ 1,831,500	
81 Facilities Acquisition & Construction			
99 Other Intergovernmental Costs	$ 30,000		
Total Estimated Appropriations	$ 6,119,758	$ 1,831,500	$ 303,341
89XX Transfer to CNS	$ 30,000		
Estimated Fund Balance Draw	$ -	$ -	**$ (29,946)**

Budgeted Expenditure for legally-required newspaper notices: Object code - 6491 (public notices)	$ 4,500
Budgeted Expenditure for lobbying activities: Object code - 6214	$ 208

Board of Trustees

Date of Meeting	6/25/2026
Item Type	Action

Item Name	Consider and Take Action to Approve a Resolution Establishing Nonbusiness Days to Meet HB 3033 Requirements for the 2026-2027 School Year
District Goal	Communication
Summary (Purpose / Objective)	The designation of 10 nonbusiness days per calendar year stems from House Bill (HB) 3033 of the 88th Legislature and impacts governmental entities' response to public information requests. Prior to HB 3033, adherence to Texas Public Information Act (TPIA) requires adherence to timelines that referenced business days, but a formal meaning had never been established. This law has provided meaning as to what is and can be a business day. Weekends (Saturdays and Sundays), national holidays, state holidays, and the Friday or Monday before or after a national or state holiday if the holiday falls on a weekend and the entitiy observes the holiday are not business days. The district can designate up to ten additional days as "nonbusiness" days per calendar year on which administrative offices will be closed or operating with minimal staff.
Fiscal Impact	None
Administrative Recommendation	Administration recommends approving the designated ten non-buisness days as presented.

Attachments	2026-2027 Resolution Designating Nonbusiness Days (HB 33)

Contact Person: Dr. Earl Parcell, Superintendent
E-Mail Address: eparcell@couplandisd.org

RESOLUTION OF THE BOARD OF TRUSTEES OF
COUPLAND INDEPENDENT SCHOOL DISTRICT

WHEREAS, the Board of Trustees (the "Board") of the Coupland Independent School District (the "District") is authorized by § 11.51 of the Texas Education Code ("TEC") to govern and oversee the management of the public schools in the District; and

WHEREAS, House Bill 3033 added §552.0031 to the Texas Government Code to define a business day for purposes of the Public Information Act as a day other than: a Saturday or Sunday; a national holiday under Texas Government Code §662.002(a); or a state holiday under Texas Government Code §662.003(b);

WHEREAS, Coupland Independent School District in response to the passage of House Bill 3033 which amends §552 of the Texas Government Code to allow the District to designate no more than 10 nonbusiness days each calendar year;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE COUPLAND INDEPENDENT SCHOOL DISTRICT:

RESOLVED, in accordance with Texas Government Code §552.0031, the following days are not business days for purposes of the Texas Public Information Act for the 2026-2027 school year beginning July 1, 2026:

Holidays

July 4, 2026 (Independence Day) *
August 27, 2026 (Lyndon Baines Johnson Day) °
September 6, 2026 (Labor Day) *
November 11, 2026 (Veterans Day) *
November 25, 2026 (Thanksgiving Day) *
November 26, 2026 (Day After Thanksgiving) °
December 24, 2026 (Christmas Eve) °
December 25, 2026 (Christmas Day) *
December 26, 2026 (Day After Christmas) °
January 1, 2027 (New Years' Day) *
January 18, 2027 (Martin Luther King Day) *
January 19, 2027 (Confederate Heroes Day) °
February 15, 2027 (Presidents Day) *
March 2, 2027 (Texas Independence Day) °
April 21, 2027 (San Jacinto Day) °
May 31, 2027 (Memorial Day) *
June 19, 2027 (Emancipation Day) °

*denotes Federal Holidays per Tex. Govt. Code §662.003(a).
° denotes State Holidays per Tex. Govt. Code §662.003(b).

Per Tex. Gov't Code § 552.0031(e), the Friday before or Monday after a holiday described by Subsection (a)(2) or (3) is not a business day of a governmental body if the holiday occurs on a Saturday or Sunday and the governmental body observes the holiday on that Friday or Monday.

Per Tex. Govt. Code §552.0031(c), an optional holiday under Section 662.003(c) is not a business day of a governmental body if the officer for public information of the governmental body observes the optional holiday. (Optional Holidays are: Rosh Hashanah, Yom Kippur, or Good Friday).

Weekends:
Saturdays
Sundays

RESOLVED, the Board designates the following dates as nonbusiness days for the Coupland Independent School District.

-November 24, 2026
-November 25, 2026
-December 23,2026
-December 28, 2026
-December 29, 2026
-December 30, 2026
-March 15, 2027
-March 16, 2027
-March 17, 2027
-March 18, 2027

RESOLVED, that the Board sets forth the following dates, including holidays and non business days, as Coupland ISD's Public Information Act Calendar for the 2026-2027 School Year beginning July 1, 2026:

July 4, 2026 (Independence Day) *
August 27, 2026 (Lyndon Baines Johnson Day) °
September 6, 2026 (Labor Day) *
November 11, 2026 (Veterans Day) *
November 24, 2026 ˣ
November 25, 2026 ˣ
November 26, 2026 (Thanksgiving Day) *
November 27, 2026 (Day After Thanksgiving) °
December 23, 2026 ˣ
December 24, 2026 (Christmas Eve) °
December 25, 2026 (Christmas Day) *
December 26, 2026 (Day After Christmas) °
December 28, 2026 ˣ
December 29, 2026 ˣ
December 30, 2026 ˣ
January 1, 2027 (New Years' Day) *
January 18, 2027 (Martin Luther King Day) *

January 19, 2027 (Confederate Heroes Day) °
February 15, 2027 (Presidents Day) *
March 2, 2027 (Texas Independence Day) °
March 15, 2027 ˣ
March 16, 2027 ˣ
March 17, 2027 ˣ
March 18, 2027 ˣ
April 21, 2027 (San Jacinto Day) °
May 31, 2027 (Memorial Day) *
June 19, 2027 (Emancipation Day) °

Weekends:
Saturdays
Sundays

*denotes Federal Holidays per Tex. Govt. Code §662.003(a).
° denotes State Holidays per Tex. Govt. Code §662.003(b).
ˣ denotes Nonbusiness days per Tex. Govt. Code §662.003(f).

PASSED AND APPROVED this ____ day of _____ 2026 by the Board of Trustees

for the Coupland Independent School District.

By:

_____

President of the Coupland ISD Board of Trustees

Attest:

_____

Board Secretary

Board of Trustees

Date of Meeting	6/25/2026
Item Type	Action

Item Name	Consider and Take Action on the Appointment of a Delegate and Alternate Delegate for the 2026 TASB Delegate Assembly
District Goal	Communication/Community Partners
Summary (Purpose / Objective)	Delegate registration for the Texas Association of School Boards' (TASB) 2026 Delegate Assembly opens July 21, 2026. Delegate Assembly is TASB's annual business meeting held in conjunction with the TASA/TASB Convention (txEDCON) in San Antonio, Texas, October 8-11, 2026. The 205 Delegate Assemble is scheduled for October 9, 2026. The Assembly is the foundation of TASB's governance structure and is vital to TASB's continued success. Each school district who is a member of TASB may appoint one delegate and one alternate to represent their district's interests during the Assembly. This is a great opportunity to have Coupland ISD's voice heard at TASB's Delegate Assembly. sembly6.
Fiscal Impact	Travel costs (hotel and registration)
Administrative Recommendation	The administrative staff recommends that the Board select representatives to serve as the delegate and alternate for TASB's Delegate Assembly.

Attachments	txEDCON Convention Schedule October 8-11, 2026 TASB Delegate Assemby Information 2026

Contact Person	Dr. Earl Parcell, Superintendent	E-Mail Address	eparcell@couplandisd.org

Explanatory Notes

TASB Localized Policy Manual Update 127

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ATTN(NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

All changes to the legal framework provided in this update are currently effective unless otherwise indicated in the explanatory note for that code.

AIA(LEGAL) ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

Revisions throughout the A-F Performance Ratings section of this legal framework are due to House Bill 8 from the Second Special Session of the 89th Legislature.

AIB(LEGAL) ACCOUNTABILITY: PERFORMANCE REPORTING

Citations have been updated in accordance with redesignated Administrative Code rules.

AIC(LEGAL) ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

Revisions to this legal framework are due to House Bill 8 from the Second Special Session of the 89th Legislature. This legislation repealed some provisions and amended others.

BAA(LEGAL) BOARD LEGAL STATUS: POWERS AND DUTIES

An obsolete cross-reference has been deleted at Discretionary Powers and Duties.

BDAE(LEGAL) OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF DEPOSITORY

We have added a note indicating that the board has adopted an innovation plan that affects application of provisions in this legal framework.

BJA(LEGAL) SUPERINTENDENT: QUALIFICATIONS AND DUTIES

A cross-reference has been updated due to recoding material in the DP series of policies.

BJCF(LOCAL) SUPERINTENDENT: NONRENEWAL

Recommended revisions to this local policy on nonrenewal of a superintendent align with language at DFBB(LOCAL) relating to accommodations of disability and the addition of two nonrenewal reasons included in Update 126 that were related to Senate Bill 12 from the 89th Legislature.

CAA(LOCAL) FISCAL MANAGEMENT GOALS AND OBJECTIVES: FINANCIAL ETHICS

A cross-reference in the Note has been updated to reflect changes to the DH series of policies, which are described in more detail below.

CBB(LEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL

The Federal Acquisition Regulation has increased the micro-purchase threshold limit to $15,000 and increased the simplified acquisition threshold to $350,000. The language under Procurement Methods has been adjusted accordingly.

CE(LEGAL) ANNUAL OPERATING BUDGET

Revisions at Authorized Expenditures are due to House Bill 8 from the Second Special Session of the 89th Legislature. Section 3.006 of the bill amends Education Code 45.105(c-1).

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CFB(LOCAL) ACCOUNTING: INVENTORIES

As of July 1, 2025, TEA increased the capitalization threshold to $10,000 to align with changes to the federal definition of equipment. The Financial Accountability System Resource Guide (FASRG) is in the process of being updated to reflect this change to rule 1.2.4.3 Capitalization of Assets.

Our records indicate that the district's capitalization threshold in CFB(LOCAL) is less than $10,000. Districts may continue to use the lower threshold; however, if, after consultation with your auditor and other advisors, your district wishes to increase the threshold, please contact your policy consultant for assistance with updates.

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

Citations in the Required Contract Provisions section relating to Energy Companies have been updated after redesignation of the material by House Bill 4595 and to correct a typographical error.

CKEA(LEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

Substantive revisions are due to rule changes. For readability, additional margin notes have been included. A note has been added under the Required Policies section to point the reader to TCOLE model policies and forms available on the TCOLE website.

CKEB(LEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS

The citation has been corrected at Fit for Duty Review.

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

19 Administrative Code 67.1001(e) has been amended. On page 4, the list at Permitted Expenditures adds items to implement Senate Bill 13 from the 89th Texas Legislature by updating the allowable expenditures from a district's instructional materials and technology allotment.

CNC(LEGAL) TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY

Language has been added from the Texas Administrative Code. The amended provisions regarding safety standards changed requirements that were once placed on manufacturers of school buses to now be requirements for school districts. The citation to the Transportation Code has been removed, as it is not necessary.

COA(LEGAL) FOOD AND NUTRITION MANAGEMENT: PROCUREMENT

A citation has been corrected at Procurement Training.

CPC(LEGAL) OFFICE MANAGEMENT: RECORDS MANAGEMENT

13 Administrative Code 7.125 has been repealed, and separate rules for each retention schedule have been adopted. Citations relating to the TSLAC Retention Schedules have been updated accordingly.

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

The Required Website Postings section has been revised to reflect new statutory and rule requirements for postings, and the format has been modified to provide a clear citation to each requirement. The Note preceding the list has been revised to provide information regarding why the requirements are posted in the order that has been chosen by TASB.

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D(LEGAL) PERSONNEL

Restructuring of codes in the DH section and the DP section necessitates an update to the D section table of contents.

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

We have added a note indicating that the board has adopted an innovation plan that affects application of provisions in this legal framework.

DC(LEGAL) EMPLOYMENT PRACTICES

A cross-reference in the Employment Policies section has been updated to reflect changes to the DP series of policies.

DC(LOCAL) EMPLOYMENT PRACTICES

The cross-reference at Employment Assistance Prohibited has been updated to reflect changes to the DH series of policies. Standard policy language at BJA(LOCAL) notes that the superintendent may delegate responsibilities to other employees of the district but shall remain accountable to the board for the performance of all duties, delegated or otherwise. For this reason, TASB recommends removing "or designee" from the Posting Vacancies section.

Please note: Based on discussion at your recent policy review session, we have included changes to the Employment of Contractual Personnel and Employment of Noncontractual Personnel sections. Please contact your policy consultant if you have any questions.

DEAA(LEGAL) COMPENSATION PLAN: INCENTIVES AND STIPENDS

House Bill 2, Article 2.20(b) from the 89th Legislature repealed Education Code 48.114 effective September 1, 2026. TASB has opted to include this repeal with Update 127, as it will be the Update closest in time to the effective date.

DF(LEGAL) TERMINATION OF EMPLOYMENT

The cross-reference at Report to Superintendent has been updated to reflect changes to the DP series of policies. We have also updated the cross-reference at Prohibited Classroom Instruction to reflect policy EMB.

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

The cross-reference at Report by Principal has been updated to reflect changes to the DP series of policies.

DFE(LEGAL) TERMINATION OF EMPLOYMENT: RESIGNATION

The cross-reference at Report by Principal has been updated to reflect changes to the DP series of policies.

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

We have added a note indicating that the board has adopted an innovation plan that affects application of provisions in this legal framework.

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DH(LEGAL) EMPLOYEE STANDARDS OF CONDUCT

Because DHA(LEGAL) has been created to focus on educator ethics, the section by that name has been deleted from this code. In addition, the Duty to Report section of this legal framework has been bolstered with additional text around the duty to report child abuse or neglect.

DH(LOCAL) EMPLOYEE STANDARDS OF CONDUCT

The two cross-references to DH(EXHIBIT) have been revised to reflect changes to the DH series of policies, which are described in more detail below.

DH(EXHIBIT) EMPLOYEE STANDARDS OF CONDUCT

This exhibit is being deleted from the manual, and the Educators' Code of Ethics is being recoded to DHA(LEGAL).

DHA(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: EDUCATOR CODE OF ETHICS

This new legal framework has been created to house information relating to the Educators' Code of Ethics. This material has been recoded to clarify that elements 3.8 and 3.9 of the Code of Ethics now form the basis of the reporting requirements for educator misconduct that changed during the 89th Legislature. Prior to Update 127, the Educators' Code of Ethics was housed as an exhibit to the manual at DH(EXHIBIT). Because the definitions relating to inappropriate communication and boundaries are from the Code of Ethics, they are now in this new legal framework.

DHB(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION

The cross-reference at Deadline to Report After Termination or Resignation has been updated to reflect changes to the DP series of policies.

DHC(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO TEXAS EDUCATION AGENCY

The cross-reference at Deadline to Report has been updated to reflect changes to the DP series of policies. A citation has been corrected in the Contents of Report section.

DK(LEGAL) ASSIGNMENT AND SCHEDULES

We have added a note indicating that the board has adopted an innovation plan that affects application of provisions in this legal framework.

DK(EXHIBIT) ASSIGNMENT AND SCHEDULES

We have added a note indicating that the board has adopted an innovation plan that affects application of provisions in this exhibit.

DP(LEGAL) PERSONNEL POSITIONS

Material at DP(LEGAL) is being recoded to DPA, regarding principals, and DPB, regarding other personnel positions, as the requirements specific to principals have expanded sufficiently to warrant a separate legal framework.

DP(LOCAL) PERSONNEL POSITIONS

To accommodate the restructuring of the DP series due to the requirements specific to principals, this local policy is recommended for deletion. Materials regarding principal qualifications have been moved to a

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new code at DPA(LOCAL), and the language relating to school counselors has been moved to DPB(LOCAL).

DPA(LEGAL) PERSONNEL POSITIONS: PRINCIPALS

Information relating to principals previously found at DP has been relocated to this new code. In addition, a note relating to the requirement to report child abuse or neglect has been added so all reporting requirements for principals are housed in one location for clarity.

DPA(LOCAL) PERSONNEL POSITIONS: PRINCIPALS

This new code specifically related to principals now houses principal qualification language that was previously at DP(LOCAL). Minor revisions have been made to the text at Qualifications to align with the model job description provided by TASB HR Services. Any posting for a principal position would, at minimum, include the items provided in this list. Other qualifications may be included as provided by the last item in the list.

DPB(LEGAL) PERSONNEL POSITIONS: OTHER PERSONNEL POSITIONS

All information previously at DP(LEGAL) that is not related to principals (now at DPA) and substitutes (now at DPC) has been moved to this legal framework. The School Psychological Services section has been amended to reflect changes in 22 Administrative Code 465.38(b)-(c).

DPB(LOCAL) PERSONNEL POSITIONS: OTHER PERSONNEL POSITIONS

This new policy now houses text relating to school counselors that was previously at DP(LOCAL).

DPC(LEGAL) PERSONNEL POSITIONS: SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

This new legal framework now houses information formerly in DPB(LEGAL) relating to substitute positions.

EB(LEGAL) SCHOOL YEAR

The note at the top of this legal framework has been updated to remove the hyperlink to the district's innovation plan. The hyperlink to the district's innovation plan is located in AF(LOCAL), and a cross-reference to that code has been included.

