

Agenda of Regular Meeting

The Board of Trustees

Marathon ISD

Preparing Each Student for a Successful Future as a Lifelong Learner

A Regular Meeting of the Board of Trustees of Marathon ISD will be held June 26, 2024, beginning at 6:00 PM in the Marathon High School Library.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- I. Call Meeting to Order
- II. Pledge of Allegiance to the American and Texas Flags
- III. Board Prayer and Moment of Silence
- IV. Public Comment
- V. RSSP: End of Year Report to the Board
- VI. 2023 Property Value Study Appeal 3
Perdue Brandon Fielder Collins & Mott, Llp
2023 School District Property Value Study Protest Resolution
- VII. Consent Items
 - a. Monthly Tax Collection Report 29
 - b. Check Payments 44
 - c. Financial Reports 49
 - d. Review and approve previous Board Minutes 72
- VIII. Budget Amendments
- IX. Board Appointment: Calculation of No-New Revenue Tax Rate and Voter Approval Tax Rate
- X. 2024-2025 Budget and Tax Rate Adoption Calendar 74
- XI. Order of Board Election for November 5, 2024 for Place 4, 6, and 7
- XII. Approval of Sul Ross State University Memorandum of Understanding 75
- XIII. Ratification of the Certification of Provision of Instructional Materials Survey 2024-2025 83
- XIV. Review and Take Possible Action on the Adoption of Board Policy EIC (LOCAL) 84
Proposed Policy Revision
- XV. Review and Adopt TASB Localized Manual Update 123 88
- XVI. Review Student Handbook for 2024-2025 175
- XVII. Review and Take Possible Action on the Student Code of Conduct
- XVIII. Discuss and Take Possible Action on the Safety and Security Fence
- XIX. Discuss and Take Possible Action on Teacher Housing

XX. Closed Meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E.

a. Personnel Matters. Tex Govt. Code Section 551.074

XXI. Open Meeting

a. Personnel Matters. Tex Govt. Code Section 551.074

XXII. Upcoming Events

a. Information Item: Calendar of 2024-2025 Board Meeting Dates

276

b. TEAM OF 8 TRAINING and Goal Setting: August 3, 2024

XXIII. Adjourn

The Marathon ISD seven-member Board of Trustees is focused on student achievement and the overall success of the school district.



2023 SCHOOL DISTRICT PROPERTY VALUE STUDY

PROTEST RESOLUTION

(INFORMAL RECOMMENDATIONS – POST INFORMAL CONFERENCE)

PETITIONER'S NAME
(NAME OF SCHOOL DISTRICT OR PROPERTY OWNER)

PROTEST NUMBER

SCHOOL DISTRICT NAME

SCHOOL DISTRICT NUMBER (6-DIGIT)

APPRAISAL DISTRICT NAME

APPRAISAL DISTRICT NUMBER (3-DIGIT)

AUTHORIZED REPRESENTATIVE/AGENT

On behalf of the above-referenced Petitioner and as its Authorized Representative, I have reviewed the recommendations of the Property Tax Assistance Division (PTAD) for resolution of the objections asserted in the Protest referenced above. As a result, I wish to proceed under the option selected below:

Option 1: I agree that all objections have been finally resolved in this protest; I do not wish to pursue referral of any objections for hearing at the State Office of Administrative Hearings (SOAH).

Option 2: I do not agree at this time that all outstanding objections have been finally resolved. I understand that if I wish to continue to pursue this protest, I am required under Comptroller Rule 9.4311(j) to file a written request for a SOAH hearing with the PTAD director no later than seven (7) calendar days after the informal conference that specifically identifies all grounds for objection for which referral is requested as well as the individual(s) who will present argument and introduce evidence at the hearing if a referral to SOAH is made. I understand that upon failure to comply with Comptroller Rule 9.4311(j) by the deadline, this protest will be deemed finally resolved by agreement.

A B C1 D1 D2 E F1 G1 J L1 SR

(check all that apply)

Signature of Authorized Representative
For Protesting Party

Date

COMPLETION OF THIS FORM DOES NOT FULFILL THE REQUIREMENTS FOR A WRITTEN REQUEST FOR SOAH.

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

2023 ISD SUMMARY WORKSHEET

022-Brewster/Brewster County

022-902-02 / Marathon ISD

Working 06/10/2024

CATEGORY	LOCAL TAX ROLL VALUE	2023 WTD MEAN RATIO	2023 PTAD VALUE ESTIMATE	2023 VALUE ASSIGNED
A - SINGLE-FAMILY	41,778,807	1.0564	39,548,284	39,548,284
B - MULTIFAMILY	48,665	N/A	48,665	48,665
C1 - VACANT LOTS	3,106,654	N/A	3,106,654	3,106,654
C2 - COLONIA LOTS	0	N/A	0	0
D1 ACRES - QUALIFIED OPEN-SPACE LAND	16,644,530	0.8785	18,945,872	18,945,872
D2 - FARM & RANCH IMP	473,669	N/A	473,669	473,669
E - NON-AG LAND AND IMPROVEMENTS	17,133,705	0.9151	18,723,314	18,723,314
F1 - COMMERCIAL REAL	9,071,001	0.7219	12,565,454	12,565,454
F2 - INDUSTRIAL REAL	0	N/A	0	0
G - ALL MINERALS	9,900	N/A	9,900	9,900
J - ALL UTILITIES	51,315,446	0.9521	53,897,118	53,897,118
L1 - COMMERCIAL PERSONAL	1,660,989	N/A	1,660,989	1,660,989
L2 - INDUSTRIAL PERSONAL	440,450	N/A	440,450	440,450
M1 - MOBILE HOMES	393,405	N/A	393,405	393,405
N - INTANGIBLE PERSONAL PROPERTY	0	N/A	0	0
O - RESIDENTIAL INVENTORY	0	N/A	0	0
S - SPECIAL INVENTORY	0	N/A	0	0
SUBTOTAL	142,077,221		149,813,774	149,813,774
LESS TOTAL DEDUCTIONS	17,442,886		17,161,588	17,161,588
TOTAL TAXABLE VALUE	124,634,335		132,652,186	132,652,186

THE TAXABLE VALUES SHOWN HERE WILL NOT MATCH THE VALUES REPORTED BY YOUR APPRAISAL DISTRICT

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

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SEE THE ISD DEDUCTION REPORT FOR A BREAKDOWN OF DEDUCTION VALUES

GOVERNMENT CODE SUBSECTIONS 403.302 (J) AND (K) REQUIRE THE COMPTROLLER TO CERTIFY ALTERNATIVE MEASURES OF SCHOOL DISTRICT WEALTH. THESE MEASURES ARE REPORTED FOR TAXABLE VALUES FOR MAINTENANCE AND OPERATIONS (M&O) TAX PURPOSES AND FOR INTEREST AND SINKING FUND (I&S) TAX PURPOSES. FOR DISTRICTS THAT HAVE NOT ENTERED INTO VALUE LIMITATION AGREEMENTS, T1 THROUGH T4 WILL BE THE SAME AS T7 THROUGH T10.

THE PVS FOUND YOUR LOCAL VALUE TO BE INVALID, AND STATE VALUE WAS CERTIFIED BECAUSE THE APPRAISAL DISTRICT FAILED THEIR MOST RECENT MAP

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

2023 ISD TAXABLE VALUES

022-Brewster

Brewster County

022-902-02 / Marathon ISD

Working 06/10/2024

VALUE TAXABLE FOR M&O PURPOSES

T1	138,202,626	School district taxable value for M&O purposes before the loss to the increase in the state-mandated homestead exemption
T2	132,652,186	School district taxable value for M&O purposes after the loss to the increase in the state-mandated homestead exemption and the tax ceiling reduction
T3	138,202,626	T1 minus 50% of the loss to the local optional percentage homestead exemption
T4	132,652,186	T2 minus 50% of the loss to the local optional percentage homestead exemption
T13	140,497,626	T-1 plus the cost of the second most recent increase for that pvs year in the mandatory homestead exemptions
T15	142,027,626	T-13 Plus the cost of the second most recent increase for that PVS year in the mandatory homestead exemptions
T17	132,652,186	School district taxable value for M & O purposes after the loss to the increase in the state-mandated homestead exemption and based on the compressed freeze loss

VALUE TAXABLE FOR I&S PURPOSES

T7	138,202,626	School district taxable value for i&s purposes before the loss to the increase in the state-mandated homestead exemption
T8	132,652,186	School district taxable value for i&s purposes after the loss to the increase in the state-mandated homestead exemption and the tax ceiling reduction
T9	138,202,626	T7 minus 50% of the loss to the local optional percentage homestead exemption
T10	132,652,186	T8 minus 50% of the loss to the local optional percentage homestead exemption
T14	140,497,626	T13 plus the loss to the chapter 313 agreement
T16	142,027,626	T-1 plus the cost of the second most recent increase for that PVS year in the mandatory homestead exemptions
T18	132,652,186	T17 plus the loss to the chapter 313 agreement

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

MISCELLANEOUS LOSS AMOUNTS

LOSS_INCR_HMSTD	5,550,440	Loss to the increase in the state-mandated homestead
LOSS_LOCL_HMSTD	0	50% of the loss to the local optional percentage homestead exemption
LOSS_PREV_INCR_HMSTD	2,295,000	Loss to the previous increase in the state-mandated homestead
LOSS_SCND_INCR_HMSTD	1,530,000	Loss to Second Previous Homestead Increase

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

2023 ISD DEDUCTION DETAIL

	022-Brewster	Brewster County	
022-902-02/Marathon ISD			
DEDUCTIONS ALLOWED IN PVS	LOCAL VALUE	PTAD VALUE	ASSIGNED VALUE
Homestead - State-Mandated Homestead Exemption	11,670,440	11,670,440	11,670,440
Homestead - State-Mandated Over-65 or Disabled \$10,000	449,664	449,664	449,664
Homestead - 100% Disabled or Unemployable Veterans	0	0	0
Homestead - Disabled Veterans and Surviving Spouse	53,933	53,933	53,933
Homestead - Over-65 or Disabled Freeze Loss	0	0	0
Homestead - 10% Appraisal Cap Loss	5,268,849	4,987,551	4,987,551
Freeport	0	0	0
Pollution Control	0	0	0
Difference Between Taxable and Limited Value for Chapter 313 Value Limitation Agreement	0	0	0
Tax Increment Financing	0	0	0
Low Income Housing, Counties Under 1.8 Million Pop	0	0	0
Solar and Wind-Powered	0	0	0
Deferred Taxes	0	0	0
Prorations	0	0	0
Home Donated by Charity to Disabled Veterans	0	0	0
Disaster Reappraisal Market Value Adjustment	0	0	0
Homestead - Surviving Spouse 100% Disabled	0	0	0
Homestead - Surviving Spouse Service Member KIA	0	0	0
Homestead - Surviving Spouse First Responder LOD	0	0	0
Loss to Special Valuation	0	0	0
Bullion Depository	0	0	0
Personal Property In Transit	0	0	0
TOTAL DEDUCTIONS ALLOWED IN PVS	17,442,886	17,161,588	17,161,588

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

2023 ISD SUMMARY WORKSHEET CATEGORY TOTALS

022-902-02/Marathon ISD

SCHOOL DISTRICT TOTALS 06/10/2024

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2023 ISD TAXABLE VALUES

022-902-02/Marathon ISD

SCHOOL DISTRICT TAXABLE VALUES TOTALS 06/10/2024

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Pollution Control	0	0	0
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Tax Increment Financing	0	0	0
Low Income Housing, Counties Under 1.8 Million Pop	0	0	0
Solar and Wind-Powered	0	0	0
Deferred Taxes	0	0	0
Prorations	0	0	0
Home Donated by Charity to Disabled Veterans	0	0	0
Disaster Reappraisal Market Value Adjustment	0	0	0
Homestead - Surviving Spouse 100% Disabled	0	0	0
Homestead - Surviving Spouse Service Member KIA	0	0	0
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Personal Property In Transit	0	0	0
TOTAL DEDUCTIONS ALLOWED IN PVS	17,442,886	17,161,588	17,161,588

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

CATEGORY	STRATUM	LOCAL VAL	RATIO	PTAD VAL	SAMP SIZE	TOT PARCEL	STRAT VAR
A	2	7,765,455	0.9168	8,470,173	14	111	0.161587745
A	3	9,874,018	0.9687	10,193,061	12	77	0.249146036
A	4	12,442,784	1.1147	11,162,451	18	65	0.080117312
A	5	9,989,416	1.2461	8,016,544	11	28	0.021353261
E	0	17,133,705	0.9151	18,723,314	19	544	0.122978776
F1	2	4,795,396	0.8583	5,587,086	8	24	0.032817068
RANDOM TOTALS:		62,000,774		62,152,629	82	849	

CATG D1 EXCEPTION VALUES:	16,644,530	18,945,872
CATG F1 EXCEPTION VALUES:	3,600,000	6,226,539
CATG J EXCEPTION VALUES:	47,597,460	49,990,046
TOTAL TEST VALUE (4):	129,842,764	137,315,086

MARGIN OF ERROR PERCENT: 5.0000000

MARGIN OF ERROR VALUE: 6,865,754

CONFIDENCE INTERVAL VALUES (5):

LOCAL TEST VALUE:	129,842,764	OUTSIDE CONFIDENCE INTERVAL
STATE LOWER LIMIT:	130,449,332	(STATE TEST VALUE MINUS MARGIN OF ERROR PERCENT)
STATE UPPER LIMIT:	144,180,840	(STATE TEST VALUE PLUS MARGIN OF ERROR PERCENT)

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

CATEGORY A - STRATUM 2

\$38,991 - \$101,400

LEGAL DESCRIPTION	PROPERTY ID	LOCAL VALUE	PTAD VALUE	RATIO
OT BLOCK 108 LOT TR A AND B	12314	84,272	75,000	1.1236
ANDERSON, BLOCK 23, LOT 3	23664	52,873	64,226	0.8232
ANDERSON, BLOCK 38, LOT 1,2 & NORTH 5 FEET OF LT 3	23723	101,085	99,701	1.0139
BAILEY, BLOCK 4, LOT 1-10	23733	98,787	85,730	1.1523
MH BURNAM, BLOCK A, LOT 5,6 14X82 MOBILE HOME SERIAL#TXS0591328, LABEL#TXS0591328	23743	43,774	45,245	0.9675
BURNAM, BLOCK T, LOT 4	23827	60,147	66,511	0.9043
BURNAM, BLOCK 13, LOT PART OF 1-3 AND ALL 10-12	23905	77,518	175,000	0.4430
HESS, BLOCK 40, LOT 2	23926	97,011	86,364	1.1233
HESS, BLOCK 55, LOT 1-6 LOTS 1 THRU 12	24019	54,419	68,975	0.7890
OTM, BLOCK 6, LOT 3,4,5	24058	93,189	77,026	1.2098
OTM, BLOCK 10, LOT 14-18	24078	58,405	99,717	0.5857
OTM, BLOCK 21, LOT N/2-4 N/70 FEET OF 4	24135	70,622	42,676	1.6548
OTM, BLOCK 32, LOT 9	24167	57,675	49,623	1.1623
BURNAM, BLOCK 2, LOT 11&12	29851	53,899	58,918	0.9148
STRATUM 2 TOTALS		1,003,676		

CATEGORY A - STRATUM 3

\$101,401 - \$159,559

LEGAL DESCRIPTION	PROPERTY ID	LOCAL VALUE	PTAD VALUE	RATIO
ANDERSON, BLOCK 32, LOT 12-14	23702	154,153	103,608	1.4878
BAILEY, BLOCK 5, LOT 2	23735	136,356	95,524	1.4275
BURNAM, BLOCK O, LOT 11,12 1983 CONNORS 14X56#TX08485	23802	116,391	87,896	1.3242
BURNAM, BLOCK 4, LOT 7-12	23874	152,894	89,409	1.7101
BURNAM, BLOCK 8, LOT 1-12	23883	135,664	188,663	0.7191

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Brewster County

HESS, BLOCK 41, LOT 6	23940	138,773	86,188	1.6101
HESS, BLOCK 48, LOT 1-2 AND W/PART OF LOT 2	23995	141,914	145,000	0.9787
OTM, BLOCK 5, LOT 5	24054	126,317	101,046	1.2501
OTM, BLOCK 33, LOT 6	24171	129,380	103,603	1.2488
MH OTM, BLOCK 6, LOT 1-5 TXFLT66B012CG11LABEL#RAD0940715&6 & NEW DOUBLE WIDE, #NTA1543890,NTA1543891	24195	141,076	164,349	0.8584
MH MOBILE HOME ONLY LOCATED ON BURNAM BLK 2 LOT 1, MODEL 2013 TITAN 06TC2860A- LABEL PFS1116179, MOD	34328	124,253	224,436	0.5536
505 n 8th TX	35645	105,764	265,000	0.3991

STRATUM 3 TOTALS 1,602,935

CATEGORY A - STRATUM 4

\$159,560 - \$238,454

LEGAL DESCRIPTION	PROPERTY ID	LOCAL VALUE	PTAD VALUE	RATIO
HANCOCK, BLOCK 18, LOT 8 & 9	10703	176,535	250,000	0.7061
HANCOCK B BLOCK 67 LOT 3	10960	202,739	225,000	0.9011
NORTH BLOCK 3, LOT 4	11464	175,476	206,500	0.8498
OT, BLOCK 28, LOT 8-10	11959	216,035	269,000	0.8031
BURN, BLOCK 4, LOT 18 PART OF TRACT: 3 & 4 ACRES: 1.07	23076	212,400	155,452	1.3663
ANDERSON, BLOCK 13, LOT 2,3-6 S/3.59' OF 2 ANDALL OF 3 THRU 6	23641	238,177	203,257	1.1718
ANDERSON, BLOCK 30, LOT 6	23687	196,612	126,874	1.5497
ANDERSON, BLOCK 31, LOT 5-8	23694	186,040	104,508	1.7802
BURNAM, BLOCK A, LOT 11,12	23746	188,061	127,011	1.4807
BURNAM, BLOCK G, LOT 4,5,6	23757	198,770	155,968	1.2744
BURNAM, BLOCK J, LOT 4,5,6	23770	193,027	140,553	1.3733
BURNAM, BLOCK M, LOT 8,9	23792	200,613	122,917	1.6321
BURNAM, BLOCK N, LOT 1,2,3 4,5,6	23795	212,880	156,394	1.3612
BURNAM, BLOCK 7, LOT 7-11	23881	235,245	221,599	1.0616

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OTM, BLOCK 6, LOT 6,7	24059	178,987	172,787	1.0359
OTM, BLOCK 8, LOT 3,4,5	24063	222,291	146,619	1.5161
BURNAM, BLOCK Y, LOT 3-6	34212	215,062	227,529	0.9452
BLK 9 SEC 43 TR 22	35051	187,235	250,000	0.7489
STRATUM 4 TOTALS		3,636,185		

CATEGORY A - STRATUM 5

\$238,455 - \$99,999,999,999

LEGAL DESCRIPTION	PROPERTY ID	LOCAL VALUE	PTAD VALUE	RATIO
BURN, BLOCK 4, LOT 18 TR: 11RESIDENCE ONLY	23059	1,374,652	1,022,236	1.3448
BURNAM BLK 4 TRACTS 1 & 4 DRIVEWAY DESIGNATED AS PLEASANT LANE	23061	309,246	230,842	1.3396
R, BLOCK 4, LOT 18 OUT OF TRACT: 13 BURNAM SUBDIVISION	23067	554,726	460,776	1.2039
BAILEY, BLOCK 7, LOT 2-10	23740	411,599	356,649	1.1541
BURNAM, BLOCK A, LOT 1 - 4	23742	289,645	160,185	1.8082
BURNAM, BLOCK I, LOTS 9,10,11	23766	298,223	290,163	1.0278
BURNAM, BLOCK O, LOT 7-10	23801	321,832	309,746	1.0390
BURNAM, BLOCK V, LOT 1,2, EAST 37' OF LOT 3	23837	281,581	235,000	1.1982
N HEIGHTS, BLOCK 101, LOT 10-12 AND W 10 FT OF 9	24023	334,203	340,000	0.9830
N HEIGHTS, BLOCK 107, LOT 5,6 MARATHON	24030	275,800	182,588	1.5105
OTM, BLOCK 20, LOT 7	24130	260,020	192,966	1.3475
STRATUM 5 TOTALS		4,711,527		