EEB(LEGAL) INSTRUCTIONAL ARRANGEMENTS: CLASS SIZE

We have added a note indicating that the board has adopted an innovation plan that affects application of provisions in this legal framework.

EFA(LEGAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

Substantive revisions are due to amendments to 19 Administrative Code 67.1501 and 67.1502 regarding TEA standards for review of instructional materials. Additional revisions have been made for organization and to margin notes to improve clarity and readability.

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

Changes to this policy regarding course offerings in grades 9-12 were needed after amendments to 19 Administrative Code 74.3. Citations have also been updated to conform with the new amendments.

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EHBB(LEGAL) SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS

Revisions to this legal framework are due to amendments to 19 Administrative Code 89.1.

EHBB(LOCAL) SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS

Recommended changes at Identification Criteria are the result of amendments to 19 Administrative Code 89.1.

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

Revisions to this legal framework are due to House Bill 8 from the Second Special Session of the 89th Legislature. Please note that the English II end-of-course (EOC) assessment is still a requirement for the 2026 and 2027 graduating classes.

EKB(LEGAL) TESTING PROGRAMS: STATE ASSESSMENT

Revisions throughout this legal framework are due to changes from House Bill 8 from the Second Special Session of the 89th Legislature.

FA(LEGAL) PARENT RIGHTS AND RESPONSIBILITIES

A section prohibiting infringement on parental rights has been added after voters approved Senate Joint Resolution 34 from the 89th Legislature.

FDA(LEGAL) ADMISSIONS: INTERDISTRICT TRANSFERS

The note at the top of this legal framework has been updated to remove the hyperlink to the district's innovation plan. The hyperlink to the district's innovation plan is located in AF(LOCAL), and a cross-reference to that code has been included.

FED(LEGAL) ATTENDANCE: ATTENDANCE ENFORCEMENT

Changes regarding sanctions as they relate to truancy prevention measures are due to revisions at 19 Administrative Code 129.1047.

FFAC(LEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

13 Administrative Code 7.125, which contained all the TSLAC retention schedules, was repealed and replaced with 13 Administrative Code 7.126-.137. Each rule now contains a single retention schedule. The Records of Public School Districts schedule is now located at 13 Administrative Code 7.131. The revision at Records in the section on the Maintenance and Administration of Epinephrine Delivery Systems reflects this change. Related revisions also appear in CPC(LEGAL).

FFEB(LEGAL) COUNSELING AND MENTAL HEALTH: MENTAL HEALTH

The cross-reference in the Exception: Court Order section has been updated to reflect changes to the DP series of policies.

FFF(LOCAL) STUDENT WELFARE: STUDENT SAFETY

The definition of misconduct has been amended to include provisions from Senate Bill 571 from the 89th Legislative Session. The misconduct definition has also been reformatted to improve readability.

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FM(LEGAL) STUDENT ACTIVITIES

Please note: To reflect the change in status from a K-8 district to a K-12 district, you have received an updated legal framework. In the Limits on Participation and Practice section, "one activity" has been revised to "two activities" due to amendments to 19 Administrative Code 76.1001(d).

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

We have added a note indicating that the board has adopted an innovation plan that affects application of provisions in this legal framework.

FOA(LEGAL) STUDENT DISCIPLINE: REMOVAL BY TEACHER OR BUS DRIVER

At Appeals, a citation error has been corrected, and margin notes have been added to assist with clarity and readability.

GF(LEGAL) PUBLIC COMPLAINTS

We have added a note indicating that the board has adopted an innovation plan that affects application of provisions in this legal framework.

GKA(LEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

A citation in the Tobacco and E-Cigarettes section has been updated after 20 U.S.C. 7183 was redesignated to 20 U.S.C. 7973.

GKD(LEGAL) COMMUNITY RELATIONS: NONSCHOOL USE OF SCHOOL FACILITIES

Substantial revisions have been made regarding Facilities Use by Religious Organizations based on Senate Bill 2986 from the 89th Legislature.

(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.

Reasons

The Board's decision not to renew the Superintendent's contract shall not be based on the Superintendent's exercise of Constitutional rights or based unlawfully on race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for the nonrenewal of the Superintendent's contract shall be:

1. Deficiencies pointed out in evaluations, supplemental memoranda, or other communications.

2. Failure to fulfill duties or responsibilities.

3. Incompetency or inefficiency in the performance of duties.

4. Insubordination or failure to comply with Board directives.

5. Failure to comply with Board policies or administrative regulations.

6. Failure of the District to make measurable progress toward the goals stated in the District improvement plan. [See BQ]

7. Conducting personal business during school hours when it results in neglect of duties.

8. 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.

9. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.

10. Failure to meet the District's standards of professional conduct.

11. Failure to report to the Board 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]

12. 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]

13. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.

14. Disability, not otherwise protected by law, that prevents the Superintendent from performing the essential functions of the job, with or without reasonable accommodation.

15. 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 Superintendent's effectiveness in the District.

16. Any breach by the Superintendent of an employment contract or any reason specified in the Superintendent's employment contract.

17. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, staff, or the Board.

18. Behavior that presents a danger of physical harm to a student or other individuals.

19. 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.

20. Use of profanity in the course of performing any duties of employment, whether on or off District premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.

21. Falsification of records or other documents related to the District's activities.

22. Falsification or omission of required information on an employment application.

23. Misrepresentation of facts to the Board or other District officials in the conduct of District business.

24. Failure to fulfill or maintain requirements for Superintendent certification, unless granted a waiver by the commissioner of education.

25. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.

26. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.

27. Engaging in or assigning to another individual, whether intentionally or knowingly, an instruction, guidance, activities, or programming prohibited by law. [See EMB]

28. Engaging in or assigning to another individual, whether intentionally or knowingly, diversity, equity, and inclusion duties prohibited by law.

~~27.~~29. Any reason constituting good cause for terminating the contract during its term.

Notice of Proposed Nonrenewal

If the Board determines that the Superintendent's contract should be considered for nonrenewal, the Board shall deliver to the Superintendent written notice of the proposed nonrenewal in accordance with law.

Request for Hearing

If the Superintendent desires a hearing after receiving notice of the proposed nonrenewal, the Superintendent shall notify the Board in writing not later than the 15th day after receiving the notice. When the Board receives a timely request for a hearing on proposed nonrenewal, 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 Superintendent shall be given notice of the hearing date as soon as it is set.

Hearing Procedure

Unless the Superintendent requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the Superintendent, their chosen representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The Superintendent and the Board may each be represented by a person designated in writing to act for them. 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 Board's presentation, supported by such proof as it desires to offer.

3. The Superintendent may cross-examine any witnesses for the Board.

4. The Superintendent may then present such testimonial or documentary proofs, as desired, to offer in rebuttal or in general support of the contention that the contract be renewed.

5. The Board may cross-examine any witnesses for the Superintendent and offer rebuttal to the testimony of the Superintendent'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 such evidence as is 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 Superintendent's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the Superintendent 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 Superintendent fails to request a hearing, the Board shall take the appropriate action and notify the Superintendent in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

All Trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
  - for Board members — BBF
  - for employees — ~~DH~~DHA
- Financial conflicts of interest:
  - for public officials — BBFA
  - for all employees — DBD
  - for vendors — CHE
- Compliance with state and federal grant and award requirements: CB, CBB
- Financial conflicts and gifts and gratuities regarding federal funds: CB, CBB
- Systems for monitoring the District's investment program: CDA
- Budget planning and evaluation: CE
- Compliance with accounting regulations: CFC
- Activity fund management: CFD
- Criminal history record information for employees: DBAA, DC
- Disciplinary action for fraud by employees: DCD, DCE, and DF series

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Fraud and Financial Impropriety

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Definition

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.

3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.
4. Impropriety in the handling of money or reporting of District financial transactions.
5. Profiteering as a result of insider knowledge of District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. [See CB, DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failure to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or District policy.
12. Any other dishonest act regarding the finances of the District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Financial Controls and Oversight

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

The Superintendent shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

Reports

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to a person with authority to investigate the suspicions, including any supervisor, the Superintendent, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with

law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Protection from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

Fraud Investigations

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

Response

If an investigation substantiates a report of fraud or financial impropriety, the Superintendent shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the Superintendent shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the District shall take appropriate action, which may include cancellation of the District's relationship with the contractor or vendor.

When circumstances warrant, the Board, Superintendent, or a designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

Federal Awards Disclosure

In connection with federal awards, the District shall promptly disclose in writing whenever the District has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in federal law, including the Civil False Claims Act. This provision applies to any activities or subawards of a federal award. [See CBB]

Analysis of Fraud

After any investigation substantiates a report of fraud or financial impropriety, the Superintendent shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

Personnel Duties

The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

Posting Vacancies

The Superintendent ~~or designee~~ shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.

Applications

All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.

[For information related to the evaluation of criminal history records, see DBAA.]

Employment of ~~All~~Contractual Personnel

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for the employment of contractual personnel; however, from April 1 to September 1, the Board delegates to the Superintendent final authority to employ contract personnel. The Superintendent shall inform the Board of any persons hired under this authority.

[See DCA, DCB, DCC, and DCE as appropriate]

Employment of Noncontractual Personnel

Note: For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL).

The ~~Superintendent has sole authority to make recommendations to the Board regarding the selection of personnel.~~

~~The Board retains final authority for the employment of contractual and noncontractual personnel. [See DCA, DCB, DCC, and DCE as appropriate~~Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]

Employment Assistance Prohibited

No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee 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 CJ for prohibitions

relating to contractors and agents and ~~DH(EXHIBIT~~DHA(LEGAL) for the Educators' Code of Ethics.]

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~~DHA(LEGAL)]

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. 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
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]

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 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~~DHA(LEGAL)], 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.

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.]

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
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.

Principal Qualifications

In addition to the minimal certification requirement, a principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budgets and personnel and to coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
6. Prior experience in instructional leadership roles; and
7. Other qualifications deemed necessary by the Board and included in the job description.

School Counselors

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision.

Qualifications

In addition to the minimal education and certification requirements established in the job description, a principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budgets and personnel and to coordinate campus functions;
4. The ability to implement policy and procedures;
5. The ability to interpret data;
6. Strong communications, public relations, and interpersonal skills;
7. Prior experience in instructional leadership roles; and
8. Other qualifications deemed necessary by the Board and included in the job description.

School Counselors

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision.

Referral

Students may be referred for the gifted and talented program at any time by teachers, school counselors, parents, or other interested persons.

Screening and Identification Process

The District shall provide assessment opportunities to complete the screening and identification process for referred students at least once per school year.

The District shall schedule a gifted and talented program awareness session for parents that provides an overview of the identification procedures and services for the program prior to beginning the screening and identification process.

Parental Consent

The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.

Selection

Identification Criteria

The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.

Assessments

Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.

~~Selection~~Matrix or Threshold System

If the selection process relies on a matrix or threshold system, the use of a scoring value based on race, ethnicity, sex, socioeconomic status, or disability shall be prohibited.

Placement Committee

A placement committee shall evaluate each referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs and identification of gifted students, as required by law.

Notification

The District shall provide written notification to parents of students who qualify for services through the District's gifted and talented program. Participation in any program or services provided for

gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted and talented program.

Reassessment

If the District reassesses students in the gifted and talented program, the reassessment shall be based on a student's performance in response to services and shall occur no more than once in elementary grades, once in middle school grades, and once in high school grades.

Transfer Students

When a student identified as gifted by a previous school district enrolls in the District, the placement committee shall review the student's records and conduct assessment procedures when necessary to determine if placement in the District's program for gifted and talented students is appropriate.

[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]

Furloughs

The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.

In accordance with the Board-approved program, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted and talented program, be placed on another furlough, or be exited from the program.

Exit Provisions

The District shall monitor student performance in response to gifted and talented program services. If at any time the placement committee or a parent determines the program is not meeting the student's educational needs, the committee shall meet with the parent and student before finalizing an exit decision.

Appeals

A parent, student, or educator may appeal any final decision of the placement committee regarding services in the gifted and talented program. Appeals shall be made first to the placement committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.

Program Evaluation

The District shall annually evaluate the effectiveness of the District's gifted and talented program, and the results of the evaluation shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members,

administrators, teachers, school counselors, students in the gifted and talented program, and the community.

Funding

The Superintendent shall develop administrative procedures to ensure that 100 percent of the state funds allocated for the gifted and talented program are spent providing for and enhancing the District's program and that a method accounting for expenditures related to the gifted and talented program is established and aligns with the Texas Education Agency's financial compliance guidance.

Community Awareness

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

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~~:

1. Alleged abuse or commission of an otherwise unlawful act with a student ~~or involvement in~~;
2. Involvement in or soliciting a romantic relationship, or soliciting or engaging in sexual contact, with a student;
3. Engaging in inappropriate communications with a student; or

~~1.~~4. Failing to maintain appropriate boundaries 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.]

Agenda Posting

COUPLAND ISD (246914) - Update 127

BJCF(LOCAL): SUPERINTENDENT - NONRENEWAL

CAA(LOCAL): FISCAL MANAGEMENT GOALS AND OBJECTIVES - FINANCIAL ETHICS

DC(LOCAL): EMPLOYMENT PRACTICES

DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT

DP(LOCAL): PERSONNEL POSITIONS

DPA(LOCAL): PERSONNEL POSITIONS - PRINCIPALS

DPB(LOCAL): PERSONNEL POSITIONS - OTHER PERSONNEL POSITIONS

EHBB(LOCAL): SPECIAL PROGRAMS - GIFTED AND TALENTED STUDENTS

FFF(LOCAL): STUDENT WELFARE - STUDENT SAFETY

Board of Trustees

Date of Meeting	6/25/2026
Item Type	Action

Item Name	Consider and Take Action on the Appointment of a Delegate and Alternate Delegate for the 2026 TASB Delegate Assembly
District Goal	Communication/Community Partners
Summary (Purpose / Objective)	Delegate registration for the Texas Association of School Boards' (TASB) 2026 Delegate Assembly opens July 21, 2026. Delegate Assembly is TASB's annual business meeting held in conjunction with the TASA/TASB Convention (txEDCON) in San Antonio, Texas, October 8-11, 2026. The 2026 Delegate Assemble is scheduled for October 9, 2026. The Assembly is the foundation of TASB's governance structure and is vital to TASB's continued success. Each school district who is a member of TASB may appoint one delegate and one alternate to represent their district's interests during the Assembly. This is a great opportunity to have Coupland ISD's voice heard at TASB's Delegate Assembly. .
Fiscal Impact	Travel costs (hotel and registration)
Administrative Recommendation	The administrative staff recommends that the Board select representatives to serve as the delegate and alternate for TASB's Delegate Assembly.

Attachments	txEDCON Convention Schedule October 8-11, 2026 TASB Delegate Assemby Information 2026

Contact Person	Dr. Earl Parcell, Superintendent	E-Mail Address	eparcell@couplandisd.org

Schedule

Get the schedule of events for txEDCON, including breakout sessions, general sessions, exhibit hall hours, shuttle schedule, and more.

2026 Schedule

Thursday	October 8
2-5 p.m.	Pre-conference Sessions*
3:30-6:30 p.m.	Opening Reception in the Exhibit Hall
Friday	**October 9**
7:30-11:30 a.m.	Small School District Seminar** (continental breakfast starts at 7:30 a.m., program starts at 8 a.m.)
7:30-8:30 a.m.	Concurrent Sessions
8:30 a.m.	Exhibit Hall Opens
8:45-9:45 a.m.	Concurrent Sessions
9:45-11:15 a.m.	Designated Exhibit Hall Viewing

10-11 a.m.	**TASB Delegate Assembly Caucus Meetings**
11:15 a.m.-12:15 p.m.	Concurrent Sessions
11:30 a.m.-2:30 p.m.	**TASB Delegate Assembly and Lunch**
12:15-1:30 p.m.	Exhibit Hall Time and Lunch
1:30-2:30 p.m.	Concurrent Sessions
2:45-3:45 p.m.	Concurrent Sessions
4 p.m.	Exhibit Hall Closes
4-5:30 p.m.	Friday General Session *Lamar CISD Student Performance* *Outstanding School Board Award and TSPRA Key Communicator Recognition*
Saturday	**October 10**
7:30-8:30 a.m.	Concurrent Sessions
8:30 a.m.	Exhibit Hall Opens
7:30-10 a.m.	Board Officer Institute (BOI)** (continental breakfast starts at 7 a.m., program starts at 7:30 a.m.)
8:45-9:45 a.m.	Concurrent Sessions

10:30 a.m.-noon	Saturday General Session *Friendswood ISD Student Performance* *Superintendent of the Year Award*
noon-1:45 p.m.	Exhibit Hall Time and Lunch
12:30-1:30 p.m.	School Board Advocacy Network (SBAN) Luncheon (*SBAN members only*)
12:30-2:45 p.m.	Board Officer Institute (BOI) continued**
1:45-2:45 p.m.	Concurrent Sessions
2 p.m.	Exhibit Hall Closes
3-4 p.m.	Concurrent Sessions
4:15-5 p.m.	Commissioner Mike Morath *(Invited)*
Sunday	**October 11**
7:30 a.m.	Breakfast and Networking
8:30-10 a.m.	100% Attendance Recognition Panel with Texas Outstanding School Board, moderated by Kevin Brown Fireside Chat with Texas Superintendent of the Year, moderated by Dan Troxell

*Preregistration and additional fee required
**Preregistration required

Note: This schedule is tentative and subject to change.

Attendee Badge Pick-Up

Thursday: 10 a.m.-6:30 p.m.

Friday: 6:30 a.m.-5 p.m.

Saturday: 7 a.m.-1 p.m.

Exhibit Hall

Thursday: 3:30-6:30 p.m. (Opening Reception)

Friday: 8:30 a.m.-4 p.m.

Saturday: 8:30 a.m.-2 p.m.

Speaker Ready Room

Thursday: 1-6 p.m.

Friday: 6:30 a.m.-4 p.m.

Saturday: 6:30 a.m.-4 p.m.

Austin, Texas 78767-0400

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TASB

2026

Discover the Delegate Experience

About Delegate Assembly

Simply put, the TASB Delegate Assembly is your annual membership meeting. Most importantly, this event is where all members have a voice in the overall direction of the organization — from electing who will serve on the TASB Board to approving the education issues that will be included in the TASB Advocacy Agenda.

Your Board's Voice

As an Active Member of TASB, your board has the exclusive right to have a voting Delegate and Alternate at the Assembly. Your Delegate will be the voice for your board, ensuring the priorities for your district and community are reflected in TASB's work. Your Delegate must be a trustee on your board. Your Alternate, also a trustee, serves as a backup for your Delegate, ensuring your board's voting privileges are covered on the Assembly floor.

What to Expect as a Delegate and Alternate

As your board's representative, you serve as the voice not just for your board, but also your district, your students, and your community. Here are the key things you need to know to prepare for your role as a Delegate or Alternate.

20 Days Before the Assembly

The Delegate Handbook and Nominations Committee Report will be posted 20 days before the Assembly. You will receive an email when the materials are posted at tasb.org/delegate. These materials cover the action items under consideration by this year's Assembly.

Then, it's time to prepare for the meeting.

1. **Review the materials.** Make sure you are familiar with all the items under consideration.

2. **Come prepared to share your district's voice.** Work with your fellow board members to determine how your board stands on the action items and if you have concerns to take to the Assembly.

3. **Study the Delegate Assembly rules and Action Form.** Like any governing body, there are rules and processes to ensure a productive meeting.

4. **Watch your mail!** You will receive an envelope with your Delegate (or Alternate) ribbon, which you can attach to your name badge when you arrive at the txEDCON. This ribbon will grant you access to all of the Delegate Assembly activities.

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Discover the Delegate Experience

Day of the Assembly

Regional Caucus

You will start your Delegate duties by attending your regional caucus. This is a great opportunity to meet with colleagues from your region, including your TASB Directors. You will discuss the agenda items and get answers to any questions you may have about the Assembly and processes.

Action Forms

You may use the Action Form at the back of the Handbook to pull items for individual consideration or to propose an amendment to an item. The forms must be turned in to the Action Form Desk near the Assembly floor entrance 15 minutes before the start of the Assembly.

The Assembly

You will go directly from your regional caucus to the Assembly, so you can find your section on the floor and turn in Action Forms, if needed. The floor is divided by TASB region. TASB staff members, holding red clipboards, are assigned to each area to check you in and assist you during the meeting.

But What About...?

If you have any questions about Delegate Assembly, we are here to help! Your TASB Directors will be with you every step of the way, leading your regional caucus and sitting near you on the Assembly floor. TASB staff will be stationed at the Information Tables near the main entrance of the Assembly floor.

If you have questions before the meeting, contact the TASB Board and Management Services team at **800-580-8272** or **membercommunications@tasb.org**.

2026 Delegate Assembly

When:

Friday, Oct. 9

10 a.m., Regional Caucuses
11:15 a.m., Action Form Deadline
11:30 a.m., Delegate Assembly (includes lunch)

Where:

George R. Brown Convention Center, Houston

(Held in conjunction with txEDCON)

Complimentary lunch is provided to Delegates and Alternates.

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TASA | TASB txEDCON

Friday, October 9, 2026
Marriott Marquis Houston
7:30-8:00 Breakfast l 8:00-11:30 Seminar

2026 Small School District Seminar

8:00-8:15 **Welcome, Introductions & Door Prizes: Orin Moore (TASB) & Amy Jacobs (TASA)**

8:15-9:05 **Small School Featured Speaker: Justin Richardson**
With over two decades in educational leadership, Dr. Justin Richardson, is passionate about helping leaders find their voice and lead with purpose. As a speaker, coach, and author, he takes a soulful, relationship-centered approach that resonates with educators and leaders at every level. Justin equips others with the mindset and tools to become the kind of leader people trust, follow, and remember.

9:05-9:15 **Reflection Activity**

9:15-9:45 **Small District, Big Impact: Coupland ISD's Journey to Excellence** (318 students)
Earl Parcell, Coupland ISD Superintendent
Learn how Coupland ISD is redefining what's possible through focused priorities, strong governance, and unwavering commitment to students. From navigating leadership transition and accountability challenges to expanding from a PK-8 system to a thriving PK-12 district, Coupland ISD's story demonstrates how "being great at less" and implementing solid systems with consistency can transform culture, performance, and community pride.

9:45-10:05 **Break & Sponsor Recognition**

10:05-10:30 **TIA Discussion Panel**
Earl Parcell, Coupland ISD; Sarah Borowicz, Anderson-Shiro CISD;
Michelle Rinehart, Alpine ISD; Larry Polk, Colorado ISD

10:30-10:55 ***Rooted in Legacy, Designed for the Future: The Anderson-Shiro Story*** (945 students)
Sarah Borowicz, Anderson-Shiro CISD Superintendent
Anderson-Shiro CISD will share how a strong culture of trust, pride, and community partnership has helped the district navigate growth while staying deeply connected to its history and values. Through the governance lens, participants will explore how to prioritize culture and climate, elevate student voice, and embrace continuous improvement and innovation without losing sight of the traditions and relationships that define the district.

10:55-11:20 **2025 Outstanding School Board Panel Discussion: Colorado ISD** (920 students)
Named TASA's 2025 Outstanding School Board, the Colorado ISD Board of Trustees will share how a relentless focus on students, community voice, and long-term vision has transformed opportunities for kids and renewed belief in public education. Panelists will showcase how the board partnered with district leadership to expand innovative CTE, STEM, dual credit, and student-centered learning experiences designed to break cycles of poverty and prepare students for the future.

11:20-11:30 **Reflections & Close**

512 - 856 - 2422
620 South Commerce Street, Coupland TX 78615
www.CouplandISD.org

2026 – 2027

Board Meeting Dates

- July 16, 2026
- August 13, 2026
- September 10, 2026
- September 24, 2026***
- October 1, 2026***
- October 22, 2026
- November 12, 2026
- November 19, 2026*
- December 10, 2026
- January 14, 2027
- February 11, 2027
- March 18, 2027
- April 15, 2027
- May 13, 2027
- June 24, 2027**

DRAFT

* Canvass the Ballots (VATRE)
** Approve 2027-2028 Budget
*** Joint Board Meeting between City of Coupland and Coupland ISD

Action and Discussion Items Calendar

Month	Action Items	Reports/Information/Discussion Items
September	• Class Size Waivers (if necessary) • Approval of District/Campus Improvement Plan • Approve Bastrop & Williamson County Adjunct Faculty Agreements • Approve Investment Officer(s) • Approve SHAC Membership	• Procedures for dismissal of school due to weather conditions • Beginning School Enrollment Report • Free & Reduced Lunch Information
October	• Approval of tax roll resolution Williamson County and Travis County Appraisal Districts • Set Board meeting for canvassing election return (even years only) • Announcement of Board Continuing Education hours • Revise HB 3 Goals • Annual Financial Audit report for Prior Year (PY)	• Staff Appreciation Event Planning • Plan annual Team of 8 training
November	• Induct new Board members • Board Reorganization (Officers shall serve two year terms) • Canvass Ballots for trustee election (Oath of Office) • ~~HB 3033 Business days~~ • Public Hearing – FIRST • Amend Budget if necessary	• Fall ADA Report • October special population enrollment: bilingual/ESL students • Canvas ballots for trustee/special election (special meeting) Oath of Office (Even years only) • Public Hearing – FIRST Financial Rating Workshop • Provide new board member(s) with local orientation • Plan for Superintendent Evaluation and set evaluation date
December	• Review of Board Operating Procedures • ~~Annual Financial~~	• Consider budget plan / timeline • Staff Appreciation Event • Superintendent delivers self-evaluation and required

	~~Audit report for Prior Year (PY)~~	evaluation reports
January	• Commit Fund Balance • Public Hearing - TAPR • Superintendent Annual (Summative) Evaluation • Superintendent Contract Consideration	• Superintendent's evaluation form approved if changes needed • Begin District Goal Setting • Determine/plan summer projects • Set Superintendent Goals for the following year
February	• Adopt School Calendar for next school year • Approve audit firm for upcoming year • Determine/plan summer projects	• Proposed School Calendar • Discipline Report • Board Self-Evaluation • Continue District Goal Setting
March	• Teacher Contract Renewals • Approve PD Waiver • Finalize district goals • Establish district goals • Approve summer work hours	• Review of Technology Plan Updates • Set calendar for end of year activities/graduation • Board Self-Evaluation
April	• Approve summer projects • IMA & TEKS Certification • Board Self-Evaluation • Review compensation/benefits package	• ESL & Summer School Plan • **Initial** Budget Workshop – School Finance • Receive Preliminary Values • Plan Team of 8 training
May	• Bank Depository Bids (every other year) • Security Guard Contract for next SY	• Begin Budget Planning • Review professional development report • Review District/Campus Improvement Plan
June	• **Approve Proposed 2025-2026 Budget** • Amend budget for previous year • Superintendent Annual (Formative) Evaluation • Superintendent Contract Consideration • Cafeteria Services Report and Prices for the next year • Intent to Apply for ESSA/Grant Funds	• Budget Workshop – **DRAFT** 2025-2026 Budget • Consider new or modified programs for upcoming school year • Review Employee/Staff Handbook Draft • Review Student Handbook & Code of Conduct Draft

	• MOU for DAEP • MOU for JJAEP with WILCO • SB401 Review, Consider & Approve – UIL Participation for Homeschool Students • ~~Security Guard Contract for next SY~~ • HB 3033 Business days	
July	• Approve Code of Conduct • Approve Employee Handbook • Order Trustee election and approve contract for election services (Even years only) • Establish Trustee Election Dates (Even years only)	• Budget Workshop – **Preliminary** 2025-2026 Budget • Consider TASB attendance at TASB Conference in September • Select TASB Delegate and Alternate • Receive Certified Values (7/25)
August	• Accept certification of appraisal roll for the certified taxable value • Approval of clubs for extra-curricular absence purposes • Approve district teacher appraisal calendar • Set the Tax Rate (Special Board Meeting) • Budget Hearing (Special Board Meeting) • Call VATRE • Approve EOP • Review and renew Good Cause Exemption -Security	• Review Multi-Hazard Emergency Operations Plan

Revised 6/19/2026

PROPOSED POLICY

The District has established a limited open forum for nonschool use of District facilities in accordance with this policy.

The District shall provide equal access to youth groups designated in federal law, including the Boy Scouts, as it provides to other nonschool users of District facilities. [See Patriotic Societies in GKD(LEGAL)]

Scope of Use

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with District use or with this policy.

Approval shall not be granted for any purpose that would damage District property or to any group that has damaged District property.

Note: See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by noncurriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

Nonprofit Fundraising

The District shall permit nonprofit organizations to conduct fundraising events on District property when these activities do not conflict with District use or with this policy.

For-Profit Use

The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with District use or with this policy.

Campaign-Related Use

Except to the extent that a District facility is used as an official polling place, District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

Scheduling

Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

Approval of Use

The Superintendent is authorized to approve any nonschool use of any District facility.

Exception

No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.

Emergency Use

In case of emergencies or disasters, the Superintendent may authorize the use of District facilities by civil defense, health, or emergency service authorities.

Use Agreement

Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.

Fees for Use

Nonschool users shall be charged a fee for the use of designated District facilities.

The Superintendent shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

Exceptions

Fees shall not be charged when District facilities are used:

1. For public meetings sponsored by state or local governmental agencies; or
2. By District employee professional organizations [see DGA].

Required Conduct

Persons or groups using District facilities shall:

1. Conduct business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms and the use of tobacco products, e-cigarettes, or other electronic vaporizing devices on District property. [See GKA]
3. Make no alteration, temporary or permanent, to District property without prior written consent from the Superintendent.

All groups using District facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.

512 - 856 - 2422
620 South Commerce Street, Coupland TX 78615
www.CouplandISD.org

Budget Timeline for 2026-2027

September 2025 – December 2025	• Monitor current budget • Audit for Prior Year • FIRST Hearing • Consider budget plan/timeline
January 2026	• Monitor current budget • Review Budget by Function, Object, & PIC • Commit Fund Balance • Draft Master Schedule & Staffing Needs

February 2026	• Administration Review of Budget
	  ○ Review Fall PEIMS Staff, Student, and Budget
	  ○ Review Fall ADA
	  ○ Identify potential facility or capital improvements
	• Begin Campus Needs Assessment (CIP/DIP)

March 2026	• Finalize District Goals • Superintendent and Business Manager begin to construct budget template • Consult TASB • **Initial** Budget Workshop – School Finance Basics • Approve summer projects • Review Preliminary Values
April 2026	• Superintendent & Business Manager continue to compile budget • Review/Approve Compensation Plan/Benefits Package • Budget Workshop with Board of Trustees (**Draft** 2026-2027 budget) • Receive Certified Property Values • Finalize campus budget needs
May 2026	• Superintendent & Business Manager continue to compile budget • Review Fiscal, Purchasing, and Credit Card Manuals • Review **Preliminary** 2026-2027 budget • Call for an Efficiency Audit
June 2026	• Notice of Budget Adoption & Proposed Tax Rate (paper and website) • Public Hearing on **Proposed** Budget ~~and Tax Rate~~ • Final Budget Amendment • Board adopts budget • ~~Board adopts Tax Rate (Sept.2026?)~~ • Call a VATRE (August 2026?)

Superintendent, Dr. Earl Parcell
Principal, Brian Booker
Assistant Principal, Kate Knapek

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July 2026	• 2026-2027 Budget Opens • Receive Certified Property Values
August 2026	• Board Adopts Tax Rate • Board Consider Calling a VATRE
November 2026	• Election (11/3/26) • Amend Budget if Necessary

Board Training Requirements 2025-2026

Required Continuing Education	First Year in Office	Subsequent Years in Office	Eligible Provider(s)
Local District Orientation	Three hours within the first 120 days in office	N/A	Local District
Orientation to the Texas Education Code	Three hours within the first 120 days in office	N/A	Education Service Centers
Update to the Texas Education Code	Following each legislative session and of sufficient length to address major changes		• Registered Providers • Authorized Providers • LSG Coaches
Team-building (Team-of-eight)	Three hours	Three hours every year	• Registered Providers • Authorized Providers • LSG Coaches
Additional Education based on Framework for School Board Development	Ten hours	Five hours every year	• Registered Providers • Authorized Providers • LSG Coaches
Evaluating and Improving Student Outcomes	Three hours within the first 120 days in office	Three hours every two years	• Authorized Providers • LSG Coaches
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children	One hour within the first 120 days in office	One hour every two years	• Registered Providers • Authorized Providers • LSG Coaches
Open Meetings Act (OMA)	One hour within the first 90 days in office	N/A	Attorney General of Texas
Public Information Act (PIA)	One hour within the first 90 days in office	N/A	Attorney General of Texas
Cybersecurity	Varies by provider	Every year	Department of Information Resources
School Safety	Two hours within the first 120 days in office	Every two years	• TEA Learn • Technical Support

Board of Trustees

Date of Meeting: 6/25/2026
Item Type: Action

Item Name	New Hire Recommendations
District Goal	Human Capital
Summary (Purpose / Objective)	New hire recommendations for the 2026-2027 school year are submitted for the June 2026 regular board meeting.meeting.
Fiscal Impact	None
Administrative Recommendation	Administrations recommends approval of the new hire recommendations.

Attachments	New Hire Recommendations June 2026

Contact Person: Dr. Earl Parcell, Superintendent
E-Mail Address: eparcell@couplandisd.org

Coupland ISD Student Handbook

2026-27 School Year



If you have difficulty accessing the information in this document because of disability, please contact:

registrar@couplandisd.org
512-856-2422

Coupland ISD Student Handbook

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District Information

Beliefs

We believe in:

- Providing an engaging and safe environment where all students have the opportunity to learn and their growth is celebrated.
- Collaborating with families to create a community of support for students.
- Holding high expectations for character and academic excellence.

CISD Vision Statement:

Coupland ISD instills a foundation of academics and character, empowering all students to achieve excellence.

CISD Mission Statement:

In partnership with our families and community, Coupland ISD ensures a safe and respectful environment. Our dedicated and knowledgeable staff motivate students to learn, grow, and achieve personal success. We maintain our tradition of academic excellence and strength of character, upholding the Cowboy Way.

Strategic Plan Pillars

1. Communication
2. High Quality Curriculum and Instruction
3. Human Capital Systems
4. Positive Culture

Nondiscrimination Statement

It is the policy of the Coupland ISD not to discriminate on the basis of race, color, national origin, gender, or handicap in its programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Coupland Elementary School
620 South Commerce Street
Coupland, TX 78615
512-856-2422
Principal, Kate Knapek

Coupland Junior High and High School
350 County Road 460
Coupland, TX 78615
512-856-2424
Principal, Brian Booker

Preface Parents and Students:

Welcome to the new school year!