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

CATEGORY A - TOTALS

CATG	STRATUM	COMP CODE	SAMPLE PARCELS	STRATUM PARCELS	SAMPLE LOCAL VALUE	SAMPLE PTAD VALUE	STRATUM LOCAL VALUE	STRATUM RATIO	STRATUM PTAD VALUE	CATEGORY RATIO
A	1	U	0	122	0	0	1,707,134	1.0000	1,707,134	
A	2	R	14	111	1,003,676	1,094,712	7,765,455	0.9168	8,470,173	
A	3	R	12	77	1,602,935	1,654,722	9,874,018	0.9687	10,193,061	
A	4	R	18	65	3,636,185	3,261,968	12,442,784	1.1147	11,162,451	
A	5	R	11	28	4,711,527	3,781,151	9,989,416	1.2461	8,016,544	
TOTAL:			55	403	10,954,323	9,792,553	41,778,807		39,549,363	1.0564

CATEGORY E - STRATUM 0

\$1 - \$99,999,999,999

LEGAL DESCRIPTION	PROPERTY ID	LOCAL VALUE	PTAD VALUE	RATIO
BLK 228, SEC 13 E/2 S/2 NE/4 T&STL RY CO	23119	12,000	8,160	1.4706
BLK 228, SEC 16 N/2-NE/4 ABST: 9488 T&STL RY CO	23129	16,000	16,320	0.9804
BLK 343, SEC 3 NE/4-SW/4-SW/4 ABST: 2599 TC RY CO	23216	9,000	4,340	2.0737
BLK D10, SEC 165 ABST: 9865 TC RY CO	23254	49,049	48,054	1.0207
RANCH, BLK D12, SEC 5 ABST 9276 TCRY CO	23280	80,000	94,080	0.8503
BLK D12, SEC 17 NE/4-SE/4 ABST: 5788 TC RY CO	23293	6,400	7,280	0.8791
BLK D12, SEC 19 ABST: 2668 TC RY CO	23297	6,400	7,280	0.8791
BLK G1, SEC 153 N/2-SW/4-SE/4-NE/4 ABST: 1858 D&W RY CO	23341	1,500	1,015	1.4778
BLK D10, SEC 127 195 ACS OUT OF NW/4 & NORTH 35 AC % SW/4	30205	17,000	33,810	0.5028
BLK D11, SEC 35 SE/4-NW/4-NW/4 ABS: 2663 TC RY CO	31916	1,900	2,000	0.9500
BLK D11, SEC 35 SW/4-SE/4-NE/4 ABS: 2663 TC RY CO	31922	1,900	2,000	0.9500
BLK 228, SEC 12, TR: 8	32361	7,500	4,080	1.8382
BLK D10, SEC 87, LOT: 16 NE/4-E/2-NW/4 TC RY CO	32678	2,015	1,899	1.0611
BLK G14 SEC 46 NE/4-NE/4-SE/4	33068	2,000	1,880	1.0638

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

BLK D12, SEC 31,TR:63, ABS: 2674 ,TC RY CO	34071	1,000	1,015	0.9852
BLK D12, SEC 31, TR: 17 ABS: 2674 ,TC RY CO	34093	1,000	1,015	0.9852
BLK G18, SEC 21 NE/4-NE/4-NE/4 & NW/4-NE/4-NE/4 TC RWY	34641	3,600	3,880	0.9278
BLK G18, SEC 21 SW4NE4 & W2SE4NE4	34808	8,900	10,200	0.8725
BLK D12, SEC 31, TR:28 TC RY CO	35061	1,000	1,015	0.9852
STRATUM 0 TOTALS		228,164		

CATEGORY E - TOTALS

CATG	STRATUM	COMP CODE	SAMPLE PARCELS	STRATUM PARCELS	SAMPLE LOCAL VALUE	SAMPLE PTAD VALUE	STRATUM LOCAL VALUE	STRATUM RATIO	STRATUM PTAD VALUE	CATEGORY RATIO
E	0	R	19	544	228,164	249,323	17,133,705	0.9151	18,723,314	
TOTAL:			19	544	228,164	249,323	17,133,705		18,723,314	0.9151

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

CATEGORY F1 - STRATUM 2

\$44,421 - \$1,661,966

LEGAL DESCRIPTION	PROPERTY ID	LOCAL VALUE	PTAD VALUE	RATIO
OTM, BLOCK 11, LOT 6,7	24082	67,616	67,447	1.0025
OTM, BLOCK 13, LOT 5-8	24094	372,775	372,343	1.0012
OTM, BLOCK 13, LOT 9,10	24095	221,326	251,754	0.8791
OTM, BLOCK 15, LOT P/8,9 8 & S/105' OF 9	24104	98,671	172,794	0.5710
OTM, BLOCK 16, LOT 1,2	24110	146,169	202,338	0.7224
OTM, BLOCK 16, LOT 3,4,5	24111	529,199	670,000	0.7898
OTM, BLOCK 21, LOT 1	24133	68,528	83,503	0.8207
OTM, BLOCK 22, LOT 4,5,6 RITCHIE BROTHER'S BUILDING	24143	296,225	277,677	1.0668
STRATUM 2 TOTALS		1,800,509		

CATEGORY F1 - STRATUM 6

\$1,661,967 - \$99,999,999,999

LEGAL DESCRIPTION	PROPERTY ID	LOCAL VALUE	PTAD VALUE	RATIO
OTM, BLOCK 14, LOT 1-10 PT OF N AVE C	24098M	3,600,000	6,226,539	0.5782
STRATUM 6 TOTALS		3,600,000		

CATEGORY F1 - TOTALS

CATG	STRATUM	COMP CODE	SAMPLE PARCELS	STRATUM PARCELS	SAMPLE LOCAL VALUE	SAMPLE PTAD VALUE	STRATUM LOCAL VALUE	STRATUM RATIO	STRATUM PTAD VALUE	CATEGORY RATIO
F1	1	U	0	29	0	0	475,605	1.0000	475,605	
F1	2	R	8	24	1,800,509	2,097,856	4,795,396	0.8583	5,587,086	
F1	6	E	1	1	3,600,000	6,226,539	3,600,000	0.5782	6,226,539	
TOTAL:			9	54	5,400,509	8,324,395	8,871,001		12,289,230	0.7219

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

CATEGORY J - STRATUM

\$1 - \$99,999,999,999

LEGAL DESCRIPTION	PROPERTY ID	LOCAL VALUE	PTAD VALUE	RATIO
	31010	928,070	933,550	0.9941
	41002	140,770	145,976	0.9643
	51003	46,528,620	48,910,520	0.9513
	STRATUM TOTALS	47,597,460		

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

	LAND CLASS	NO. ACRES	REPORTED VALUE		PTAD VALUE	
			\$/ACRE	VALUE	\$/ACRE	VALUE
PRODUCTIVITY COMPARISON	IRRIGATED CROP	0		0		0
	DRY CROP	0		0		0
	BARREN	0		0		0
	ORCHARD	0		0		0
	IMPROVED PASTURE	0		0		0
	NATIVE PASTURE	1,223,114	15.80	15,925,886	14.89	18,212,167
	QUARANTINED LAND	0		0		0
	WILDLIFE MANAGEMENT	49,275		718,644		733,705
	TIMBER AT PRODUCTIVITY	0		0		0
	TIMBER AT 1978 MARKET	0		0		0
	TRANSITION TO TIMBER	0		0		0
	TIMBER AT RESTRICTED	0		0		0
	OTHER	0		0		0
	CATEGORY TOTALS:	1,272,389		\$16,644,530		\$18,945,872
	RATIO:	0.8785				

	PREVIOUS LAND CLASS	NO. ACRES	REPORTED VALUE		PTAD VALUE	
			\$/ACRE	VALUE	\$/ACRE	VALUE
WILDLIFE MANAGEMENT	NATIVE PASTURE	49,275	15.80	718,644	14.89	733,705
	TOTALS:	49,275		\$718,644		\$733,705

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

Brewster County

					<-----REPORTED VALUES----->					
LAND CLASS	ISD#	ISD NAME	VAL DESC TX	FINAL DT	PTAD \$/ACRE - CAD	NO. ACRES	VALUE	\$/ACRE	INDEX FACTOR	PTAD \$/ACRE - ISD
IRRIGATED CROP	022-004-02	Terlingua CSD	Working	06/10/2024		0	0	0.00		0.00
	022-901-02	Alpine ISD	Working	06/10/2024		0	0	0.00		0.00
	CAD TOTALS:						0	0		0
DRY CROP	022-004-02	Terlingua CSD	Working	06/10/2024		0	0	0.00		0.00
	022-901-02	Alpine ISD	Working	06/10/2024		0	0	0.00		0.00
	CAD TOTALS:						0	0		0
IMPROVED PASTURE	022-004-02	Terlingua CSD	Working	06/10/2024		0	0	0.00		0.00 ²³
	022-901-02	Alpine ISD	Working	06/10/2024		0	0	0.00		0.00
	CAD TOTALS:						0	0		0
NATIVE PASTURE						15.80				
	022-004-02	Terlingua CSD	Working	06/10/2024		46,719	226,403	4.85	0.3494	5.52
	022-901-02	Alpine ISD	Working	06/10/2024		1,089,970	18,643,775	17.10	1.2320	19.47
	022-902-02	Marathon ISD	Working	06/10/2024		1,272,389	16,644,530	13.08	0.9424	14.89
	022-903-02	San Vicente ISD	Working	06/10/2024		220,299	1,038,498	4.71	0.3393	5.36
CAD TOTALS:						2,629,377	36,553,206	13.90		

COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION

2023 PROTEST REPORT SET

Brewster County

CATEGORY	STRATA	COMP CODE	SAMPLE PARCELS	STRATUM PARCELS	SAMPLE LOCAL VALUE	SAMPLE PTAD VALUE	STRATUM LOCAL VALUE	STRATUM PTAD VALUE	STRATUM RATIO	CATEGORY RATIO	
A	1	U	0	122	0	0	1,707,134	1,707,134	1.0000		
	TOTAL:			0	122	0	1,707,134	1,707,134		1.0000	
A	2	R	14	111	1,003,676	1,094,712	7,765,455	8,470,173	0.9168		
	3	R	12	77	1,602,935	1,654,722	9,874,018	10,193,061	0.9687		
	4	R	18	65	3,636,185	3,261,968	12,442,784	11,162,451	1.1147		
	5	R	11	28	4,711,527	3,781,151	9,989,416	8,016,544	1.2461		
	TOTAL:			55	281	10,954,323	9,792,553	40,071,673	37,842,229		1.0589
	E	0	R	19	544	228,164	249,323	17,133,705	18,723,314	0.9151	
TOTAL:			19	544	228,164	249,323	17,133,705	18,723,314		0.9151	
F1	1	U	0	29	0	0	475,605	475,605	1.0000		
	2	R	8	24	1,800,509	2,097,856	4,795,396	5,587,086	0.8583		
	6	E	1	1	3,600,000	6,226,539	3,600,000	6,226,539	0.5782		
	TOTAL:			9	54	5,400,509	8,324,395	8,871,001	12,289,230		0.7219

Schedule of Disputed Value Determinations for Property Category (Part B)

Protest # 372

Form 50-210-b

Requirements for the completion of this document may be found in 34 Texas Administrative Code 9.4308

All applicable fields must be completed in this box:

Category: F

School District PVS Year: 2023

School District Name: MARATHON ISD

School District Number: 022-902

Appraisal District Name: Brewster CAD

Appraisal District Number: 022

Property Owner Name: _____

Agent Name: Casey Kirk Bean

Property Category
A – Real Property: Single-Family Residential
B – Real Property: Multifamily Residential
C1 – Real Property: Vacant Lots and Tracts
D1 – Real Property: Qualified Open-Space Land
D2 – Real Property: Farm and Ranch Improvements on Qualified Open-Space Land
E – Real Property: Rural Land Not Qualified for Open-Space Appraisal, and Improvements
F1 – Real Property: Commercial
G1 – Real Property: Oil and Gas
J – Real Property and Personal Property: Utilities
L1 – Personal Property: Commercial
SR – Self Report

25

Petitioner asserts its objections to PTAD’s Value Determinations for the Property Category above and provides its grounds in support as follows:

Objection Number	Property ID#/ Company ID#/ Land Class	Certified CAD Value	Protest Issue	Alleged Inaccuracy	Requested Correction/Value Claimed to Be Correct	Basis/Explanation for Requested Change to PTAD’s Value Determination	Evidence ID (as stated in Part C)	PTAD Recommendation	PTAD Revised Value Recommendation	Petitioner Agree or Disagree (enter A or D only)
1	24104	98671	Income	Cap Rate	Cap Rate 10%	Rural Area & 1960’s Old Building with limited remaining economic life	CAD Card, Subject Photos, page 1-5. Exhibit 1 page 106	Agree	\$172,794	N/A

Schedule of Disputed Value Determinations for Property Category (Part B)

Objection Number	Property ID#/ Company ID#/ Land Class	Certified CAD Value	Protest Issue	Alleged Inaccuracy	Requested Correction/Value Claimed to Be Correct	Basis/Explanation for Requested Change to PTAD's Value Determination	Evidence ID (as stated in Part C)	PTAD Recommendation	PTAD Revised Value Recommendation	Petitioner Agree or Disagree (enter A or D only)
2	24101M	1800000	Income	Cap Rate	Cap Rate 13%	Rural Location, Specialty Luxury Hotel, Requires Substantial Management	CAD Card, Subject Photos, page 6-21. Exhibit 1 page 106, Exhibit 2 Page 107-141	Modify Delete account from study and include income stream with account 24098M. Both of these accounts are in strata 6. See objection #12	Delete	A
3	24110	146169	Income	Cap Rate	Cap Rate 10%	Rural Location, Ole Building, Specialty Use	CAD Card, Subject Photos, page 22-26. Exhibit 1 page 106	Agree	\$202,338	N/A
4	24133	68528	Income	Rent	Rent \$6 on Retail Portion	1930's Building in Rural Community in Secondary Location within Town	Cad Card, Google Map, Photos, Page 27-39, Exhibit 1 page 106	Agree Revised value incorporates Objections 4 & 5	\$83,503	N/A 26
5	24133	68528	Income	Cap Rate	Cap Rate 10%	1930's Building in Rural Community in Secondary Location within Town	Cad Card, Google Map, Photos, Page 40-52, Exhibit 1 page 106	Agree Revised value incorporates Objections 4 & 5	\$83,503	N/A
6	24095	221326	Income	Cap Rate	Cap Rate 9%	Rural Location, 1960's Building, Specialty Use	CAD Card, Subject Photos, page 53-58. Exhibit 1 page 106	Agree	\$251,754	N/A
7	24082	67616	NRA	Wrong NRA	10 Units	PTAD Uses 16 Units – There are only 10 Units	CAD Card, Subject Photos, page 59-64. Exhibit 1 page 106	Agree Revised value incorporates Objections 7-10	\$67,447	N/A

Schedule of Disputed Value Determinations for Property Category (Part B)

Objection Number	Property ID#/ Company ID#/ Land Class	Certified CAD Value	Protest Issue	Alleged Inaccuracy	Requested Correction/Value Claimed to Be Correct	Basis/Explanation for Requested Change to PTAD's Value Determination	Evidence ID (as stated in Part C)	PTAD Recommendation	PTAD Revised Value Recommendation	Petitioner Agree or Disagree (enter A or D only)
8	24082	67616	Income	Cap Rate	Cap Rate 10%	Rural Location, Small Investment Size, Building in state of disrepair	CAD Card, Subject Photos, page 65-70. Exhibit 1 page 106	Agree Revised value incorporates Objections 7-10	\$67,447	N/A
9	24082	67616	NRA	Wrong NRA	Delete 5 Units & Replace with Carport Area of 1500 Sqft	These Do not Exist – Only a Covered Carport – Suggest \$2 x 1500sqft 10% Vac, 30% Exp 10% Cap	CAD Card, Subject Photos, page 71-76. Exhibit 1 page 106	Agree Revised value incorporates Objections 7-10	\$67,447	N/A
10	24082	67616	Income	Improper Rental Method on Segment 2	\$2/ft Rent	\$2 x 1500 10% Vac, 30% Exp 10% Cap	CAD Card, Subject Photos, page 77-82. Exhibit 1 page 106	Agree Revised value incorporates Objections 7-10	\$67,447	N/A 27
11	24143	296225	Income	Cap Rate 10%		1930's Building in Rural Community in Secondary Location within Town	CAD Card, Subject Photos, page 83-89. Exhibit 1 page 106	Agree	\$277,677	N/A

Schedule of Disputed Value Determinations for Property Category (Part B)

Objection Number	Property ID#/ Company ID#/ Land Class	Certified CAD Value	Protest Issue	Alleged Inaccuracy	Requested Correction/Value Claimed to Be Correct	Basis/Explanation for Requested Change to PTAD's Value Determination	Evidence ID (as stated in Part C)	PTAD Recommendation	PTAD Revised Value Recommendation	Petitioner Agree or Disagree (enter A or D only)
12	24098M	1800000	Income	Cap Rate	Cap Rate 13%	Rural Location, Specialty Luxury Hotel, Requires Substantial Management	CAD Card, Subject Photos, page 90-105. Exhibit 1 page 106, Exhibit 2 Page 107-141	<p>Modify</p> <p>Adjust cap rate to 12%.</p> <p>Added parcel 24101 to account for the total income stream of the subject property.</p> <p>See objection #2</p> <p>Informal Recommendation</p> <p>Agree</p>	<p>New CAD Value is \$3,600,000</p> <p>New PTAD value is \$6,226,539</p>	<p>D</p> <p>N/A</p>

(To create new lines, click in the last right-side cell and hit TAB)

**Marathon ISD
May-24**

Total Monthly Collected:	4,273.04
Total Paid Taxes	
Current Base (M&O)	3,027.07
Penalty	262.39
Interest	116.42
Atty Fees	0.00
Current Base (I&S)	
Penalty	
Interest	
Delinquent Base (M&O)	650.66
Penalty	78.09
Interest	138.41
Atty Fees	173.42
Delinquent Base (I&S)	
Penalty	
Interest	
Atty Fees	
Current BPP	0.00
Penalty	0.00
Interest	0.00
Atty Fees	0.00
Delinquent BPP	0.00
Penalty	0.00
Interest	0.00
Atty Fees	0.00
CED Base	0.00
Penalty	0.00
Interest	0.00
Atty Fees	0.00
Refunds	97.37

Total Yearly Collected:	\$999,461.28
Total Paid Taxes	<u>10/1/2023 to 5/31/2024</u>
Current Base (M&O)	980,045.34
Penalty	1,708.62
Interest	438.87
Atty Fees	0.00
Current Base (I&S)	
Penalty	
Interest	
Delinquent Base (M&O)	12,400.40
Penalty	1,308.49
Interest	3,559.56
Atty Fees	2,987.73
Delinquent Base (I&S)	0.00
Penalty	
Interest	
Atty Fees	
Current BPP	0.00
Penalty	0.00
Interest	0.00
Atty Fees	0.00
Delinquent BPP	0.00
Penalty	0.00
Interest	0.00
Atty Fees	0.00
CED Base	0.00
Penalty	0.00
Interest	0.00
Atty Fees	0.00
Refunds	1,715.29
Percentage	97.78%