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

The Coupland ISD Student Handbook is a general reference guide that is divided into two sections:

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

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

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

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

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

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

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

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

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at in writing by contacting your campus principal.

Note: References to board policy codes are included for ease of reference. The hard copy of the district's official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at www.couplandisd.org in the Policy Online manual.

The policy manual includes:

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

For questions about the material in this handbook, please contact:

Brian Booker
CJHHS Principal
350 County Road 460
Coupland, TX 78615
bbooker@couplandisd.org
512-856-2424

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

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

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

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact:

registrar@couplandisd.org
512-856-2422

Section One: Parental Rights

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

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological or Psychiatric Evaluation

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

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

Consent to Human Sexuality Instruction

Annual Notification

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

In accordance with state law, a parent may:

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

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

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

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

Consent Before Human Sexuality Instruction

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

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

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

Annual Notification

Via the Eduhero professional learning platform, educators and staff learn about how to recognize and address all forms of child maltreatment. For more information, see the district's abuse prevention instruction website at https://eduhero.net/product.php?id=238.

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

In accordance with state law, a parent may:

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

[See Consent Before Human Sexuality Instruction, Dating Violence, and Child Abuse, Neglect, School Staff Misconduct, Trafficking, and Other Maltreatment of Children (All Grade Levels)]

Consent to Provide a Mental Health Care Service

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

The district has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk.

The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

When a child is showing outward signs of mental distress or has expressed that they are thinking about hurting themselves or others, teachers and students will ACT – Acknowledge, Care, and Tell. Parents will be notified of the concern after immediate safety concerns have been addressed through the counseling office by a School Counselor. Students will be screened regarding their distress based on basic questions regarding thoughts of harm and safety issues. Once parents are notified, they are informed of resources and the importance of seeing further support. Students who are screened will be monitored and supported, as needed. Yearly updates will be provided to teachers and staff regarding the warning signs and procedures.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison can be reached at:

Nicole Kincaide
School Counselor
620 South Commerce St
Coupland, TX 78615
nkincaide@couplandisd.org
512-856-2422

The mental health liaison can provide further information about these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

[See Mental Health Support (All Grade Levels)]

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

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

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

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

Consent to Receive Parenting and Paternity Awareness Instruction If a Student is Under Age 14

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

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

State law permits the school to make a video or voice recording without parental permission when the recording is to be used for:

- School safety
- Classroom instruction or a cocurricular or extracurricular activity
- Media coverage of the school
- Promotion of student safety, as provided by law for a student receiving special education services in certain settings

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

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

Opting Out of Advanced Mathematics in Grades 6-8

The district will automatically enroll a student in grade 6 in an advanced mathematics course if the student performed in the top 60 percent on the grade 5 mathematics STAAR or in the top 40 percent on a local measure that demonstrates proficiency in the student's grade 5 mathematics course work.

Enrollment in an advanced mathematics course in grade 6 will enable students to enroll in Algebra I in grade 8 and advanced mathematics in grades 9-12.

The student's parent may opt the student out of automatic enrollment in an advanced mathematics course.

Limiting Electronic Communications between Students and District Employees

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

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

District employees with responsibility for an extracurricular activity must communicate with a student participating in that activity using approved district methods.

Text messaging between students and professional are prohibited.

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

Objecting to the Release of Directory Information

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

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

- A student's photograph (for publication in the school yearbook)
- A student's name and grade level (for communicating class and teacher assignments)
- The name, weight, and height of an athlete (for publication in a school athletic program)
- A list of student birthdays (for generating schoolwide or classroom recognition)
- A student's name and photograph (posted on a district-approved and-managed social media platform)
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period)

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

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within 10 school days of the student's first day of instruction for this school year. [See Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information, included in the forms packet.]

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

The district has identified the following as directory information:

> Student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

If a parent objects to the release of the student's information included on the directory information response form, this objection also applies to the use of that information for school-sponsored purposes, such as:

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

Note: Also see Authorized Inspection and Use of Student Records.

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

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

- Name
- Address
- Telephone listing

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

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

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

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

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

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sex behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers

- Religious practices, affiliations, or beliefs of the student or parent
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program

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

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

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

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

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

A parent may inspect:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Religious or Moral Beliefs

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

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

Tutoring or Test Preparation

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

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

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

In accordance with state law and policy EC, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than 10 percent of the days the class is offered.

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

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

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

Parent Review of Instructional Materials and Plan

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

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

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

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

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

Teachers are required to provide a copy of the teacher's instructional plan or course syllabus for each class to the parent of each student enrolled in that class before the beginning of each semester. A parent may obtain additional copies of plan or syllabus by request. Syllabi will be available to parents by visiting Teaching and Learning Page at www.couplandisd.org on or after the first day of school.

[For information about parental access to any online library catalog and library materials, including records of their child's checked out library materials, see Library (All Grade Levels).]

District Review of Instructional Materials

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

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

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

Notices of Certain Student Misconduct to Noncustodial Parent

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

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

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

Student Records

Accessing Student Records

A parent may review their child's records, including:

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

Authorized Inspection and Use of Student Records

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

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

- Inspect and review student records within 45 days after the day the school receives a request for access
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA
- Provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent
- File a complaint (https://studentprivacy.ed.gov/file-a-complaint) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements

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

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

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

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

Federal law requires that control of the records goes to the student as soon as the student meets at least one of the following criteria:

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

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

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

Legitimate educational interest may include:

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

School officials may include:

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

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

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

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

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

A parent or eligible student who wants to inspect the student's records should submit a written request to the custodian of records identifying the records they want to inspect.

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

A parent or eligible student who submits a written request and pays copying costs of 10 cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

You may contact the custodian of records for both withdrawn and currently enrolled elementary students at:

Kate Knapek
Principal
620 South Commerce St
Coupland, TX 78615
kknapek@coupalndisd.org
512-856-2422

You may contact the custodian of records for withdrawn and currently enrolled secondary students at:

Brian Booker
Principal
350 County Road 460
Coupland, TX 78615
bbooker@couplandisd.org
512-856-2424

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

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

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

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

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

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

Teacher and Staff Professional Qualifications

A parent may request information about the professional qualifications of their child's teachers, including whether the teacher:

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

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

A Student with Exceptionalities or Special Circumstances

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children (https://www.dodea.edu/education/partnership-and-resources/military-interstate-compact) entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements
- Grade level, course, or educational program placement
- Eligibility requirements for participation in extracurricular activities
- Enrollment in virtual or hybrid courses offered by the district or another district or school
- Graduation requirements

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

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

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

More information is available at Military Family Resources at the Texas Education Agency (https://tea.texas.gov/about-tea/other-services/military-family-resources).

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

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

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

Safety Transfers/Assignments

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

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

[See

- Perfect Attendance – the student must be present during official attendance taking each day during the awarded period of time.
- A-B Honor Roll – the student must have no more than 7 B's (80-89) and no less than 1 A's (90100) during the awarded grading period.
- A-Honor Roll – the student must have all A's (90-100) in the awarded grading period.
- Visit the link below for information about CISD National Junior Honor Society.
- Students who participate in UIL Academics and earn a ribbon will receive their ribbon during the Spring Award Ceremony.
- Secondary students are eligible to participate in the Coupland ISD Athletics program. Athletics participants are eligible to receive various awards based on sports competition.
- National Junior Honor Society information is available at www.couplandisd.org.

Bullying (All Grade Levels), and policies FDB and FFI for more information.]

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

[See policy FDE for more information.]

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

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within 10 district business days.

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

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

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

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

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

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

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

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

- Assist the student with the completion of applications for admission or financial aid
- Arrange for and accompany the student on campus visits
- Assist in researching and applying for private or institution-sponsored scholarships
- Identify whether the student is a candidate for appointment to a military academy

- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS)
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state

If you have questions, please contact the district's foster care liaison:

Nicole Kincaide
School Counselor
620 South Commerce St
Coupland, TX 78615
nkincaide@couplandisd.org
512-856-2422

[See Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject and Course Credit (Secondary Grade Levels Only)]

A Student Who Is Homeless

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

Please also check the campus website for information related to services available in the area that can help families who are homeless.

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

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

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

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

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

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

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

Nicole Kincaide
School Counselor
620 South Commerce St
Coupland, TX 78615
nkincaide@couplandisd.org
512-856-2422

[See Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject and Course Credit (Secondary Grade Levels Only)]

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

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students through the district's multi-tiered system of academic and behavioral supports (MTSS). The provision of these intervention and support services, which might include (RTI) process, can have an impact on the ability of district to meet the needs of all students.

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

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

Special Education Referrals

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

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

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

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

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

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

Contact Person for Special Education Referrals

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Kara Hebbe
Special Education Coordinator
350 County Road 460
Coupland, TX 78615
khebbe@couplandisd.org
512-856-2424

For questions about post-secondary transitions, including the transition from education to employment, for students receiving special education services, contact the district's transition and employment designee:

Kara Hebbe
Special Education Coordinator
350 County Road 460
Coupland, TX 78615
khebbe@couplandisd.org

512-856-2424

Section 504 Referrals

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

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

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Daphnie Knapek
Compliance Coordinator
350 County Road 460
Coupland, TX 78615
dknapek@couplandisd.org
512-856-2424

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

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

- Legal Framework for the Child-Centered Special Education Process (https://fw.escapps.net/Display_Portal?destination=/)
- Partner Resource Network (http://prntexas.org/)
- SPEDTEX: Special Education Information Center (https://www.spedtex.org/)
- Texas First Project (http://www.texasprojectfirst.org/)
- TEA Special Education Parent and Family Resources (https://tea.texas.gov/academics/special-student-populations/special-education/parent-and-family-resources)

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

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

Texas Driving with Disability Program

In accordance with state law, the district will provide notification of the Texas Driving with Disability Program to students who have a health condition or disability that may impede

effective communication with a peace officer and receive special education or are covered by Section 504 of the Rehabilitation Act of 1973. This notification will be provided annually to an eligible student aged 16 years or older until the student's graduation or 21st birthday and to the student's parents.

The Texas Driving with Disability Program focuses on improving the interaction between law enforcement and drivers with disabilities that have unique communication needs.

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

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

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

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

A Student Who Speaks a Primary Language Other than English

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

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

[See Emergent Bilingual Students (All Grade Levels) and Special Programs (All Grade Levels)]

A Student with Physical or Mental Impairments Protected under Section 504

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

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

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

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

Section Two: Other Important Information for Parents and Students

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

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

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact the campus principal.

Absences/Attendance

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

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

Compulsory Attendance

Prekindergarten and Kindergarten

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

Ages 6-18

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

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

Age 19 and Older

A student who voluntarily attends or enrolls after their 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

Compulsory Attendance — Exemptions

All Grade Levels

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

- Religious holy days
- Required court appearances
- Appearing at a governmental office to obtain U.S. citizenship
- Taking part in a US naturalization oath ceremony
- Serving as an election clerk
- Health-care appointments for the student or a child of the student, including absences related to autism services and mental health appointments
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician on the district's form
- Absences for attendance in a released time course in religious instruction
- For students in the conservatorship of the state:
    - An activity required under a court-ordered service plan
    - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours

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

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

Secondary Grade Levels

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

[See Driver License Attendance Verification (Secondary Grade Levels Only)]

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university if the following conditions are met:

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

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

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

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

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

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

Compulsory Attendance — Failure to Comply

All Grade Levels

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

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

Students with Disabilities

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

Ages 6-18

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

The notice will:

- Remind the parent of their duty to monitor the student's attendance and require the student to attend school

- Request a conference between school administrators and the parent
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures

The truancy prevention facilitator for the district is:

Brian Booker
CJHHS Principal
350 County Road 460
Coupland, TX 78615
bbooker@couplandisd.org
512-856-2424

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs 10 or more unexcused absences within a six-month period in the same school year.

If a student age 12-18 incurs 10 or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

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

Age 19 and Older

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

Attendance for Credit or Final Grade (All Grade Levels)

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if they complete a plan, approved by the principal, that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

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

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

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

Official Attendance-Taking Time (All Grade Levels)

The district will take official attendance every day at 9:40 am.

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

Documentation After an Absence (All Grade Levels)

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

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

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

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

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

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

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

Certification of Absence Due to Severe Illness or Treatment

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

Driver License Attendance Verification (Secondary Grade Levels Only)

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

More information is available on the Texas Department of Public Safety website (https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen).

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

Accountability under State and Federal Law (All Grade Levels)

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

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

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

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

Awards and Honors (All Grade Levels)

- Perfect Attendance – the student must be present during official attendance taking each day during the awarded period of time.
- A-B Honor Roll – the student must have no more than 7 B's (80-89) and no less than 1 A's (90100) during the awarded grading period.
- A-Honor Roll – the student must have all A's (90-100) in the awarded grading period.

- Visit the link below for information about CISD National Junior Honor Society.
- Students who participate in UIL Academics and earn a ribbon will receive their ribbon during the Spring Award Ceremony.
- Secondary students are eligible to participate in the Coupland ISD Athletics program. Athletics participants are eligible to receive various awards based on sports competition.
- National Junior Honor Society information is available at www.couplandisd.org.

Bullying (All Grade Levels)

The district strives to prevent bullying, in accordance with the district's policies, by promoting a positive school culture; building healthy relationships between students and staff; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

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

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school
- Infringes on the rights of the victim at school

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

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

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting

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

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

Students in elementary grades will participate in:

- Instruction designed so that students can recognize bullying behaviors and how to report them.
- Age-appropriate discussions that encourage peers to intervene when they observe bullying occur.
- Instruction that characterizes bullying as a behavior that results from the student's need to acquire more mature social or coping skills, not an unchangeable trait.

Students in secondary grades will participate in:

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

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

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

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

A student may anonymously report an alleged incident of bullying by submitting a report using the Anonymous Reporting link at www.couplandisd.org or by submitting a written report in one of the counselor boxes located outside of the counselor's office or in the front office on any campus.

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

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

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

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

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

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

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

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

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

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

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

The district offers career and technical education programs in the following areas:

- Business, Marketing and Finance
- Agriculture, Food and Natural Resources
- Arts, Audio Visual Technology and Communication

- Information Technology
- Manufacturing

Admission to these programs is based on course availability and secondary elective selection.

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

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

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

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

[See Nondiscrimination Statement (All Grade Levels) for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator.]

Celebrations (All Grade Levels)

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

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

[See Food Allergies (All Grade Levels)]

Child Abuse, Neglect, School Staff Misconduct, Trafficking, and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child abuse, neglect, school staff misconduct, trafficking, and other maltreatment of children, which may be initiated by contacting the Department of Family and Protective Services (DFPS)/Child Protective Services (CPS). The plan is available at www.couplandisd.org. Abuse includes physical abuse, including sexual abuse, and mental and emotional abuse. Trafficking includes both sex and labor trafficking.

Duty to Report

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). See below for information about how to report and respond to allegations of child abuse or neglect.

Possible Warning Signs of Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children

Physical abuse

Possible warning signs of physical abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without apparent injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Extreme fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unseasonable clothing that may hide injuries to arms or legs

Sexual Abuse

Possible warning signs of sexual abuse include:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors, or play beyond what is considered age-appropriate behavior
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels) and Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking]

Emotional Abuse

Possible warning signs of emotional abuse include:

- Over-compliance or low self-esteem caused by scapegoating or verbal abuse by caregivers

- Severe depression, anxiety, or aggression
- Lag in physical, emotional, and intellectual development
- Indicators of a caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems
- Significant changes to behavior, such as withdrawal or over-aggression
- Significant changes to weight, such as substantial weight gain or weight loss

Neglect

Possible warning signs of neglect include:

- Obvious malnourishment
- Consistent lack of personal hygiene that poses a health risk
- Stealing or begging for food
- Child unattended for long periods of time
- Unaddressed need for dental care or other medical attention

School Staff Misconduct

Possible warning signs of school staff misconduct include:

- Inappropriate boundaries or communications with a student, including inappropriate relationships
- Violating school or district communication policies, such as improper use of messaging apps or social media
- Showing favoritism toward certain students in a way that compromises fairness or student well-being
- Creating, using, or sharing inappropriate AI-generated images involving students or staff
- Neglecting, abusing, or physically harming a student
- Providing alcohol or drugs to a student
- Being under the influence of alcohol or drugs while on school property or during school activities
- Possessing a weapon on school property or during school activities
- Committing a felony
- Engaging in fraudulent or deceptive practices involving the school system or State Board of Education Certification (SBEC)

Description and Warning Signs of Trafficking

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

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

Possible warning signs of sexual trafficking in children include:

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

Additional warning signs of labor trafficking in children include:

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

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

Reporting and Responding to Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children

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

If your child is a victim of abuse, neglect, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. Texas Health and Human Services also manages early intervention counseling programs.

To find out what services may be available in your county, see Texas Health and Human Services' Family Support Services Program Locator (https://fss.hhs.texas.gov/Programs_Available_In_Your_County/default.asp).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1 800-252-5400 or online at Texas Abuse Hotline Website (www.txabusehotline.org).

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

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

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

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

[See policy EIC for more information.]

Class Schedules (Secondary Grade Levels Only)

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

[See Schedule Changes (Middle/Junior High and High School Grade Levels) for information related to student requests to revise their course schedule.]

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

For two school years following graduation, a district student who graduates as valedictorian or in the top 10 percent of their class is eligible for automatic admission into four-year public universities and colleges in Texas if the student meets one of the following requirements:

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

- Beginning in the fall of 2028, achieves a score set by the Texas Higher Education Coordinating Board on a college entrance examination designated by coordinating board rules

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

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

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer/fall 2026 term through the spring 2027 term, the University will admit the top five percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

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

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

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

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

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

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

College Credit Courses (Secondary Grade Levels Only)

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

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory

- Enrollment in AP or dual credit courses through the virtual or hybrid courses offered by the district or another district or school
- Enrollment in courses taught in conjunction and in partnership with colleges and universities, which may be offered on or off campus
- Enrollment in courses taught at other colleges or universities

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

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

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

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

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

Communications (All Grade Levels)

Parent Contact Information

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

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

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

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

Coupland Elementary School
Jessica Larson
jlarson@couplandisd.org

Coupland Junior High and High School
Jacqueline Danek
jdanek@couplandisd.org

Automated Emergency Communications

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

[See Safety (All Grade Levels) for information about contact with parents during an emergency situation.]

Automated Nonemergency Communications

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

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal. [See Safety (All Grade Levels) for information about contact with parents during an emergency.]

Complaints and Concerns (All Grade Levels)

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

For those complaints and concerns that cannot be resolved informally, the board has adopted a student and parent grievance policy at FNG(LOCAL) in accordance with Education Code Chapter 26A. This policy describing the grievance process in detail is available in the district's online policy manual at www.couplandisd.org and is attached to this handbook as an appendix. A parent may file a grievance by submitting the district grievance form to the campus principal. The district's grievance forms are available on the district's website at www.couplandisd.org and at the principal's or superintendent's office. A parent may also submit a grievance electronically by completing the required forms and submitting them via email to the campus principal.

In general, the written grievance form should be completed and submitted to the campus principal in a timely manner.

If the concern is not resolved, a parent or student may appeal to the superintendent or superintendent's designee.

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

Hearings at each level will be conducted in accordance with the timelines established by law described in the district's policy at FNG(LOCAL).

Conduct (All Grade Levels)

Applicability of School Rules

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

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

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at www.couplandisd.org and the coordinator for each campus is listed below.

Coupland Elementary School
Kate Knapek
kknapek@couplandisd.org
512-856-2422

Coupland Junior High and High School
Brian Booker
bbooker@couplandisd.org
512-856-2424

Deliveries

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

Disruption of School Operations

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

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

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

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

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

Social Events

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

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

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

Counseling

The district has a comprehensive school counseling program that includes:

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

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

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

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

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

High School Grade Levels

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

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

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

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

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

[See Scholarships and Grants for more information.]

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should fill out a counselor request form and turn it in to a counselor box located at the front office or outside of the counselor's office. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

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

[See Mental Health Support (All Grade Levels), Child Abuse, Neglect, School Staff Misconduct, Trafficking, and Other Maltreatment of Children (All Grade Levels), and Dating Violence]

Course Credit (Secondary Grade Levels Only)

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

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

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

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

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination. [See Attendance for Credit or Final Grade (All Grade Levels)]

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

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

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

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

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

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

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

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

Kindergarten Acceleration

Kindergarten students are not eligible for acceleration.

Students in Grades 1-5

A student in elementary school is eligible to accelerate to the next grade level if the student meets all of the following requirements:

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

Students in Grades 6-12

A student in grade 6 or above is eligible to earn course credit if the student meets one of the following requirements:

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

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

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

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

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

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

Dating Violence

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

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in

the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

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

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

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

For more information on dating violence, see:

- Texas Attorney General's office recognizing and responding to dating violence flier (https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf)
- Preventing Teen Dating Violence (https://www.cdc.gov/intimate-partner-violence/about/about-teen-dating-violence.html)

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

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an

intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

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

Sexual Harassment and Sex-Based Harassment

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

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

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

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

Pregnancy or Related Conditions

The district does not discriminate on the basis of pregnancy or a related condition.

Please contact the school counselor for pregnancy-related accommodations.

Retaliation

Retaliation against a person who makes a report or participates in an investigation of discrimination, harassment, or dating violence is prohibited.

Reporting Procedures

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

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

- Perfect Attendance – the student must be present during official attendance taking each day during the awarded period of time.
- A-B Honor Roll – the student must have no more than 7 B's (80-89) and no less than 1 A's (90100) during the awarded grading period.
- A-Honor Roll – the student must have all A's (90-100) in the awarded grading period.
- Visit the link below for information about CISD National Junior Honor Society.
- Students who participate in UIL Academics and earn a ribbon will receive their ribbon during the Spring Award Ceremony.
- Secondary students are eligible to participate in the Coupland ISD Athletics program. Athletics participants are eligible to receive various awards based on sports competition.
- National Junior Honor Society information is available at www.couplandisd.org.

Bullying (All Grade Levels)]

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

Investigation of Report

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

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

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

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

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

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

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

Discrimination

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

Distance Learning (All Grade Levels)

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

Coupland ISD does not offer distance learning at this time.

[See Remote Instruction]

Virtual and Hybrid Instruction

A student has the option, with certain limitations, to enroll in virtual or hybrid instruction through virtual or hybrid courses offered by the district or by another district or school to earn course credit for graduation.

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

A parent may ask questions or request that their child be enrolled in a virtual or hybrid course offered by the district by contacting the school counselor.

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

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

School Materials

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

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

Nonschool Materials

From Students

Students must obtain prior approval from the superintendent or designee before selling, posting, circulating, or distributing more than five copies of written or printed materials,

handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The superintendent will designate a location for approved nonschool materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

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

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

From Others

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

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

The superintendent will designate a location for approved nonschool materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

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

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

Dress and Grooming (All Grade Levels)

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

- Abbreviated clothing, such as tank tops, midriff shirts or blouses, backless tops or dresses, spaghetti straps, low-cut shirts are not permitted. All transparent or mesh clothing must have a shirt underneath.
- Clothing that allows the exposure of the chest, mid-section (abdomen), back, lower back, or buttocks is not permitted.
- All clothing must completely cover the mid-section and lower back when standing, seated, bending, or raising arms overhead.
- Shirts that are open under the arms exposing the side and chest are not permitted.
- Sagging pants are not permitted. Underwear should not be visible due to low riding pants.
- Shoes are to be worn. In PE or Athletics, appropriate athletic shoes are required. Shoes with wheels are not permitted.
- Slogans, pictures, or advertisements which could disrupt the learning atmosphere are not permitted. These include obscene slogans or pictures and advertisements for alcohol and/or drug- related items or products and tobacco products.
- Hats, caps, or hoods shall not to be worn in the building.
- Sunglasses shall not to be worn in the building unless medically prescribed.
- No visible tattoos or branding will be permitted

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

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

Electronic Devices and Technology Resources (All Grade Levels)

Safe Use of Technology

The district is committed to ensuring that students use technology safely and will follow all federal and state requirements to protect students from excessive data collection or materials that are considered harmful to minors. The district considers parents as partners in cybersecurity and online safety.

In accordance with state and federal law, the district will:

- Install a filter that blocks and prohibits pornographic or obscene materials or applications, including from unsolicited pop-ups, installations, and downloads, before transferring an electronic device to a student to be used for an educational purpose
- Block or filter students' internet access to pictures that are obscene, contain child pornography, or have been determined to be harmful to minors in accordance with the Children's Internet Protection Act (CIPA)
- Require direct and informed parental consent for a student's use of software, other than software excluded from the consent requirement by law [See Required State Assessments and Standardized Testing]
- Require direct and informed parental consent for a student's use of software that conducts mental health assessments or other assessments unrelated to education curricula that are intended to collect information about students [See Consent to Conduct a Psychological or Psychiatric Evaluation]

If you want to know more about partnering with the district regarding cybersecurity and online safety, or if you have complaints or concern about student use of electronic devices, please contact the campus principal.

[See Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)]

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

In accordance with state law, the district prohibits the use of a personal communication device (such as cell phones, tablets, and smartwatches) while on school property during the school day. For more information about permitted use in certain circumstances and disciplinary measures that apply to this prohibition, see the Student Code of Conduct and policy FNCE(LOCAL).

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

If a student uses a personal communication device without authorization during the school day, the student will be disciplined in accordance with the Student Code of Conduct.

The parent may pick up the confiscated communication device from the principal's office.

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

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

The district is not responsible for damaged, lost, or stolen communications devices.

Instructional Use of Personal Electronic Devices

Students must obtain prior approval to use personal electronic devices allowed by law for instructional purposes while on campus. The district may not permit use of a prohibited personal communication device except as required by law. [See Possession and Use of Personal Communication Devices, Including Cell Phones and Other Electronic Devices] Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

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

Acceptable Use of District Technology Resources

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

Unacceptable and Inappropriate Use of Technology Resources

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

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

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

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

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

End-of-Course (EOC) Assessments

[See Graduation (Secondary Grade Levels Only) and Standardized Testing]

Emergent Bilingual Students (All Grade Levels)

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

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

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

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

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

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

State law requires the district to obtain written parental consent before a student may participate in a student club that is authorized or sponsored by the district. A parent may obtain consent forms for student clubs from the sponsor of individual clubs.

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

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

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

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

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

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

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

If a student is enrolled in a state-approved course that requires demonstration of the mastery of an essential knowledge and skills in public performance and the student receives a grade below 70 in any course at the end of the grading period, the student may participate in a performance so long as the general public is invited.

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight-Reading Evaluation, and the student receives a grade below 70 in any course at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance but is ineligible for other extracurricular activities for at least three weeks.

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.
- An eligible student may accrue absences related to participation in extracurricular activities as long as they remain in good academic standing. Academic standing status is determined by the campus principal. A student shall be allowed up to ten extracurricular absences per year. [See policy FM Local for information.]

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules,

the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include:

FFA

National Honor Society

National Junior Honor Society

Student Council

Fees (All Grade Levels)

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

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

attendance requirements. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a virtual or hybrid course.

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

Fundraising (All Grade Levels)

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

Gang-Free Zones (All Grade Levels)

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

Grade-Level Classification (Grades 9-12 Only)

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

Credits Earned	Classification
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

Grading Guidelines (All Grade Levels)

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

- The minimum number of assignments, projects, and examinations required for each grading period
- How the student's mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like)
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed
- Procedures for a student to follow after an absence
- Grading consequences for academic dishonesty, including cheating or copying the work of another student, plagiarism (including the unauthorized use of artificial intelligence

(AI) such as ChatGPT), and unauthorized communication between students during an examination

[See Report Cards/Progress Reports and Conferences (All Grade Levels) for additional information on grading guidelines.]

Graduation (Secondary Grade Levels Only)

Requirements for a Diploma

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

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law
- Complete the required number of credits established by the state and any additional credits required by the district
- Complete any locally required courses in addition to the courses mandated by the state
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE)
- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA)

Testing Requirements for Graduation

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

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

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

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

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

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

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

[See Standardized Testing]

Foundation Graduation Program

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

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

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

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

Personal Graduation Plans will be completed for each high school student.

State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student's sophomore year, the student and student's parent may request that the student graduate without an endorsement. The district will advise the student and the student's parent of the specific benefits of graduating with an endorsement. The student and the student's parent must then submit written permission to the school counselor for the student to graduate without an endorsement.

A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student's desired college or university.

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

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

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

Credits Required

The foundation graduation program requires completion of the following credits:

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

Additional considerations apply in some course areas, including:

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

- A student may satisfy one of the 2 required credits by successfully completing in elementary school a dual language immersion program or a course in American Sign Language.
- In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

Available Endorsements

A student must specify which endorsement to pursue upon entering grade 9.

Financial Aid Application Requirement

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

The school counselor will provide opportunities for students and parents to receive assistance completing this application. The school counselor will also be available for individual appointments to assist both students and parents in meeting this requirement.

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

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

Please contact the school counselor for more information.

To confirm that a student has completed and submitted a FAFSA or TASFA, the student must submit one of the following:

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

Personal Graduation Plans

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

The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of

achievement. Attainment of the distinguished level of achievement is a requirement for a student to be considered for automatic admission to a public four-year college or university in Texas, depending on their rank in class.

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

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

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

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

Available Course Options for All Graduation Programs

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

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

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

Certificates of Coursework Completion

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

Students with Disabilities

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

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

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

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

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

Scholarships and Grants

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

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

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

Harassment

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

Hazing (All Grade Levels)

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

- Any type of physical brutality
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code

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

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

[See

- Perfect Attendance – the student must be present during official attendance taking each day during the awarded period of time.
- A-B Honor Roll – the student must have no more than 7 B's (80-89) and no less than 1 A's (90100) during the awarded grading period.
- A-Honor Roll – the student must have all A's (90-100) in the awarded grading period.
- Visit the link below for information about CISD National Junior Honor Society.
- Students who participate in UIL Academics and earn a ribbon will receive their ribbon during the Spring Award Ceremony.
- Secondary students are eligible to participate in the Coupland ISD Athletics program. Athletics participants are eligible to receive various awards based on sports competition.
- National Junior Honor Society information is available at www.couplandisd.org.

Bullying (All Grade Levels) and policies FFI and FNCC for more information.]

Health — Physical and Mental

Health-Related Services

The district is required to provide notice of each health-related service offered at a student's campus. A parent may withhold consent for or decline a health-related service.

The following health related services are offered on the following district campuses:

Coupland Elementary School conducts annual screening for vision and hearing each fall for students in PK, kindergarten, 1st, 3rd and 5th grades.

Coupland Junior High School provides annual vision and hearing screenings in the fall for all 7th grade students. Scoliosis screenings are also conducted in the fall for 7th grade girls and 8th grade boys. All 7th grade students are trained in the "Stop the Bleed" program.

Illness (All Grade Levels)

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

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

illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

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

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

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

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

Immunization (All Grade Levels)

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

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

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

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

The immunizations required are:

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

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

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

For information on immunization against bacterial meningitis and college enrollment and attendance, see Bacterial Meningitis (All Grade Levels).

[See the DSHS's School and Childcare Vaccine Requirements (https://www.dshs.texas.gov/immunizations/school) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

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

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

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

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

More information on head lice is available on the DSHS website Managing Head Lice in School Settings and at Home (https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school) and the Centers for Disease Control and Prevention's website About Head Lice (https://www.cdc.gov/lice/about/head-lice.html).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A

student may be authorized to possess their own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

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

In accordance with policy FFAC, authorized employees may administer:

- Prescription medication in the original, properly labeled container, provided by the parent along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellant is considered nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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

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

Asthma and Severe Allergic Reactions

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

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

[See also Food Allergies (All Grade Levels)]

Unassigned Opioid Antagonists *(*All Grades*)*

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

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

Steroids (Secondary Grade Levels Only)

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

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

Mental Health Support (All Grade Levels)

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

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

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- Consent to Conduct a Psychological or Psychiatric Evaluation and Consent to Provide a Mental Health Care Service for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information

- Counseling for the district's comprehensive school counseling program
- Physical and Mental Health Resources (All Grade Levels) for campus and community mental and physical health resources
- Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels) for board-adopted policies and administrative procedures that promote student health

Physical Activity Requirements

Elementary School

The district will ensure that students in full-day prekindergarten - grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

For additional information on the district's elementary school student physical activity programs and requirements, please see the principal.

Junior High/Middle School

The district will ensure that students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

For additional information on the district's junior high and middle school student physical activity programs and requirements, please see the principal.

Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will not actively participate in skill demonstration but will remain in class to learn the concepts of the lessons.

Physical Fitness Assessment (Grades 3-12)

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of their child's physical fitness assessment conducted during the school year by contacting:

Grades 3-6
Cameron Hammontree
PE Teacher
620 South Commerce Street
Coupland, TX 78615
chammontree@couplandisd.org
512-856-2422

Grades 7-12
Kyle Rinderknecht
PE Teacher
350 County Road 460
Coupland, TX 78615
krinderknecht@couplandisd.org
512-856-2424

Physical Health Screenings/Examinations

Athletics Participation (Secondary Grade Levels Only)

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program
- District marching band
- Any district extracurricular program identified by the superintendent

This examination is required to be submitted biannually to the district.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to the required physical examination.

See the UIL's explanation of sudden cardiac arrest (https://www.uiltexas.org/health/info/sudden-cardiac-death) for more information.

Spinal Screening Program

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

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

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

Other Examinations and Screenings (All Grade Levels)

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues or for abnormal spinal curvatures.

[See policy FFAA for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.couplandisd.org for information regarding meningitis.

Note: Entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking

courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See Immunization (All Grade Levels)]

Diabetes

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL) for more information.]

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) *Guidelines for the Care of Students with Food Allergies at Risk for Anaphylaxis found* on the DSHS Allergies and Anaphylaxis website (https://www.dshs.texas.gov/texas-school-health/resource-library/asthma-allergies-and-anaphylaxis)

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.couplandisd.org.

[See Celebrations (All Grade Levels) and policy FFAF for more information.]

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder. A parent who submits a plan must use the Seizure Management and Treatment Plan Form (https://tea.texas.gov/academics/tea-seizure-management-form.pdf) developed by the Texas Education Agency.

[See A Student with Physical or Mental Impairments Protected under Section 504 and contact the school nurse for more information.]

Tobacco, E-Cigarettes, and Nicotine Products Prohibited (All Grade Levels)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or

while attending an off-campus school-related activity. With limited exceptions for medication, [see Medicine at School (All Grade Levels)] students are also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

Nicole Kincaide
School Counselor
620 South Commerce Street
Coupland, TX 78615
nkincaide@couplandisd.org
512-856-2422

- The local public health authority, Williamson County and Cities Health District, which may be contacted at 512-943-3600 or via email at wcchd-info@wilco.org]. Visit the website at www.wcchd.org.
- The local mental health authority Bluebonnet Trails, which may be contacted at 844-309-6385.