Tax Collections Activity Report - Current/Delinquent

6/11/2024 8:07:01AM Report Criteria

Brewster County Tax Office
Page 9 of 20

Entity: ALL
Year: 05/01/2024 to 05/31/2024
Date Range:
Batch(es): ALL

Entity	Marathon ISD																	
Current Year	M&O	I&S	Delinquent Years	M&O	I&S	All Years	M&O	I&S										
Taxes	3,124.44	0.00	Taxes	650.66	0.00	Taxes	3,775.10	0.00										
Discounts	0.00	0.00	Discounts	0.00	0.00	Discounts	0.00	0.00										
Penalty	262.39	0.00	Penalty	78.09	0.00	Penalty	340.48	0.00										
Interest	116.42	0.00	Interest	138.41	0.00	Interest	254.83	0.00										
Total Collected	3,503.25	0.00	Total Collected	867.16	0.00	Total Collected	4,370.41	0.00										
Total Collected	3,503.25		Total Collected	867.16		Total Collected	4,370.41											
Refunds Paid			Refunds Paid			Refunds Paid												
Taxes	97.37	0.00	Taxes	0.00	0.00	Taxes	97.37	0.00										
Penalty	0.00	0.00	Penalty	0.00	0.00	Penalty	0.00	0.00										
Interest	0.00	0.00	Interest	0.00	0.00	Interest	0.00	0.00										
Total Refunded:	97.37	0.00	Total Refunded:	0.00	0.00	Total Refunded:	97.37	0.00										
Total Refunded:	97.37		Total Refunded:	0.00		Total Refunded:	97.37											
Taxes	3,027.07	0.00	Taxes	650.66	0.00	Taxes	3,677.73	0.00										
Penalty	262.39	0.00	Penalty	78.09	0.00	Penalty	340.48	0.00										
Interest	116.42	0.00	Interest	138.41	0.00	Interest	254.83	0.00										
Total Disbursed:	3,405.88	0.00	Total Disbursed:	867.16	0.00	Total Disbursed:	4,273.04	0.00										
Total Disbursed:	3,405.88		Total Disbursed:	867.16		Total Disbursed:	4,273.04											
Current Year																		
Total Collected	3,503.25		Total Collected	867.16		Total Collected	4,370.41											
Attorney Fees	0.00		Attorney Fees	173.42		Attorney Fees	173.42											
Refunds Paid -	0.00		Refunds Paid -	0.00		Refunds Paid -	0.00											
Attorney Fees			Attorney Fees			Attorney Fees												
Attorney Fee Disbursement Amount	0.00		Attorney Fee Disbursement Amount	173.42		Attorney Fee Disbursement Amount	173.42											
Delinquent Years																		
Total Collected	3,503.25		Total Collected	1,040.58		Total Collected	4,543.83											
Underpayments	0.05		Underpayments	0.00		Underpayments	0.05											
Total Paid	3,503.25		Total Paid	1,040.58		Total Paid	4,543.83											
All Years																		
Total Collected	3,503.25		Total Collected	1,734.42		Total Collected	8,914.23											
Attorney Fees	0.00		Attorney Fees	173.42		Attorney Fees	173.42											
Refunds Paid -	0.00		Refunds Paid -	0.00		Refunds Paid -	0.00											
Attorney Fees			Attorney Fees			Attorney Fees												
Attorney Fee Disbursement Amount	0.00		Attorney Fee Disbursement Amount	173.42		Attorney Fee Disbursement Amount	173.42											

Tax Collections Activity Report - Current/Delinquent

6/11/2024 8:07:01AM

Report Criteria

Entity: ALL
 Year: ALL
 Date Range: 05/01/2024 to 05/31/2024
 Batch(es): ALL

Entity	MISD BPP		Delinquent Years		All Years	
Current Year	M&O	I&S	M&O	I&S	M&O	I&S
Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Discounts	0.00	0.00	0.00	0.00	0.00	0.00
Penalty	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
Total Collected	0.00	0.00	0.00	0.00	0.00	0.00
Total Collected	0.00	0.00	0.00	0.00	0.00	0.00
Refunds Paid						
Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Penalty	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
Total Refunded:	0.00	0.00	0.00	0.00	0.00	0.00
Total Refunded:	0.00	0.00	0.00	0.00	0.00	0.00
Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Penalty	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
Total Disbursed:	0.00	0.00	0.00	0.00	0.00	0.00
Total Disbursed:	0.00	0.00	0.00	0.00	0.00	0.00
Total Collected	0.00	0.00	0.00	0.00	0.00	0.00
Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00
Other Fees	0.00	0.00	0.00	0.00	0.00	0.00
Overpayments	0.00	0.00	0.00	0.00	0.00	0.00
Total Paid	0.00	0.00	0.00	0.00	0.00	0.00
Underpayments	0.00	0.00	0.00	0.00	0.00	0.00
Total Paid	0.00	0.00	0.00	0.00	0.00	0.00
Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00
Refunds Paid -	0.00	0.00	0.00	0.00	0.00	0.00
Attorney Fees						
Attorney Fee Disbursement Amount	0.00		0.00		0.00	

Tax Collections Activity Report - Current/Delinquent

6/11/2024 8:07:01AM

Report Criteria

Entity: ALL
 Year: ALL
 Date Range: 05/01/2024 to 05/31/2024
 Batch(es): ALL

Entity	M&O		I&S		Delinquent Years		M&O		I&S		All Years		M&O		I&S	
Current Year																
Taxes	0.00		0.00		Taxes	0.00		0.00		Taxes	0.00		0.00		0.00	
Discounts	0.00		0.00		Discounts	0.00		0.00		Discounts	0.00		0.00		0.00	
Penalty	0.00		0.00		Penalty	0.00		0.00		Penalty	0.00		0.00		0.00	
Interest	0.00		0.00		Interest	0.00		0.00		Interest	0.00		0.00		0.00	
Total Collected	0.00		0.00		Total Collected	0.00		0.00		Total Collected	0.00		0.00		0.00	
Total Collected	0.00		0.00		Total Collected	0.00		0.00		Total Collected	0.00		0.00		0.00	
Refunds Paid					Refunds Paid					Refunds Paid						
Taxes	0.00		0.00		Taxes	0.00		0.00		Taxes	0.00		0.00		0.00	
Penalty	0.00		0.00		Penalty	0.00		0.00		Penalty	0.00		0.00		0.00	
Interest	0.00		0.00		Interest	0.00		0.00		Interest	0.00		0.00		0.00	
Total Refunded:	0.00		0.00		Total Refunded:	0.00		0.00		Total Refunded:	0.00		0.00		0.00	
Total Refunded:	0.00		0.00		Total Refunded:	0.00		0.00		Total Refunded:	0.00		0.00		0.00	
Taxes	0.00		0.00		Taxes	0.00		0.00		Taxes	0.00		0.00		0.00	
Penalty	0.00		0.00		Penalty	0.00		0.00		Penalty	0.00		0.00		0.00	
Interest	0.00		0.00		Interest	0.00		0.00		Interest	0.00		0.00		0.00	
Total Disbursed:	0.00		0.00		Total Disbursed:	0.00		0.00		Total Disbursed:	0.00		0.00		0.00	
Total Disbursed:	0.00		0.00		Total Disbursed:	0.00		0.00		Total Disbursed:	0.00		0.00		0.00	
Current Year																
Total Collected	0.00		0.00		Total Collected	0.00		0.00		Total Collected	0.00		0.00		0.00	
Attorney Fees	0.00		0.00		Attorney Fees	0.00		0.00		Attorney Fees	0.00		0.00		0.00	
Other Fees	0.00		0.00		Other Fees	0.00		0.00		Other Fees	0.00		0.00		0.00	
Overpayments	0.00		0.00		Overpayments	0.00		0.00		Overpayments	0.00		0.00		0.00	
Total Paid	0.00		0.00		Total Paid	0.00		0.00		Total Paid	0.00		0.00		0.00	
Underpayments	0.00		0.00		Underpayments	0.00		0.00		Underpayments	0.00		0.00		0.00	
Total Paid	0.00		0.00		Total Paid	0.00		0.00		Total Paid	0.00		0.00		0.00	
Delinquent Years																
Total Collected	0.00		0.00		Total Collected	0.00		0.00		Total Collected	0.00		0.00		0.00	
Attorney Fees	0.00		0.00		Attorney Fees	0.00		0.00		Attorney Fees	0.00		0.00		0.00	
Other Fees	0.00		0.00		Other Fees	0.00		0.00		Other Fees	0.00		0.00		0.00	
Overpayments	0.00		0.00		Overpayments	0.00		0.00		Overpayments	0.00		0.00		0.00	
Total Paid	0.00		0.00		Total Paid	0.00		0.00		Total Paid	0.00		0.00		0.00	
Underpayments	0.00		0.00		Underpayments	0.00		0.00		Underpayments	0.00		0.00		0.00	
Total Paid	0.00		0.00		Total Paid	0.00		0.00		Total Paid	0.00		0.00		0.00	
All Years																
Total Collected	0.00		0.00		Total Collected	0.00		0.00		Total Collected	0.00		0.00		0.00	
Attorney Fees	0.00		0.00		Attorney Fees	0.00		0.00		Attorney Fees	0.00		0.00		0.00	
Other Fees	0.00		0.00		Other Fees	0.00		0.00		Other Fees	0.00		0.00		0.00	
Overpayments	0.00		0.00		Overpayments	0.00		0.00		Overpayments	0.00		0.00		0.00	
Total Paid	0.00		0.00		Total Paid	0.00		0.00		Total Paid	0.00		0.00		0.00	
Underpayments	0.00		0.00		Underpayments	0.00		0.00		Underpayments	0.00		0.00		0.00	
Total Paid	0.00		0.00		Total Paid	0.00		0.00		Total Paid	0.00		0.00		0.00	
Attorney Fees	0.00		0.00		Attorney Fees	0.00		0.00		Attorney Fees	0.00		0.00		0.00	
Refunds Paid - Attorney Fees	0.00		0.00		Refunds Paid - Attorney Fees	0.00		0.00		Refunds Paid - Attorney Fees	0.00		0.00		0.00	
Attorney Fee Disbursement Amount	0.00		0.00		Attorney Fee Disbursement Amount	0.00		0.00		Attorney Fee Disbursement Amount	0.00		0.00		0.00	

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Totals for Entity: 23 Marathon ISD