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. Local policies on the topics below can be found in the district's policy manual, available at the central administration office and online at www.couplandisd.org.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA

- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

The district has developed administrative procedures as necessary to implement the above policies and plans.

For more information about these procedures and access to the District Improvement Plan, please contact:

Daphnie Knapek
Compliance Coordinator
350 County Road 460
Coupland, TX 78615
dknapek@couplandisd.org
512-856-2424

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held 4 meetings. Additional information about the district's SHAC is available from the superintendent.

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the district website at www.couplandisd.org.

[See Consent to Human Sexuality Instruction, Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking, and policies BDF and EHAA for more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. For questions about the content or implementation of the district's wellness policy and plan, please contact:

Brian Booker
CJHHS Principal
350 County Road 460
Coupland, TX 78615
bbooker@couplandisd.org
512-856-2424

Homework (All Grade Levels)

The purpose of homework in Coupland ISD serves several instructional purposes depending upon the grade level of the learner.

Elementary Grades:

- Reinforcing skills: Practicing recently learned concepts (e.g., math facts, phonics, sight words).
- Developing responsibility: Learning to manage materials, complete tasks, and return work on time.
- Building study habits: Establishing a routine for independent work.
- Fostering a love of reading: Encouraging daily reading, often with family involvement.
- Communication: Providing parents with insight into classroom learning.

Secondary Grades:

- Extension and Application of Learning: Homework should go beyond simple practice to:
    - Apply concepts: Solve more complex problems, analyze texts, or conduct research related to classroom topics.
    - Deepen understanding: Explore topics in more detail, synthesize information, and make connections between different subjects.
    - Prepare for future lessons: "Flipped learning" where students engage with new material (e.g., reading, videos) before class to facilitate in-class discussion and application.
    - Critical thinking: Encourage analysis, evaluation, and problem-solving.
- Building Essential Skills:
    - Time management and organization: Students are expected to manage multiple assignments from different classes and meet deadlines.
    - Independent study and research: Developing the ability to seek out information, use resources, and learn autonomously.
    - Self-advocacy: Students should be encouraged to seek help when needed and communicate challenges.

Law Enforcement Agencies (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

- Verify and record the identity of the officer or other authority and ask for an explanation of the need to question the student at school
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection

- Ordinarily be present for the questioning or interview, unless the interviewer raises what the principal considers to be a valid objection

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety
- To comply with a properly issued directive from a juvenile court to take a student into custody

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of their ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related

activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

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

Leaving Campus (All Grade Levels)

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

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

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

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, the parent must submit a note to the main office at least two hours before the student needs to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon return if the student returns the same day.

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

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

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

At Any Other Time During the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Lost and Found (All Grade Levels)

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence (All Grade Levels)

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with the teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade. [See Attendance for Credit or Final Grade (All Grade Levels)]

A student involved in an extracurricular activity must notify teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

DAEP Makeup Work

Elementary and Middle/Junior High School Grade Levels

Teachers will accept work from students while in DAEP. The assignments must be representative of the learning happening in the regular classroom but are not required to be the same assignments. Teacher discretion will be used in determining how many assignments will be graded beyond the ten required assignments per the grading policy.

Grades 9-12

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), the student will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence

course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL) for more information.]

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)

Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

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

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex and prohibits sex discrimination in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the U.S. Department of Education's Office for Civil Rights, or both.

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

The district's nondiscrimination policy and grievance procedures are in policy FFH in the district's policy manual, available at www.couplandisd.org.

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

Brian Booker
CJHHS Principal
350 County Road 460

Coupland, TX 78615
bbooker@couplandisd.org
512-856-2424

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described in policy FFH.

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator:

  Brian Booker
  CJHHS Principal
  350 County Road 460
  Coupland, TX 78615
  bbooker@couplandisd.org
  512-856-2424

- For all other concerns regarding discrimination, see:

  Brian Booker
  CJHHS Principal
  350 County Road 460
  Coupland, TX 78615
  bbooker@couplandisd.org
  512-856-2424

[See policies at FB, FFH, and GKD for more information.]

Parent and Family Engagement (All Grade Levels)

Parental Rights and Options

State law provides that a parent has the right to direct the moral and religious training of the parent's child, make decisions concerning the child's education, and consent to medical, psychiatric, and psychological treatment of the child without obstruction or interference from a governmental entity of Texas, including a school district.

In addition to referring to the rights of parents, including the right to withhold consent for or exempt the parent's child from certain activities and instruction specified throughout this handbook, parents may access additional information regarding parental rights at the district's website at: www.couplandisd.org.

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See Academic Counseling]
- Attending scheduled conferences and requesting additional conferences as needed. The district will provide at least two opportunities for in-person conferences during each school year for each parent of a child enrolled in the district with the child's teachers. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during their conference period or before or after school. [See Report Cards/Progress Reports and Conferences (All Grade Levels)]
- Becoming a school volunteer. [See Volunteers (All Grade Levels) and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include:
    - Elementary PTA
    - Secondary organizations are currently being organized. See the campus principal for more information.
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact the campus principals.
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See School Health Advisory Council (SHAC) (All Grade Levels) and policies BDF, EHAA, FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the second Thursday of each month at 6:00 p.m. in the Coupland

Junior High and High School Media Center. An agenda for a regular or special meeting is posted no later than 3 business days before each meeting on the front of CJHHS and online at www.couplandisd.org**.** [See policies BE and BED for more information.]

Parking and Parking Permits (Secondary Grade Levels Only)

A student must present a valid driver's license and proof of insurance to be eligible for a parking permit.

Students must request a parking permit and pay a fee of $5.00 to park in a school parking lot. So long as space is available, parking permits may be issued throughout the year.

Students will not be permitted to:

- Speed
- Double-park
- Park across a white or yellow line
- Park in a fire lane
- Sit in parked cars during school hours

Students may be subject to disciplinary action for violation of these rules. The district may tow cars that are parked in violation of these rules.

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See Reciting the Pledges to the U.S. and Texas Flags]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

Prayer (All Grade Levels)

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt school activities. The school will not require or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

Private Spaces

In accordance with law, the district shall designate each multiple-occupancy private space in a building the district owns, operates, or controls for use only by individuals of one sex.

Multiple-occupancy private space means a facility designed or designated for simultaneous use by more than one individual and in which an individual may be in a state of undress in the presence of another individual, regardless of whether the facility provides curtains or partial walls for privacy. The term includes a restroom, locker room, changing room, or shower room.

Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the district will consider the following:

- Teacher recommendation
- Grades
- Scores on criterion-referenced or state-mandated assessments
- Any other necessary academic information as determined by the district

Elementary and Middle/Junior High Grade Levels

In Coupland ISD, promotion and course credit is based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services.

In grades 9-12, promotion is based on course credits.

Repeating Prekindergarten-Grade 8 at Parent Request

A parent may request in writing that a student repeat prekindergarten, kindergarten, or any grade in grade 1-8. Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

High School Grade Levels

To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards.

A student in grades 9-12 will be advanced a grade level based on the number of course credits earned. [See Grade-Level Classification (Grades 9-12 Only)]

Repeating a High-School Credit Course

A parent may request in writing that a student repeat a high-school credit course in which the student was enrolled during the previous school year unless the district determines that the student has met all requirements for graduation.

Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

Only the student's first passing grade will be included in the calculation of class ranking.

Release of Students from School

[See Leaving Campus (All Grade Levels)]

Remote Instruction

The district may offer remote instruction in accordance with TEA guidelines.

All district policies, procedures, guidelines, rules, and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's performance and absences in each class or subject are issued at least once every nine weeks.

During the fifth week of a nine-week grading period, parents will receive a progress report if their child's performance. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See Working Together for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal and superintendent pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See Grading Guidelines (All Grade Levels) and policy EIA(LOCAL) for more information.]

Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days. The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

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

Required State Assessments

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

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

- Mathematics, annually in grades 3-8
- Reading, annually in grades 3-8

- Science in grades 5 and 8
- Social Studies in grade 8

Standardized Testing for a Student Enrolled Above Grade Level

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

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

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

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

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

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

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

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

STAAR and EOC assessments are administered electronically.

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

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

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

Standardized Testing for a Student in Special Programs

Certain students — some with disabilities and some classified as emergent bilingual students — may be eligible for exemptions, accommodations, or deferred testing.

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

An admission, review, and dismissal (ARD) committee for a student in grades 9-12 receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP). [See Graduation (Secondary Grade Levels Only)]

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

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

Failure to Perform Satisfactorily on a STAAR or EOC Assessment

If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the next school year through one of the following:

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

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

The district will provide transportation for supplemental instruction.

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

Personal Graduation Plan — Junior High School Students

For a junior high-school student who does not perform satisfactorily on a state-mandated examination, a school official will prepare a personal graduation plan (PGP).

School officials will also develop a PGP for a junior high-school student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment.

The plan will, among other items:

- Identify the student's educational goals
- Address the parent's educational expectations for the student
- Outline an intensive instruction program for the student

[See the principal and policy EIF(LEGAL) for more information.]

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[See Personal Graduation Plans for information related to the development of personal graduation plans for high school students.]

Safe Storage of Firearms

A firearm should be stored unloaded in a safe or locked container, with ammunition stored elsewhere.

It is unlawful to store, transport, or abandon an unsecured firearm in a place where children are likely to be and can obtain access to the firearm. Under the Penal Code, a person commits the offense of making a firearm accessible to a child if the child gains access to a readily dischargeable firearm, and the person with criminal negligence:

- Failed to secure the firearm; or
- Left the firearm in a place to which the person knew or should have known the child would gain access

The penalty for allowing a child access to a firearm can range from a Class C misdemeanor (punishable by a $500 fine) to a Class A misdemeanor (punishable by a $4000 fine, a year in jail, or a combination of the two).

Safety (All Grade Levels)

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

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a district employee.
- Follow instructions from teachers and other district employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by visiting www.couplandisd.org.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Insurance for Career and Technical Education (CTE) Programs

The district may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the district's CTE programs.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training: CPR and Stop the Bleed

The district will offer instruction in CPR and the use of an automated external defibrillator (AED) at least once to students enrolled in in grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR or AED certification.

The district will annually offer students in grades 7-12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Stop the Bleed Texas (https://stopthebleedtexas.org/).

Emergency Medical Treatment and Information

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

The district may consent to medical treatment, including dental treatment, if necessary, for a student if all of the following requirements are met:

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

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

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

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information if the district needs to notify parents of early dismissal, delayed opening, or

restricted access to a campus because of severe weather, a security threat, or another emergency cause.

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

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

- Coupland ISD app push notification
- Posting to the district website
- SMS messaging
- Social media hubs

[See Parent Contact Information and Automated Emergency Communications]

SAT, ACT, and Other Standardized Tests

[See Standardized Testing]

Schedule Changes (Middle/Junior High and High School Grade Levels)

Schedule change requests should be made in writing and sent to the campus principal. Requests should include the reason for the request and proposed schedule. All requests must be made by August 21, 2026.

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator:

Neil White
Maintenance
620 South Commerce Street
Coupland, TX 78615
nwhite@couplandisd.org
512-856-2422

Food and Nutrition Services (All Grade Levels)

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

To apply for free or reduced-price meal services, contact the campus administrative assistant:

Coupland Elementary School
Jessica Larson
jlarson@couplandisd.org

Coupland Junior High and High School
Jacqueline Danek
jdanek@couplandisd.org

[See policy COB for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is exhausted or insufficient, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals. [See policy CO for more information.]

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

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

> "In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.
>
> "Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
>
> "To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the

Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:**
(833) 256-1665 or (202) 690-7442; or

3. **email:**
Program.Intake@usda.gov

"This institution is an equal opportunity provider."

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

The local agency that administers the program is the district. [See Nondiscrimination Statement (All Grade Levels) for the name and contact information for the Title IX coordinator, ADA/Section 504 coordinator, and superintendent for other concerns about discrimination.]

[See policy COB for more information.]

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information about these policies and guidelines, see the campus principal. [See policy FFA for more information.]

Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the district's IPM coordinator:

Neil White

Maintenance
620 South Commerce Street
Coupland, TX 78615
nwhite@couplandisd.org
512-856-2422

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Library (All Grade Levels)

The district provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The district follows the Texas State Library and Archive Commission's standards for school library collection development.

Parents are the primary decision makers regarding their student's access to library material. The district encourages parental involvement in library acquisition, maintenance, and campus activities. Parents are encouraged to communicate with their child's teacher about special considerations regarding library materials self-selected by their student. A parent may submit to the district a list of library materials that their child may not be allowed to check out or otherwise access for use outside of the school library by submitting the list to the campus principal.

A parent may access to the school's library or any available online catalog by making a request to the campus principal.

The district welcomes student and parent feedback on library materials and services. Parents may contact the campus principal with questions or comments about their child's campus library. A district employee, parent, or person residing in the district may submit a written challenge to the inclusion of any library material in the catalog of the school library by submitting the form available on the district's website.

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL). A list of these groups is available in the principal's office.

Parental consent is required before a student may participate in a student club that is authorized or sponsored by the district. [See Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

School-Sponsored Field Trips (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. [See Fees (All Grade Levels) for more information.]

The district is not responsible for refunding fees paid directly to a third-party vendor.

Searches and Investigations

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches and investigations.

District officials may conduct investigations in accordance with law and district policy and may question students regarding a student's own conduct or the conduct of others. [For questioning of students by law enforcement officials, see Law Enforcement Agencies (All Grade Levels).]

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

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

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

District Property (All Grade Levels)

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

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

Metal Detectors (All Grade Levels)

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

Personal Communications and Other Electronic Devices (All Grade Levels)

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

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

[See Electronic Devices and Technology Resources (All Grade Levels) and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Vehicles on Campus (Secondary Grade Levels Only)

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Sexual Harassment

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

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, emergent bilingual students, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the campus principal.

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

Standardized Testing

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

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

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

TSI (Texas Success Initiative) Assessment

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

Student Identification Requirements

All secondary students will be issued an identification card (ID) for the academic year. The ID will designate their name, academic year, grade, legislatively mandated information, and student ID number. The ID is to be worn at all times while on campus or utilizing campus

transportation. In the event the student loses, misplaces, or forgets an ID, they will be expected to report to their designated campus location to immediately receive a replacement. The cost of a replacement ID will be $5.00.

Student Speakers (All Grade Levels)

[See Graduation (Secondary Grade Levels Only) for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Summer School (All Grade Levels)

Summer school programs will be delivered for students that have been identified as in need of support according to academic data such as, but not limited to:

- STAAR/EOC results
- Progress Monitoring
- Class Grades
- Attendance

Tardies (All Grade Levels)

A student who is more than 2 minutes tardy to class may be assigned to detention hall or given another appropriate consequence.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

Secondary students will be issued a Chromebook and charger as part of their instructional materials. Students are responsible for the maintenance and upkeep of the school issued device and will be considered financially responsible for damaged or lost items. Low cost insurance is available to support families with these costs. [See Acceptable Use of District Technology Resources]

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the

damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

For information on library books and other resources students may access voluntarily, see Library (All Grade Levels).

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

The superintendent is authorized to investigate and approve transfers between schools.

[See Safety Transfers/Assignments,

- Perfect Attendance – the student must be present during official attendance taking each day during the awarded period of time.
- A-B Honor Roll – the student must have no more than 7 B's (80-89) and no less than 1 A's (90100) during the awarded grading period.
- A-Honor Roll – the student must have all A's (90-100) in the awarded grading period.
- Visit the link below for information about CISD National Junior Honor Society.
- Students who participate in UIL Academics and earn a ribbon will receive their ribbon during the Spring Award Ceremony.
- Secondary students are eligible to participate in the Coupland ISD Athletics program. Athletics participants are eligible to receive various awards based on sports competition.
- National Junior Honor Society information is available at www.couplandisd.org.

Bullying (All Grade Levels), and A Student with Physical or Mental Impairments Protected under Section 504, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for their child to ride with or be released after the event to the parent or another adult designated by the parent. [See School-Sponsored Field Trips (All Grade Levels)]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any eligible students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for their child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact the campus front office.

Coupland Elementary
512-856-2422

Coupland Junior High and High School
512-856-2424

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Observe all usual classroom rules
- Follow the driver's directions at all times
- Enter and leave the vehicle in an orderly manner at the designated stop
- Keep feet, books, instrument cases, and other objects out of the aisle
- Not deface the vehicle or its equipment
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle
- Be seated while the vehicle is moving
- Fasten their seat belts, if available
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle
- Follow any other rules established by the operator of the vehicle

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Vandalism (All Grade Levels)

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras (All Grade Levels)

For safety purposes, the district uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board

may make a written request for the district to place video and audio recording equipment in certain special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, contact the principal or special education director to coordinate the implementation of and compliance with this law.

[See policy EHBAF(LOCAL) for more information.]

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

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must:

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

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

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

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

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

Unauthorized Persons

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

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

A verbal warning and persistent inappropriate behavior are not required for a person serving as a referee, judge, or other official of an extracurricular athletic activity or competition sponsored or sanctioned by the school district or UIL to eject a spectator.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Volunteers (All Grade Levels)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact:

Coupland Elementary School
Jessica Larson
jlarson@couplandisd.org

Coupland Junior High and High School
Jacqueline Danek
jdanek@couplandisd.org

Subject to exceptions in accordance with state law and district procedures, the district requires a state criminal history background check for each volunteer, including parents, guardians, or grandparents of a child enrolled in the district. The volunteer must pay all costs for the background check.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Glossary

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

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

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

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

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

CPS stands for Child Protective Services.

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

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

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

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

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

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

ESSA is the federal Every Student Succeeds Act.

FERPA refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for

directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.

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

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

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

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

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

Safe and Supportive School Team is a team established at each campus that is responsible for conducting a threat assessment regarding individuals who make threats of violence or exhibit harmful, threatening, or violent behavior and determining appropriate intervention, and providing guidance to students and school employees on recognizing harmful, threatening, or violent behavior that may pose a threat to the community, school, or individual.

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

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

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

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

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

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

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

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

TAC stands for the Texas Administrative Code.

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

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

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

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Appendix: Freedom from Bullying Policy

Note to Student Handbook developer: State law requires that the district's policy on bullying be distributed in its Student Handbook(s).

On April 6, 2023, TEA publicized minimum standards for bullying prevention policies and procedures in accordance with state law. Districts should update the appendix to the student handbook containing FFI(LOCAL) as soon as the board adopts revisions to the policy.

The following has been formatted for the district to more easily insert its FFI(LOCAL) policy here rather than in the body of the handbook.

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit www.couplandisd.org. Below is the text of Coupland ISD's policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on 6/25/2024

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

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

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Minimum Standards

In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

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

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the Superintendent or designee.

Report Format

A report may be made orally or in writing. The Superintendent or designee shall reduce any oral reports to written form.

Periodic Monitoring

The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.

Notice of Report

When an allegation of bullying is reported, the Superintendent or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The

Superintendent or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct

The Superintendent or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The Superintendent or designee shall conduct an appropriate investigation based on the allegations in the report. The Superintendent or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the Superintendent or designee shall take additional time if necessary to complete a thorough investigation.

The Superintendent or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense.

Notice to Parents

If an incident of bullying is confirmed, the Superintendent or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

The Superintendent or designee shall refer to FDB for transfer provisions.

Counseling

The Superintendent or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Appendix: Student Rights and Responsibilities Policy

Note to Student Handbook developer: State law requires that the district's policy on student rights and responsibilities be distributed in its Student Handbook(s).

State law added Education Code Chapter 26A, which requires a board-adopted policy for addressing a grievance to meet specific requirements. Include the text of your current FNG(LOCAL) below. TASB Policy Service recommended revisions to FNG(LOCAL) in Update 126. After board action on recommended revisions, changes to this section may be required to align with policy.

The following has been formatted for the district to more easily insert its FNG(LOCAL) policy here rather than in the body of the handbook.

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit www.couplandisd.org. Below is the text of Coupland ISD's policy FNG(LOCAL) as of the date this handbook was finalized for this school year.

Student Rights and Responsibilities: Student and Parent Complaints/Grievances

Policy FNG(LOCAL) adopted on 11/13/2025

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.
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 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.

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 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.

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 complainant, 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 complainant mutually agree, all deadlines shall be suspended during an investigation.

Complaint Levels

Level One

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.

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.

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]

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.

COUPLAND ISD ACCEPTABLE USE POLICY (AUP) for Students

Definition and Purpose

Following Coupland ISD's mission statement of providing exceptional opportunities for each student through exemplary instruction which inspires academic success, personal excellence, and responsible citizenship, Coupland ISD is proud to provide devices, Internet services and activities to its students and personnel. The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, the government, the military, organizations, and individuals.

Access

Internet access and devices are available to students and employees of Coupland ISD. These services offer a vast and unique resource to both students and teachers. The goal of Coupland ISD is to provide continued academic excellence by providing resource sharing, innovation, and communication for its students and employees.

The District understands and supports the right of any parent to decline individual Internet access or device.

All users must complete and have on file an agreement form. Student agreement forms must be signed by a parent or guardian. All users must abide by District and building-use policies and guidelines with the understanding that violations of policies and guidelines may result in disciplinary action, loss of access, or even legal action.

Rights & Responsibilities

The Internet and devices used to access the Internet provide students and educators the opportunity to actively take part in distance learning activities, consult with experts, mentors, other classes and individuals. It is important to help users develop intellectual skills needed to discriminate among informational sources, identify information appropriate for age and development levels, and evaluate and use information to meet educational goals.

Because the Internet is "fluid," a constantly changing informational environment with information disappearing, appearing, and changing, it is impossible to create what some would call a completely "safe environment" no matter what restraints are put in place. Therefore, it is impossible to promise to control the electronic environment for students, just as it is impossible to control their environment outside the educational setting.

Instead, the focus of control shifts from controlling the environment to providing the users with the understanding and skills needed to use the Internet in acceptable ways in order to meet their individual educational needs while providing as safe and positive a learning environment as possible.

Rights

The purpose of the District's Internet service and devices is to provide a means of communication to support the educational goals of the District and state. Such use of the District's service is a privilege and not a right of the individual.

Responsibilities

It is the responsibility of the user to abide by the guidelines set forth by this policy. The following practices using District wide-area networks or devices shall be prohibited:

1. any use for political or commercial purposes;
2. the use of electronic mail in any manner that is contrary to District policy (files and electronic mail are subject to monitoring);
3. the use of profanity or inappropriate language in electronic mail;
4. any use that disrupts the educational and administrative goals of the District;
5. any use of a District account by anyone but the authorized owner of the account;
6. any reproduction of copyrighted material without explicit permission;
7. access of material that has been deemed inappropriate for school use;
8. any unauthorized modifications to the network or related equipment, as well as removal of technology equipment (hardware or software) without written permission.

Network Etiquette

All users of District devices and networking systems are expected to abide by generally accepted rules of network etiquette. These informal rules of behavior have evolved for the use of communication on the Internet and other online services:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses or phone numbers of the users or others is prohibited.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. Coupland ISD makes every effort to block these sites both inside and outside of the District by installing a filtered browser on each device. You **MUST** use the filter when gaining access to the Internet. You are in violation of District policy if you use software utilities or other means to access content blocked by school filters. Parents may want to further restrict home access. For more information about Internet safety, you may go to the TEA Internet Safety website.

Consequences

Inappropriate use of this service, including any violation of the Student Code of Conduct, District or building guidelines and/or standards of online behavior, language, content, or security, may result in disciplinary action including the loss of user privileges or even criminal prosecution under state and federal law.

Account Termination

Termination of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of systems privileges or access to devices.

Disclaimer

This agreement applies to stand alone equipment as well as equipment connected to the Network/Internet. Coupland ISD makes no warranties of any kind, whether express or implied, for the service it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via the Network/Internet is at the user's own risk.

Coupland ISD specifically denies any responsibility for the accuracy or quality of information obtained through its services. Neither the District nor its employees shall be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, user mistakes or negligence, or costs incurred from users. Student Internet use while not at school is the responsibility of the parent and not Coupland ISD.

This policy is subject to review and modification as deemed necessary.

STUDENT DEVICE ACCESS AGREEMENT:

In this agreement "we", "us" and “our” means Coupland ISD and “you” and “your” means the parent/guardian and student enrolled in Coupland ISD. The “property" is a mobile device owned by the Copperas Cove Independent School District.

Terms:

You will comply at all times with the Coupland ISD *Student Handbook and Code of Conduct,* including the *CISD Acceptable Use Policy*.

Failure to comply may terminate your rights of possession effective immediately, and the District may repossess the student device.

COUPLAND ISD PROVIDES THE STUDENT DEVICE “AS-IS”. COUPLAND ISD MAKES NO WARRANTIES, EXPRESS OR IMPLIED, OF MERCHANTABILITY, MARKETABILITY, FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE, EXCEPT AS SET FORTH HEREIN. ANY IMPLIED WARRANTIES ARE EXPRESSLY DISCLAIMED AND EXCLUDED.

Title

At all times, the legal title to the mobile device is maintained by Coupland ISD. Your right of possession and use is limited to and contingent upon your full and complete compliance with this *Agreement* and the *CISD Acceptable Use Policy,* which is available on the website of each school and the CISD website: www.CISD.com

Electronic resources owned by the District should not be released to anyone including, but not limited to, law enforcement agencies. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. **YOU HAVE NO RIGHTS OF CONFIDENTIALITY WHEN USING THE MOBILE DEVICES.** Contents of email, information regarding your Internet usage, and network communications may be reviewed at the sole discretion of CISD. By signing this Agreement, you further acknowledge that Coupland ISD is required by law to comply with the Texas Public Information Act https://www.tsl.state.tx.us/agency/customer/pia.html.

As such, you agree to fully and timely comply with any and all directives issued by Coupland ISD in its efforts to comply with the Public Information Act. You further recognize that this may mean that email content, Internet use history, network communications, and other similar information shall be releasable to third parties, if so required by law.

Overview

The District views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of CISD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the student and for the parent/guardian.

When signing the CISD Technology Student/Parent Agreement and *CISD Acceptable Use Policy*, you are acknowledging that you understand and accept the information in this document.

CISD students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. The term "equipment" or "technology" refers to mobile devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook, a school-issued calculator, or athletic equipment.
3. All users of the CISD network and equipment must comply at all times with the Coupland Independent School District, CISD Technology Student/Parent Agreement and *CISD Acceptable Use Policy*, as well as the CISD Student Code of Conduct.
4. Mobile devices are on loan to students and remain the property of CISD.
5. All users are accountable to all school, district, local, state, and federal laws.
6. Students and families must follow all guidelines set forth in this document, CISD Technology Student/Parent Agreement, and by CISD staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all CISD technology equipment whether on or off District property.
8. All files stored on CISD equipment or the CISD network are property of the District and may be subject to review and monitoring.
9. Students are expected to keep the equipment in good condition. Failure to do so may result in a repair or replacement fee. (See Fee Schedule below)
10. Students are expected to report any damage to their mobile device as soon as possible. This means no later than the next school day.
11. Students are expected to report lost or stolen equipment to campus police as soon as possible.
12. Students who identify or know about a security problem are expected to convey the details to campus personnel as soon as possible without discussing it with other students.
13. Students are expected to notify campus personnel as soon as possible if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
14. All users are expected to follow existing copyright laws and educational fair use policies.

15. Students may only log in under their assigned username. Students may not share their password with anyone, however, students are encouraged to share their password with their parent/guardian.
16. Students may not loan equipment to anyone for any reason. Students who do so are responsible for any loss or damage of equipment.
17. Mobile devices come with a standardized profile already loaded which shall not be removed. Removal of this profile will result in an inability to access CISD network resources. Removal of the profile may also result in non-compliance with CIPA (Children's Internet Protection Act) under federal law. http://www.fcc.gov/guides/childrens-internet-protection-act.
18. It is the responsibility of the student to see to it that critical files are backed up regularly.
19. Any failure to comply with District rules and guidelines may result in disciplinary action. CISD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
20. CISD reserves the right to confiscate the property at any time.

Repossession

If you do not fully comply with all terms of this Agreement and the *CISD Acceptable Use Policy* including the timely return of the property, Coupland ISD shall be entitled to declare you in default and come to your place of residence, or other location, to take possession of the mobile device.

Term of Agreement

Your right to use and possess the mobile device terminates no later than the last day of the school year, unless otherwise terminated earlier by Coupland ISD, or upon withdrawal from Coupland ISD.

Appropriation

Your failure to return the property in a timely manner will be considered unlawful appropriation of the Coupland ISD property. Your continued use of the mobile devices for non-school purposes without our consent may also be considered unlawful appropriation of the District's property and will be reported to law enforcement.

Inappropriate Content

Inappropriate content will not be allowed on District devices. (See *CISD Acceptable Use Policy*)

Presence of pornographic materials, inappropriate language, weapon-related content, alcohol, drug, and/or gang related symbols, pictures, or any other activity deemed inappropriate by campus staff and administration will result in disciplinary action and confiscation of the device.

Use for Non-School-Related Purposes

School District computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Limited personal use is permitted as long as such does not violate this policy and the accompanying rules, the *CISD Acceptable Use Policy*.

Recording Feature and Camera

Coupland ISD retains the rights concerning any recording and/or publishing of any student or staff member's work or image. You must obtain permission from the principal, or designee, before recording an individual or group, or before publishing a photograph or video of any school related activity. Unauthorized recordings are subject to disciplinary action in accordance with the CISD Student Acceptable Use Policy.

No Loaning or Borrowing of mobile devices

- Do NOT loan mobile devices or other equipment to anyone.
- Do NOT borrow a mobile device from another student.
- Do NOT share passwords or usernames with others.

Setting Security Passcode:

Access to another person's account without consent or knowledge is considered hacking and is prohibited. This is subject to discipline in accordance with the *Student Handbook and Code of Conduct*.

Mobile Devices are Required Each Day in Class

- You are required to bring fully charged mobile devices to class.
- When appropriate, Coupland ISD encourages you to take your mobile devices home at night for class work and recharging. All rules and regulations that are in effect during the school day extend to the use of the mobile devices at home.

Repair/Replacement

- In case of theft, a police report MUST be filed prior to a new device being issued.
- Intentional damage or damage caused by gross negligence is not covered by the District and the parent/student will be responsible for repairs.
- Loss or replacement of ancillary items are the responsibility of the parent/student.
- The full replacement cost of device must be paid to replace the device if the device is lost or damaged beyond repair. Current market values are listed below for the 2026-2027 School year:
    - Chromebook - $357.94
    - Chromebook Charger - $31.71

Misuse of Technology Resources and the Internet

Technology Discipline: *Behaviors and Discipline Related to Student Technology Use*

Tech-Related Behavior Violations	Equivalent "Traditional" Classroom Violations
Email, instant messaging, Internet surfing, computer games, and other off-task behavior that disrupts instruction	Passing notes, looking at magazines, games, and other off-task behavior that disrupts instruction
Missing mobile devices, missing case	No binder, missing supplies
Cyber-bullying on or off District property	Bullying, harassment
Damaging, defacing, or endangering equipment	Vandalism, property damage
Using profanity, obscenity, racist terms, or any other behavior deemed inappropriate by campus personnel	Inappropriate language
Tech-Related Behavior Violations (cont.)	**Equivalent "Traditional" Classroom Violations (cont.)**
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using electronic resources account authorized for another person	Breaking into someone else's locker
Use of technology to create, copy, distribute, or make available unauthorized educational materials	Cheating

Tech Violations

Behaviors unique to the digital environment without a "traditional" behavioral equivalent will be dealt with per the CISD Student Code of Conduct Handbook.

School-Based Discipline

The discipline policies at each school encompass the one-to-one environment. Please reference the materials specific to each school or contact the school directly for details.

Classroom Interventions

For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Consequences

CISD may remove a user's access to the network or the mobile device without notice at any time if the user is engaged in any unauthorized activity.

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations.
2. Unauthorized downloading or installation of any software including shareware and freeware.
3. Using the network for financial or commercial gain, advertising, or political lobbying.
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
6. Gaining unauthorized access anywhere on the network.
7. Revealing the home address or phone number of one's self or another person.
8. Invading the privacy of other individuals.
9. Using another user's account or password, or allowing another user to access your account or password.
10. Coaching, helping, observing or joining any unauthorized activity on the network.
11. Posting anonymous messages or unlawful information on the network.
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
13. Falsifying permission, authorization or identification documents.
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
15. Knowingly placing a computer virus on a computer or network.
16. Attempting to access or accessing sites blocked by the CISD filtering system.

17. Downloading music, games, images, videos, or other media without the permission of a teacher.
18. Sending or forwarding social or non-school related email.

Insurance:

With the purchase the District technology insurance, your child will receive a replacement device for damaged or broken equipment. Only one claim per device is allowed. The non-refundable cost is $25 per device per year.

Initial the Technology Insurance option you choose:

_____ Yes, I will purchase the CISD Technology insurance

_____ No, I am declining the CISD Technology Insurance and I understand that I will assume financial responsibility for damage or loss of the device.

Coupland ISD Student Code of Conduct

2026-2027 School Year



If you have difficulty accessing the information in this document because of disability, please contact bbooker@couplandisd.org

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Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact Brian Booker at bbooker@couplandisd.org.

Purpose

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

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

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

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

Not later than the first day of the 2025-2026 school year, the Texas Education Agency (TEA) shall prepare and provide to each school district a report identifying each law relating to school discipline that was amended or added by the 89th Legislature, Regular Session, 2025. A school district shall provide to each student and the parent of or person standing in parental relation to the student the prepared report.

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

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

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

1. During the regular school day;
2. While the student is traveling on district transportation;
3. During lunch periods in which a student is allowed to leave campus;
4. At any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
7. When a student engages in cyberbullying, as defined by Education Code 37.0832;
8. When criminal mischief is committed on or off school property or at a school-related event;
9. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
10. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
11. When the student commits a felony, as provided by Education Code 37.006, 37.007, or 37.0081; and
12. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a single person at each campus must be designated to serve as the campus behavior coordinator (CBC). The designated person may be the principal, or any other campus administrator selected by the principal. Additional staff members may assist the CBC in the performance of the CBC's duties, provided that the CBC personally verifies that all aspects of Chapter 37, Subchapter A are appropriately implemented. The CBC is primarily responsible for maintaining student discipline. The CBC shall monitor disciplinary referrals and report the following behavior to the campus's threat assessment and safe and supportive school team:

- Conduct that contains the elements of the offense of terroristic threat under Penal Code 22.07;
- Conduct that contains the elements of the offense of unlawfully carrying weapons under Penal Code 46.02;

- Conduct that contains the elements of the offense of exhibiting, using, or threatening to exhibit or use a firearm under Education Code 37.125; and
- Any concerning student behaviors or behavioral trends that may pose a serious risk of violence to the student or others.