Year	Original Tax	Adjustments	Adjusted Tax	Base Tax Pd	Under	Disc	Eff Taxes Paid	Penalty	Interest	Alt. Fee	Overage	Payments	Balance	%	#Owned
1971	18.55	0.00	18.55	18.55	0.00	0.00	18.55	0.00	0.00	0.00	0.00	18.55	0.00	100.00	0
1972	18.56	0.00	18.56	18.56	0.00	0.00	18.56	0.00	0.00	0.00	0.00	18.56	0.00	100.00	0
1973	18.56	0.00	18.56	18.56	0.00	0.00	18.56	0.00	0.00	0.00	0.00	18.56	0.00	100.00	0
1974	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	0
1975	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	0
1976	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	0
1977	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	0
1978	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	0
1979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	0
1980	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	0
1981	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	0
1982	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	0
1983	403.75	-365.30	48.45	48.45	0.00	0.00	48.45	3.64	78.76	16.91	0.00	147.76	0.00	100.00	0
1984	1,033.08	-613.07	420.01	420.01	0.00	0.00	420.01	37.04	769.41	167.27	0.00	1,393.73	0.00	100.00	0
1985	1,797.09	-1,480.62	336.47	336.47	0.00	0.00	336.47	26.15	527.88	115.82	0.00	1,006.32	0.00	100.00	0
1986	1,899.75	-1,623.26	276.49	276.49	0.00	0.00	276.49	25.42	487.25	108.67	0.00	897.83	0.00	100.00	0
1987	1,961.43	-1,206.32	755.11	755.11	0.00	0.00	755.11	86.16	1,855.44	398.94	0.00	3,095.65	0.00	100.00	0
1988	1,954.87	-1,164.86	790.01	790.01	0.00	0.00	790.01	90.12	1,874.86	407.37	0.00	3,162.36	0.00	100.00	0
1989	1,960.98	-1,150.11	810.87	810.87	0.00	0.00	810.87	73.94	1,455.17	321.84	0.00	2,661.82	0.00	100.00	0
1990	2,024.73	-1,179.43	845.30	845.30	0.00	0.00	845.30	76.72	1,431.20	322.07	0.00	2,675.29	0.00	100.00	0
1991	937.59	-417.23	520.36	520.36	0.00	0.00	520.36	50.81	815.05	193.36	0.00	1,579.58	0.00	100.00	0
1992	781.15	-306.25	474.90	474.90	0.00	0.00	474.90	48.58	724.84	176.71	0.00	1,425.03	0.00	100.00	0
1993	2,468.51	-954.24	1,514.27	1,514.27	0.00	0.00	1,514.27	159.05	2,241.14	558.89	0.00	4,473.35	0.00	100.00	0
1994	2,354.46	-1,030.07	1,324.39	1,324.39	0.00	0.00	1,324.39	133.45	1,797.57	456.48	0.00	3,711.89	0.00	100.00	0
1995	2,902.43	-1,081.92	1,820.51	1,820.51	0.00	0.00	1,820.51	150.77	1,855.97	489.52	0.00	4,316.77	0.00	100.00	0
1996	3,696.79	-1,220.58	2,476.21	2,476.21	0.00	0.00	2,476.21	181.27	2,019.06	556.71	0.00	5,233.25	0.00	100.00	0
1997	4,223.17	-1,418.58	2,804.59	2,804.59	0.00	0.00	2,804.59	209.28	2,194.50	622.14	0.00	5,890.51	0.00	100.00	0
1998	5,453.51	-1,445.52	4,007.99	4,007.99	0.00	0.00	4,007.99	268.31	2,423.51	739.10	0.00	7,438.91	0.00	100.00	0
1999	10,414.83	-1,459.91	8,954.92	8,954.92	0.00	0.00	8,954.92	432.96	3,704.64	1,013.58	0.00	14,106.10	0.00	100.00	0
2000	56,668.49	-1,428.35	55,240.14	55,240.14	0.00	0.00	55,240.14	487.42	3,263.21	1,092.10	0.00	60,022.87	0.00	100.00	0
2001	712,159.02	440.79	712,599.81	712,515.96	0.00	0.00	712,515.96	782.87	4,222.89	1,392.74	0.00	718,914.50	83.85	99.99	1
2002	694,002.92	-1,278.31	692,724.61	691,921.36	0.00	0.00	691,921.36	1,201.35	4,877.30	2,095.49	0.00	700,085.50	803.25	99.88	37
2003	662,708.92	-1,753.08	660,955.84	660,153.95	0.28	0.00	660,154.23	1,369.17	4,047.38	2,209.24	0.11	667,779.85	801.61	99.88	37
2004	713,904.51	-5,138.83	708,764.68	707,991.73	2.03	0.00	707,893.76	3,953.69	4,553.97	3,266.22	1.28	719,656.89	890.92	99.88	39

Effective Taxes Paid = Base Tax Pd + Under + Disc
 Amount Paid = Base Tax Pd + Penalty + Interest + Alt. Fee+ Overage
 Balance = Adjusted Tax- Eff Taxes Paid

Year to Date Recap Report 05/01/2024-05/31/2024

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Totals for Entity: 23 Marathon ISD

Year	Original Tax	Adjustments	Adjusted Tax	Base Tax Pd	Under	Due	Eff Taxes Paid	Penalty	Interest	Att. Fee	Overage	Payments	Balance	%	#Owed
2005	720,343.60	-5,722.65	714,620.95	713,507.92	2.23	0.00	713,510.15	4,441.18	3,608.84	2,301.57	2.25	723,961.76	1,110.80	99.84	41
2006	686,376.41	-5,415.79	679,960.62	678,978.53	0.97	0.00	678,979.50	3,483.83	3,035.06	2,943.57	1.73	688,442.72	981.12	99.86	40
2007	542,646.13	-12,597.90	530,048.23	529,298.65	0.84	0.00	529,299.49	2,375.60	1,656.93	1,616.78	2.19	534,950.15	748.74	99.86	41
2008	649,499.84	-2,249.89	647,249.95	646,295.41	2.32	0.00	646,297.73	2,877.87	2,365.57	1,826.33	1.31	653,966.49	952.22	99.85	45
2009	713,110.54	-33,305.88	679,804.66	678,393.73	0.26	0.00	678,393.99	3,566.74	2,888.23	2,999.74	1.77	687,850.21	1,410.67	99.79	52
2010	708,741.13	-2,670.27	706,070.86	704,563.36	4.28	0.00	704,567.64	2,744.24	2,677.36	2,657.60	3.35	712,645.91	1,503.22	99.79	58
2011	744,512.55	-1,714.95	742,797.60	741,361.87	0.79	0.00	741,362.66	2,912.10	2,905.60	2,562.64	1.81	749,744.02	1,435.04	99.81	57
2012	764,146.94	-2,018.40	762,128.54	760,593.65	4.19	0.00	760,597.84	2,923.01	2,797.44	2,557.77	2.45	768,874.32	1,530.70	99.80	61
2013	788,693.11	-6,168.63	782,524.48	780,970.23	2.12	0.00	780,972.35	4,397.98	3,796.52	4,445.25	5.79	793,615.77	1,551.13	99.80	65
2014	873,578.88	-17,511.24	856,067.64	854,487.61	6.68	0.00	854,494.29	4,081.75	3,004.27	3,258.26	4.93	864,836.82	1,573.35	99.82	68
2015	968,189.65	-4,782.13	963,407.52	961,472.96	3.08	0.00	961,476.04	4,201.38	3,214.72	2,795.44	6.47	971,690.97	1,931.48	99.80	76
2016	1,020,985.68	-14,639.27	1,006,346.41	1,003,809.70	4.17	0.00	1,003,813.87	4,033.79	3,796.11	4,961.19	3.34	1,016,604.13	2,532.54	99.75	81
2017	1,053,948.10	-5,063.56	1,048,884.54	1,046,367.85	2.23	0.00	1,046,370.08	4,036.82	3,569.75	4,450.05	3.37	1,058,427.84	2,514.46	99.76	81
2018	1,100,430.61	-11,584.44	1,088,846.17	1,087,257.85	3.21	0.00	1,087,261.06	3,355.63	3,615.78	4,523.19	3.26	1,098,755.71	1,585.11	99.85	85
2019	1,073,806.07	-22,591.85	991,214.22	989,335.48	6.35	0.00	989,341.83	2,959.17	2,486.16	3,178.38	1.79	997,970.98	1,872.39	99.81	91
2020	1,038,705.63	-4,410.92	1,034,294.71	1,028,911.80	1.88	0.00	1,028,913.68	4,444.08	2,858.19	3,110.98	3.32	1,039,328.37	5,381.03	99.48	110
2021	1,080,564.10	-4,541.28	1,076,012.82	1,069,974.22	2.09	0.00	1,069,976.31	3,995.39	2,474.95	3,182.49	1.18	1,079,628.23	6,036.51	99.44	129
2022	1,136,072.25	-8,438.23	1,128,634.02	1,118,262.77	3.09	0.00	1,118,265.86	3,736.55	1,920.60	3,332.52	2.90	1,127,256.34	8,368.16	99.26	131
2023	1,005,619.11	-3,294.99	1,002,324.12	980,046.34	1.55	0.00	980,046.89	1,708.62	438.87	0.00	3.16	982,195.99	22,277.23	97.78	231
Total for all Delinquent Years:															
	18,488,108.87	-192,674.23	18,295,434.64	18,249,793.25	53.09	0.00	18,249,846.34	74,415.28	99,904.12	73,354.92	54.60	18,497,522.17	45,588.30	1,426	
Totals for All Years:															
	19,493,727.98	-195,969.22	19,297,758.76	19,229,838.59	54.64	0.00	19,229,893.23	76,123.90	100,342.99	73,354.92	57.76	19,479,718.16	67,865.53	1,657	
Refund Paid:															
				-61,436.95	0.00	0.00		-734.54	-500.19	-228.39	-0.01	-62,900.08			

Effective Taxes Paid = Base Tax Pd + Under + Disc
 Amount Paid = Base Tax Pd + Penalty + Interest + Att. Fee+ Overage
 Balance = Adjusted Tax- Eff Taxes Paid

Year to Date Recap Report 05/01/2024-05/31/2024

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Totals for Entity: 23BP MISD BPP