The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as CBC. Contact information may be found at www.couplandisd.org.

Threat Assessment and Safe and Supportive School Team

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

Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

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

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

Reporting Crimes

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

Security Personnel

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

The law enforcement duties of district security personnel are: performance of law enforcement duties for the school district that must include protecting the safety and welfare of any person in the jurisdiction of the security personnel and the property of the school.

"Parent" Defined

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

Participating in Graduation Activities

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

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

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

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

Unauthorized Persons

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

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

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

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

Standards for Student Conduct

Each student is expected to:

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

General Conduct Violations

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

Disregard for Authority

Students shall not:

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

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. [See Placement and/or Expulsion for Certain Offenses for assault.]
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in any behavior that violates the Student Code of Conduct and is motivated by antisemitism. [See Glossary]
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See Glossary for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. [See Glossary]
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. [See Glossary]
- Coerce an individual to act through the use or threat of force.

- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

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

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- A short barrel firearm;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm silencer or suppressor;
- *A location-restricted knife;
- *A club;
- *A firearm;
- A stun gun;

- Knuckles;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products (including nicotine pouches), cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer, unless it is for an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

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

Possession of Personal Communication Devices

Students shall not:

- Use a personal communication device, including a cell phone, or other electronic device on school property during the school day and shall store the device in accordance with the method of storage established by the district. [See Glossary]
- The district may authorize the use of a personal communication device for the following reasons:
    - To implement an individualized education program (IEP) or for a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C Section 794) or a similar program or plan;
    - With documented need based on a directive from a qualified physician; or
    - To comply with a health or safety requirement imposed by law or as part of the district's safety protocols.

Inappropriate use of a personal communication device during the school day will result in disciplinary action in accordance with this Code of Conduct.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. [See Disciplinary Alternative Education Program (DAEP) Placement and Expulsion for mandatory and permissive consequences under state law.]
- Possess or sell seeds or pieces of marijuana in less than a usable amount.

- Possess, use, give, or sell paraphernalia related to any prohibited substance. [See Glossary for “paraphernalia.”]
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. [See Glossary for “abuse.”]
- Abuse over-the-counter drugs. [See Glossary for “abuse.”]
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. [See Glossary for “under the influence.”]
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

- Utilize artificial intelligence in a way that would constitute academic dishonesty or as a means of engaging in any other prohibited conduct.

Safety Transgressions

Students shall not:

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

Miscellaneous Offenses

Students shall not:

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

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

Discipline Management Techniques

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

First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette

An appropriate administrator may place a student in a disciplinary alternative education program for the first-time offense of possession or use of a nicotine delivery product or e-cigarette, as defined by Section 161.081, Health and Safety Code.

If a student who possesses or uses an e-cigarette is not placed in a disciplinary alternative education program for the first-time offense under Education Code 37.008, the student shall be placed in in-school suspension for a period of at least 10 school days.

Students with Disabilities

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

In accordance with the Education Code, a student who receives special education services may not be disciplined in a manner that results in a change to the student's educational placement for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists [see Glossary] until an Admission, Review, and Dismissal (ARD) committee meeting has been held to review the conduct.

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

Techniques

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

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.

Discipline Management Techniques

- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension (ISS).
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- In-school suspension, as specified in In-School Suspension.
- Out-of-school suspension, as specified in Out-of-School Suspension.
- Placement in a DAEP, as specified in Disciplinary Alternative Education Program (DAEP) Placement.
- Expulsion and/or placement in an alternative educational setting, as specified in Placement and/or Expulsion for Certain Offenses.
- Expulsion, as specified in Expulsion.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

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

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL)]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The CBC shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The CBC shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of Education Code 37.0012(d).

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has

not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the CBC shall send written notification by U.S. Mail. If the CBC is not able to provide notice to the parent, the principal or designee shall provide the notice.

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

Parental Involvement

The principal, campus behavior coordinator, or other appropriate administrator shall notify the parent of or person standing in parental relation to a student who has been placed in a disciplinary alternative education program (DAEP) or expelled of the parent's or person's right to request a behavioral agreement that specifies the responsibilities of the parent or person and student.

The behavioral agreement must specify the responsibilities of the student and parent/guardian. If followed, the agreement may result in a reduced disciplinary placement period, as outlined in the agreement. Reduction in the disciplinary placement period does not entitle the student to different disciplinary placement. The decision to reduce, revoke, or amend the disciplinary placement period is at the sole discretion of the school administration. Compliance with the agreement is required for the reduction to remain valid.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or CBC, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the central administration office or online at www.couplandisd.org.

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

Removal from the School Bus

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

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

Removal from the Regular Educational Setting

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

Routine Referral

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

Formal Teacher Removal

A teacher may initiate a formal removal from class if:

1. A student's behavior repeatedly interferes with the teacher's ability to teach the class or with other students' ability to learn.
2. A student demonstrates behavior that is unruly, disruptive, or abusive toward the teacher, another adult, or another student in the classroom.
3. A student engages in conduct that constitutes bullying, as defined by Education Code 37.0832.0.

A teacher, CBC, or other appropriate administrator must notify a parent or person standing in parental relation to the student of the formal removal. A teacher may remove a student from class based on a single incident of behavior.

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

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

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

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

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

Returning a Student to the Classroom

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

A student who has been formally removed by a teacher for any other conduct may not be returned to the teacher's class without the teacher's written consent unless the placement review committee determines that the teacher's class is the best or only alternative, and not later than the third class day after the day the student was removed from class, a conference in which the teacher was provided an opportunity to participate has been held. The student may not be returned to the teacher's class unless the teacher provides written consent for the student's return or a return to class plan has been prepared for that student.

Appeals of Formal Teacher Removals

A student may appeal the teacher's removal of the student from class to the school's placement review committee or the campus's threat assessment and safe and supportive school team, in accordance with a district policy providing for such an appeal to be made to this team.

In-School Suspension

An in-school suspension is not subject to any time limit.

A school's principal or other appropriate administrator shall review the in-school suspension of a student at least once every 10 school days after the date of the suspension begins to evaluate the educational progress of the student and to determine if continued in-school suspension is appropriate.

During in-school suspension, a student shall receive appropriate behavioral support services and comparable educational services as the student would receive in the classroom. If the student receives special education services, the student must continue to receive special education and related services specified in the student's individualized education program (IEP) and continue to have an opportunity to progress in the general curriculum.

[See First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette for limitations to the general rule.]

Process

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

The CBC shall determine the number of days of a student's suspension.

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

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

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

Out-of-School Suspension

Misconduct

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

The district shall not use out-of-school suspension for students below grade 3 unless the conduct meets the requirements established in law.

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

- Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- Conduct that threatens the immediate health and safety of other students in the classroom;
- Documented conduct that results in repeated or significant disruption to the classroom; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

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

Process

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

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

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

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

1. Self-defense [see Glossary];
2. Intent or lack of intent at the time the student engaged in the conduct;
3. The student's disciplinary history;

4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
6. A student's status as homeless.

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

Alternative Assignment

A parent or person standing in parental relation to the student may submit a written request to the principal or other appropriate administrator to reassign a student placed in out-of-school suspension. The parent or person standing in parental relation to the student must provide information and documentation that they are unable to provide suitable supervision for the student during school hours during the period of the suspension. It is the sole discretion of the principal or other appropriate administrator to reassign the student placed in out-of-school suspension.

Coursework During Suspension

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

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

Disciplinary Alternative Education Program (DAEP) Placement

Disciplinary Alternative Education Program (DAEP) Placement

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

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

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

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

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

Discretionary Placement: Misconduct That May Result in DAEP Placement

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

Misconduct Identified in State Law

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

- Engaging in bullying that encourages a student to die by suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. [see Glossary]
- Involvement in criminal street gang activity. [see Glossary]
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.

- Assault by offensive or provocative physical contact.
- Engages in conduct that contains the elements of the offense of disruptive activities under Education Code 37.123.
- Engages in conduct that contains the elements of the offense of disruption of classes under Education Code 37.124.
- Possesses or uses an e-cigarette, as defined by Section 161.081,Health and Safety Code, except that if a student who possesses or uses an e-cigarette is not placed in a disciplinary alternative education program for the first-time offense under Education Code 37.008, the student shall be placed in in-school suspension for a period of at least 10 school days. See First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette for additional information.

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

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

Mandatory Placement: Misconduct That Requires DAEP Placement

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

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. [see Glossary]
    - Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
    - Engages in conduct punishable as a felony.
    - Commits an assault [see Glossary] under Penal Code 22.01(a)(1).
    - Except as provided by Education Code 37.007(a)(3), sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance or dangerous drug in an amount not constituting a felony offense. [School-related felony drug offenses are addressed in Expulsion.] [See Glossary for "under the influence," "controlled substance," and "dangerous drug."]
    - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. A student with a valid prescription for low-THC

cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision.

- Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Sells, gives, or delivers to another person an e-cigarette, as defined by Section 161.081, Health and Safety Code.
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. [see Glossary]
- Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code sections 42.07(a)(1), (2), (3), or (7).

- Engages in expellable conduct and is six to nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation under Penal Code 36.06 against any school employee or volunteer on or off school property.
- Engages in conduct that contains the elements of harassment under Penal Code 42.07 against any school employee or volunteer on or off of school property.

The student receives deferred prosecution [see Glossary], or a court or jury finds that the student has engaged in delinquent conduct [see Glossary], or the superintendent or designee has a reasonable belief [see Glossary] under Section 53.03, Family Code, for conduct defined as any of the following offenses under the Penal Code:

1. A felony offense under Title 5;
2. The offense of deadly conduct under Section 22.05;
3. The felony offense of aggravated robbery under Section 29.03;
4. The offense of disorderly conduct involving a firearm under Section 42.01(a)(7) or (8); or
5. The offense of unlawfully carrying weapons under Section 46.02, except for an offense punishable as a Class C misdemeanor under that section.

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and

- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

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

Process

Removals to a DAEP shall be made by the CBC.

Conference

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

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

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

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

Consideration of Mitigating Factors

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

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

Placement Order

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

Disciplinary Alternative Education Program (DAEP) Placement

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

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

DAEP at Capacity

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

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

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal, and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

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

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

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

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

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

Exceeds One Year

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

Disciplinary Alternative Education Program (DAEP) Placement

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

Exceeds School Year

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

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

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others; or
2. The student has engaged in serious or persistent misbehavior [see Glossary] that violates the district's Code of Conduct.

Exceeds 60 Days

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

Appeals

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

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the CBC's office, the central administration office, or through Policy Online® at the following address: https://www.couplandisd.org/o/cisd/page/school-board.

Appeals shall begin at Level One with the CBC or the campus principal.

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

Restrictions During Placement

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

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

Disciplinary Alternative Education Program (DAEP) Placement

Placement Review

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

Additional Misconduct

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

Notice of Criminal Proceedings

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

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

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the CBC may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the CBC or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall decide on a case-by-case basis whether to continue the placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state. The district may place the student in the district's DAEP or a regular classroom setting.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees, or if the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. [See policy FOCA(LEGAL) for more information.]

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers;
2. Will be detrimental to the educational process; or
3. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Students

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

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

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. [see Disciplinary Alternative Education Program (DAEP) Placement]

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to die by suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Criminal mischief, if punishable as a felony.
- Breach of computer security. [see Glossary]
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled substance, or a dangerous drug, unless the conduct is punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. [See Glossary for "under the influence."]

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in deadly conduct. [see Glossary]

Within 300 Feet of School

A student may be expelled for possession of a firearm, as defined by federal law, while within 300 feet of school property, as measured from any point on the school's real property boundary line.

Property of Another District

A student may be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code of Conduct, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Penal Code 1.07; or
4. Conduct that constitutes the offense of:
    a. Public lewdness under Penal Code 21.07;
    b. Indecent exposure under Penal Code 21.08;
    c. Criminal mischief under Penal Code 28.03;
    d. Hazing under Education Code 37.152; or
    e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on or off school property.

Under Federal Law

Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. [see Glossary]

Note: Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
    - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. [see Glossary] Note: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
- A location-restricted knife, as defined by state law. [see Glossary]
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. [see Glossary]
- Engages in conduct that contains the elements of the offense of exhibiting, using, or threatening to exhibit or use a firearm under Education Code 37.125.
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
    - Aggravated assault, sexual assault, or aggravated sexual assault.
    - Arson. [see Glossary]
    - Murder, capital murder, or criminal attempt to commit murder or capital murder.
    - Indecency with a child.
    - Kidnapping or aggravated kidnapping.
    - Burglary, robbery or aggravated robbery.
    - Manslaughter.
    - Criminally negligent homicide.

- Continuous sexual abuse of a young child or disabled individual.
- Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of a controlled substance or a dangerous drug.
- Engaging in conduct that contains elements of assault against a school employee or volunteer.

Under Age 10

When a student under the age of 10 engages in behavior that is expellable behavior, the student shall not be expelled but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Virtual Expulsion Program

In some circumstances, a student may be placed in a virtual expulsion program.

- The school must ensure students in the program have the necessary technology and internet and must provide it if needed.
- The virtual program must, as much as possible, meet the same requirements as an in-person disciplinary alternative education program (DAEP).
- The student's placement must be reviewed every 45 school days.
- If an in-person spot becomes available, the school should plan the student's return to in-person learning.
- If continued virtual placement is appropriate, the school must document the decision.

Consideration of Virtual Education as Alternative to Expulsion

Before a school district may expel a student, the district must consider the appropriateness and feasibility of, as an alternative to expulsion, enrolling the student in a full-time hybrid program, full-time virtual program, full-time hybrid campus, or full-time virtual campus. This requirement does not apply to a student expelled under Education Code 37.0081 or 37.007(a), (d), or(e).

Process

If a student is believed to have committed an expellable offense, the CBC or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the CBC or other administrator may place the student in:

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

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district;
2. An opportunity to testify and to present evidence and witnesses in the student's defense; and
3. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the superintendent authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or CBC shall take into consideration:

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

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the school principal shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees; or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the CBC or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

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

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district or an open-enrollment charter school upon enrollment in the district.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order; and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees; or
2. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Emergency expulsion may be ordered based on a single incident of behavior by the student. Within 10 days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than 10 years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Certain Felonies

Regardless of whether DAEP placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or CBC makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 [see Glossary] of the Penal Code. The student must have:

- Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred;
2. The location at which the conduct occurred;
3. Whether the conduct occurred while the student was enrolled in the district; or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers;
2. Will be detrimental to the educational process; or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

1. The student graduates from high school;

2. The charges are dismissed or reduced to a misdemeanor offense; or
3. The student completes the term of the placement or is assigned to another program.

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the CBC or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
    a. 65 years of age or older; or
    b. A disabled person.

Antisemitism is defined by Government Code section 448.001 as a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance's "Working Definition of Antisemitism" adopted on May 26, 2016.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as a crime that involves:

1. Starting a fire or causing an explosion with intent to destroy or damage:
    a. Any vegetation, fence, or structure on open-space land; or
    b. Any building, habitation, or vehicle:
        (1) Knowing that it is within the limits of an incorporated city or town;
        (2) Knowing that it is insured against damage or destruction;
        (3) Knowing that it is subject to a mortgage or other security interest;
        (4) Knowing that it is located on property belonging to another;
        (5) Knowing that it has located within it property belonging to another; or
        (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
3. Intentionally starting a fire or causing an explosion and in so doing:

a. Recklessly damaging or destroying a building belonging to another; or

b. Recklessly causing another person to suffer bodily injury or death.

Assault is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes school district property or information or commits a breach of any other computer, computer network, or computer system.

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

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk.

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Education Code 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other

substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable firearm; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another

student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or

3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
    a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
    b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
    c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
    d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
    e. Making a telephone call and intentionally failing to hang up or disengage the connection;
    f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
    g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
    h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law; or
    i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

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

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;

3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

Hit list is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Personal Communication Device means a telephone, cell phone such as a smartphone or flip phone, tablet, smartwatch, radio device, paging device, or any other electronic device capable of telecommunication or digital communication.

Possession means to have an item on one's person or in one's personal property, including, but not limited to:

1. Clothing, purse, or backpack;

2. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;
3. Personal communication devices or electronic devices; or
4. Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

1. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
    a. An explosive weapon; or
    b. A machine gun.
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device; or
6. An improvised explosive device.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information and must consider the information furnished in the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

Self-defense is the use of force against another to the degree a person reasonably believes is immediately necessary to protect himself or herself.

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Penal Code Section 1.07; or

4. Conduct that constitutes the offense of:
    a. Public lewdness under Penal Code 21.07;
    b. Indecent exposure under Penal Code 21.08;
    c. Criminal mischief under Penal Code 28.03;
    d. Hazing under Education Code 37.152; or
    e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete schoolwork as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to die by suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the in-fluence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is defined by Penal Code 46.01 as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

Board of Trustees

Date of Meeting: 6/25/2026
Item Type: Report

Item Name	Resignations
District Goal	Human Capital
Summary (Purpose / Objective)	Resignations are submitted for the June 2026 board meeting.
Fiscal Impact	None
Administrative Recommendation	None

Attachments	Resignations as of June 2026

Contact Person: Dr. Earl Parcell, Superintendent
E-Mail Address: eparcell@couplandisd.org