Year	Original Tax	Adjustments	Adjusted Tax	Base Tax Pd	Under	Disc	EFF Taxes Paid	Penalty	Interest	Att. Fee	Overage	Payments	Balance	%	#Cward
2006	528.48	-97.72	430.76	430.76	0.00	0.00	430.76	11.61	7.08	14.25	0.00	463.70	0.00	100.00	0
2007	592.53	-274.81	317.72	317.72	0.00	0.00	317.72	7.04	1.43	0.00	0.00	326.19	0.00	100.00	0
2008	798.08	-3.06	765.02	764.98	0.04	0.00	765.02	15.62	7.94	0.00	0.00	788.54	0.00	99.99	0
2009	20,427.10	-20,093.94	333.16	333.16	0.00	0.00	333.16	6.46	3.30	0.00	0.00	342.92	0.00	100.00	0
2010	119.94	0.00	119.94	119.94	0.00	0.00	119.94	0.00	0.00	0.00	0.00	119.94	0.00	100.00	0
2011	402.85	-41.62	361.23	361.23	0.00	0.00	361.23	13.70	4.97	0.00	0.00	379.90	0.00	100.00	0
2012	637.88	-57.72	580.16	580.16	0.00	0.00	580.16	4.80	2.40	0.00	0.00	587.36	0.00	100.00	0
2013	1,002.65	-443.17	559.48	558.92	0.00	0.00	558.92	7.05	6.41	0.00	0.00	572.38	0.56	99.90	1
2014	281.25	-19.49	261.76	261.22	0.00	0.00	261.22	2.97	0.56	0.00	0.02	264.77	0.54	99.79	1
2015	31,974.19	-30,466.16	1,508.03	1,500.05	0.00	0.00	1,500.05	3.13	1.57	0.00	0.02	1,504.77	7.98	99.47	2
2016	234.16	-13.11	221.05	213.07	0.00	0.00	213.07	2.08	0.37	0.00	0.00	215.52	7.98	96.39	2
2017	270.90	-114.54	156.36	148.38	0.00	0.00	148.38	0.37	0.18	0.66	0.00	149.59	7.98	94.90	2
2018	1,169.44	-996.67	172.77	164.76	0.03	0.00	164.79	0.69	0.35	1.36	0.00	167.16	7.98	95.36	2
2019	366.22	-62.05	304.17	303.67	0.00	0.00	303.67	0.59	0.14	1.35	0.06	305.81	0.50	99.84	1
2020	336.92	0.00	336.92	336.42	0.00	0.00	336.42	0.18	0.05	1.33	0.00	337.98	0.50	99.85	1
2021	715.93	-331.38	384.55	384.08	0.00	0.00	384.08	0.35	0.11	0.00	0.00	384.54	0.47	99.88	1
2022	618.66	-24.40	594.26	594.26	0.00	0.00	594.26	2.88	1.42	0.00	0.00	598.56	0.00	100.00	0
Total for all Delinquent Years:															
	60,447.18	-53,039.84	7,407.34	7,372.78	0.07	0.00	7,372.85	79.52	38.28	18.95	0.10	7,509.63	34.49		13
Totals for All Years:															
	60,447.18	-53,039.84	7,407.34	7,372.78	0.07	0.00	7,372.85	79.52	38.28	18.95	0.10	7,509.63	34.49		13
Refund Paid:															
				-252.65		0.00		-2.46	-1.23	0.00	0.00	-256.34			

Effective Taxes Paid = Base Tax Pd + Under + Disc
 Amount Paid = Base Tax Pd + Penalty + Interest + Att. Fee+ Overage
 Balance = Adjusted Tax- Eff Taxes Paid

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Totals for Entity: 27 MCED

Year	Original Tax	Adjustments	Adjusted Tax	Base Tax Pd	Under	Disc	Eff Taxes Paid	Penalty	Interest	Att. Fee	Overage	Payments	Balance	%	#Owned
1991	1,438.69	-652.90	785.79	785.79	0.00	0.00	785.79	77.60	1,249.66	296.11	0.00	2,409.16	0.00	100.00	0
1992	1,472.09	-643.08	829.01	829.01	0.00	0.00	829.01	86.56	1,322.26	319.50	0.00	2,557.33	0.00	100.00	0
Total for all Delinquent Years:															
	2,910.78	-1,295.98	1,614.80	1,614.80	0.00	0.00	1,614.80	164.16	2,571.92	615.61	0.00	4,986.49	0.00		0
Totals for All Years:															
	2,910.78	-1,295.98	1,614.80	1,614.80	0.00	0.00	1,614.80	164.16	2,571.92	615.61	0.00	4,986.49	0.00		0
Refund Paid:															
					0.00	0.00		0.00	0.00	0.00	0.00	0.00			0

Effective Taxes Paid = Base Tax Pd + Under + Disc
 Amount Paid = Base Tax Pd + Penalty + Interest + Att. Fee+ Overage
 Balance = Adjusted Tax- Eff Taxes Paid

Tax Collections Activity Report - Current/Delinquent

6/11/2024

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Report Criteria

Entity: ALL
 Year: ALL
 Date Range: 10/01/2023 to 09/31/2024
 Batch(es): ALL

Brewster County Tax Office
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Entity	Marathon ISD		Delinquent Years		All Years	
Current Year	M&O	I&S	M&O	I&S	M&O	I&S
Taxes	981,757.20	0.00	12,403.83	0.00	994,161.03	0.00
Discounts	0.00	0.00	0.00	0.00	0.00	0.00
Penalty	1,708.62	0.00	1,308.49	0.00	3,017.11	0.00
Interest	438.87	0.00	3,559.56	0.00	3,998.43	0.00
Total Collected	983,904.69	0.00	17,271.88	0.00	1,001,176.57	0.00
Total Collected	983,904.69		17,271.88		1,001,176.57	
Refunds Paid						
Taxes	1,711.86	0.00	3.43	0.00	1,715.29	0.00
Penalty	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
Total Refunded:	1,711.86	0.00	3.43	0.00	1,715.29	0.00
Total Refunded:	1,711.86		3.43		1,715.29	
Taxes	980,045.34	0.00	12,400.40	0.00	992,445.74	0.00
Penalty	1,708.62	0.00	1,308.49	0.00	3,017.11	0.00
Interest	438.87	0.00	3,559.56	0.00	3,998.43	0.00
Total Disbursed:	982,192.83	0.00	17,268.45	0.00	999,461.28	0.00
Total Disbursed:	982,192.83		17,268.45		999,461.28	
Current Year						
Total Collected	983,904.69		17,271.88		1,001,176.57	
Attorney Fees	0.00		3,161.15		3,161.15	
Other Fees	0.00		0.00		0.00	
Overpayments	3.16		0.00		3.16	
Total Paid	983,907.85		20,433.03		1,004,340.88	
Delinquent Years						
Total Collected			17,271.88			
Attorney Fees			3,161.15		3,161.15	
Other Fees			0.00		0.00	
Overpayments			0.00		3.16	
Total Paid			20,433.03		1,004,340.88	
All Years						
Total Collected			17,271.88		1,001,176.57	
Attorney Fees			3,161.15		3,161.15	
Other Fees			0.00		0.00	
Overpayments			0.00		3.16	
Total Paid			20,433.03		1,004,340.88	
Underpayments						
	1.55		0.01		1.56	
Total Paid	983,907.85		20,433.03		1,004,340.88	
Attorney Fee Disbursement Amount						
	0.00		3,161.15		3,161.15	

Tax Collections Activity Report - Current/Delinquent

6/11/2024

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Report Criteria

Entity: ALL
 Year: ALL
 Date Range: 10/01/2023 to 05/31/2024
 Batch(es): ALL

Entity	MISD BPP		Delinquent Years		All Years	
Current Year	M&O	I&S	M&O	I&S	M&O	I&S
Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Discounts	0.00	0.00	0.00	0.00	0.00	0.00
Penalty	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
Total Collected	0.00	0.00	0.00	0.00	0.00	0.00
Total Collected	0.00	0.00	0.00	0.00	0.00	0.00
Refunds Paid						
Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Penalty	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
Total Refunded:	0.00	0.00	0.00	0.00	0.00	0.00
Total Refunded:	0.00	0.00	0.00	0.00	0.00	0.00
Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Penalty	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
Total Disbursed:	0.00	0.00	0.00	0.00	0.00	0.00
Total Disbursed:	0.00	0.00	0.00	0.00	0.00	0.00
Total Collected	0.00	0.00	0.00	0.00	0.00	0.00
Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00
Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00
Other Fees	0.00	0.00	0.00	0.00	0.00	0.00
Overpayments	0.00	0.00	0.00	0.00	0.00	0.00
Total Paid	0.00	0.00	0.00	0.00	0.00	0.00
Underpayments	0.00	0.00	0.00	0.00	0.00	0.00
Total Paid	0.00	0.00	0.00	0.00	0.00	0.00
Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00
Refunds Paid - Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00
Attorney Fee Disbursement Amount	0.00	0.00	0.00	0.00	0.00	0.00

Tax Collections Activity Report - Current/Delinquent

6/11/2024

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Report Criteria

Entity: ALL
 Year: ALL
 Date Range: 10/01/2023 to 05/31/2024
 Batch(es): ALL

Entity	MCED		Delinquent Years		All Years	
Current Year	M&O	I&S	M&O	I&S	M&O	I&S
Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Discounts	0.00	0.00	0.00	0.00	0.00	0.00
Penalty	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
Total Collected	0.00	0.00	0.00	0.00	0.00	0.00
Total Collected	0.00	0.00	0.00	0.00	0.00	0.00
Refunds Paid						
Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Penalty	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
Total Refunded:	0.00	0.00	0.00	0.00	0.00	0.00
Total Refunded:	0.00	0.00	0.00	0.00	0.00	0.00
Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Penalty	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
Total Disbursed:	0.00	0.00	0.00	0.00	0.00	0.00
Total Disbursed:	0.00	0.00	0.00	0.00	0.00	0.00
Current Year						
Total Collected	0.00	0.00	0.00	0.00	0.00	0.00
Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00
Other Fees	0.00	0.00	0.00	0.00	0.00	0.00
Overpayments	0.00	0.00	0.00	0.00	0.00	0.00
Total Paid	0.00	0.00	0.00	0.00	0.00	0.00
Underpayments	0.00	0.00	0.00	0.00	0.00	0.00
Total Paid	0.00	0.00	0.00	0.00	0.00	0.00
Delinquent Years						
Total Collected	0.00	0.00	0.00	0.00	0.00	0.00
Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00
Other Fees	0.00	0.00	0.00	0.00	0.00	0.00
Overpayments	0.00	0.00	0.00	0.00	0.00	0.00
Total Paid	0.00	0.00	0.00	0.00	0.00	0.00
Underpayments	0.00	0.00	0.00	0.00	0.00	0.00
Total Paid	0.00	0.00	0.00	0.00	0.00	0.00
All Years						
Total Collected	0.00	0.00	0.00	0.00	0.00	0.00
Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00
Other Fees	0.00	0.00	0.00	0.00	0.00	0.00
Overpayments	0.00	0.00	0.00	0.00	0.00	0.00
Total Paid	0.00	0.00	0.00	0.00	0.00	0.00
Underpayments	0.00	0.00	0.00	0.00	0.00	0.00
Total Paid	0.00	0.00	0.00	0.00	0.00	0.00
Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00
Refunds Paid - Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00
Attorney Fee Disbursement Amount	0.00	0.00	0.00	0.00	0.00	0.00

Totals for Entity: 23 Marathon ISD

Year	Base Tax Pd	Under	Discounts	EFF Taxes Paid	Penalty	Interest	Att. Fee	Overage	Payments	Adjustments
1971	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1972	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1973	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1974	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1975	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1976	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1977	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1978	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1980	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1981	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1982	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1983	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1985	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1986	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1987	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1988	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1989	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1990	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1991	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1992	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1993	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1994	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1995	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1996	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1997	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1998	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1999	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Effective Taxes Paid = Base Tax Pd + Under + Disc
 Amount Paid = Base Tax Pd + Penalty + Interest + Att. Fee+ Overage

Totals for Entity: 23 Marathon ISD

Year	Base Tax Pd	Under	Discounts	Eft Taxes Paid	Penalty	Interest	Att. Fee	Overage	Payments	Adjustments
2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2021	292.45	0.00	0.00	292.45	35.10	81.10	81.72	0.00	490.37	0.00
2022	358.21	0.00	0.00	358.21	42.99	57.31	91.70	0.00	550.21	0.00
2023	3,027.07	0.05	0.00	3,027.12	262.39	116.42	0.00	0.00	3,405.88	0.00
Total for Delinquent Years										
650.66 0.00 0.00 650.66 78.09 138.41 173.42 0.00 1,040.58 0.00										
Totals for All Years:										
3,677.73 0.05 0.00 3,677.78 340.48 254.83 173.42 0.00 4,446.46 0.00										
Refund Paid:										
-97.37 0.00 0.00 0.00 0.00 0.00 0.00 0.00 -97.37 0.00										

Effective Taxes Paid = Base Tax Pd + Under + Disc
 Amount Paid = Base Tax Pd + Penalty + Interest + Att. Fee+ Overage

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Totals for Entity: 23BP MISD BPP

Year	Base Tax Pd	Under	Discounts	Eft Taxes Paid	Penalty	Interest	Att. Fee	Overage	Payments	Adjustments
2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Delinquent Years										
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals for All Years:										
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refund Paid:										
	0.00		0.00		0.00		0.00		0.00	

Effective Taxes Paid = Base Tax Pd + Under + Disc
 Amount Paid = Base Tax Pd + Penalty + Interest + Att. Fee+ Overage

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Totals for Entity: 27 MCED

Year	Base Tax Pd	Under	Discounts	Eff Taxes Paid	Penalty	Interest	Att. Fee	Coverage	Payments	Adjustments
1991	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1992	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Delinquent Years										
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals for All Years:										
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refund Paid:										
	0.00		0.00		0.00	0.00	0.00	0.00	0.00	

Effective Taxes Paid = Base Tax Pd + Under + Disc
 Amount Paid = Base Tax Pd + Penalty + Interest + Att. Fee+ Coverage

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
033868	05-09-2024		00403	AA Chemical & Supply	199-51-6317.00-999-499000	C	Custodial Supplies	586.25	N
033869	05-09-2024		01607	Agency 405 Crime Recor	199-41-6499.04-701-499000	C	Fees/ Background checks/Othe	5.00	N
033870	05-09-2024		00003	ALPINE ISD	497-36-6269.01-001-438000	C	Charter Bus Lease OC Tour	1,000.00	N
033871	05-09-2024		14575	Amy Ruth Anthony	497-12-6299.00-001-438000	C	CCMR/Contracted Services	1,500.00	N
033872	05-09-2024		14064	BEN E KEITH DFW	497-36-6412.01-001-438000	C	Breakfast Sup for OC tour trip	300.72	N
033873	05-09-2024		00013	DOUBLE R WELDING S	199-11-6268.00-001-422015	C	gasses and rental	34.10	N
					199-11-6268.00-001-422015		gasses and rental	296.20	
							Check 033873 Total:	330.30	
033874	05-09-2024		01272	Labatt Food Service LLC	101-35-6341.00-001-499000	C	Breakfast Food	36.64	N
					101-35-6341.00-001-499000		Breakfast Food	197.32	
					101-35-6341.02-001-499000		Food SCA	69.19	
					101-35-6341.02-001-499000		Food SCA	149.39	
					101-35-6342.00-001-499000		non-food	22.34	
					101-35-6499.00-001-499000		misc costs	35.00	
							Check 033874 Total:	509.88	
033875	05-09-2024		01033	MARATHON WATER &	199-51-6259.01-999-499000	C	Water/Sewage	705.95	N
033876	05-09-2024		00146	MASTERCARD - CARD	199-11-6412.00-001-411015	C	meals el paso	69.54	N
					199-11-6412.00-001-411015		meals el paso	68.33	
					199-11-6494.00-001-411015		meals el paso	70.00	
					199-34-6319.00-999-499000		2 tires	944.00	
					199-36-6399.03-001-499013		NHS Graduation	100.87	
					199-36-6412.05-001-499000		Nationals Airfair	467.96	
					199-36-6412.05-001-499000		Nationals Airfair	467.96	
					199-36-6412.32-001-491000		Hotel State Track	465.40	
					199-36-6412.32-001-491000		Hotel State Track	465.40	
					199-36-6412.32-001-491000		Meals State Track Meet	53.53	
					199-36-6412.32-001-491000		Meals State Track Meet	85.00	
					199-36-6412.32-001-491000		Meals State Track Meet	38.54	
					199-36-6412.32-001-491000		Meals State Track Meet	55.52	
					199-36-6412.32-001-491000		Meals State Track Meet	2.78	
					199-36-6412.32-001-491000		Meals State Track Meet	35.67	
					199-36-6412.32-001-491000		Meals State Track Meet	22.71	
					199-36-6412.36-001-491000		Tennis Fuel - emergency use	28.02	
					199-36-6412.36-001-491000		Tennis Meals - JH	22.58	
					199-36-6494.00-001-491000		Regional Track Travel	78.20	
					199-36-6494.00-001-491000		Tennis Meals - JH	10.00	
					199-36-6494.00-001-491000		Fuel State Track Meet	90.52	
					199-36-6499.00-001-499006		Nationals Registration	245.00	
					497-36-6412.01-001-438000		OC Tour Meals	949.18	
							Check 033876 Total:	4,836.71	

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
033877	05-09-2024		01512	MCCOY'S #86	198-51-6319.00-999-499000	C	Supt house repairs	882.27	N
					198-51-6319.00-999-499000		Supt house repairs	878.98	
							Check 033877 Total:	1,761.25	
033878	05-09-2024		14618	MindRise Learning	283-11-6399.00-001-230000	C	MindRise proposal-tutoring pro	1,908.00	N
033879	05-09-2024		00057	MORRISON TRUE VAL	199-11-6395.02-001-422015	C	wire grinding wheels	200.88	N
033880	05-09-2024		14250	QUILL CORPORATION	199-41-6399.00-750-499000	C	Ink Cartridges	263.43	N
033881	05-09-2024		14621	Rankin ISD Band	199-36-6412.32-001-491000	C	3/21 Meals	116.00	N
033882	05-09-2024		01306	Terlingua Common Scho	199-36-6412.32-001-491000	C	Meals Basketball	70.00	N
033883	05-09-2024		01408	Texas Disposal Systems,	199-51-6259.05-999-499000	C	Waste Disposal	278.74	N
033884	05-09-2024		01366	AT&T MOBILITY	199-51-6259.02-999-499000	C	Mobile/WiFi Service	117.62	N
033885	05-09-2024		01549	BIG BEND TELEPHONE	199-51-6258.00-999-499000	C	VOIP/Internet	475.51	N
033886	05-09-2024		00057	MORRISON TRUE VAL	199-51-6319.01-999-499000	C	Maint Sup - April	83.18	N
033887	05-09-2024		00312	REGION 18 ESC	199-53-6238.02-001-499000	C	Screen Monitoring	52.50	N
033888	05-14-2024		00403	AA Chemical & Supply	199-51-6317.00-999-499000	C	Custodial Supplies	65.39	N
					199-51-6317.00-999-499000		Cleaning brushes back order	14.54	
							Check 033888 Total:	79.93	
033889	05-14-2024		14622	ACT2	199-13-6411.00-001-430000	C	Chemistry Teacher Conference	450.00	N
033890	05-14-2024		14055	AUTOZONE	199-34-6319.01-999-499000	C	Fuel filters for bus	439.33	N
033891	05-14-2024		01522	CMC BUSINESS SYSTE	199-11-6269.00-001-411001	C	Copier Lease	161.72	N
					199-11-6269.00-001-411101		Copier Lease	189.95	
					199-41-6269.00-701-499000		Copier Lease	53.90	
					199-41-6269.00-750-499000		Copier Lease	53.90	
							Check 033891 Total:	459.47	
033892	05-14-2024		01375	DIRECT ENERGY BUSI	199-51-6259.03-999-499000	C	Electricity	1,201.72	N
033893	05-14-2024		14561	Ivonne Durant	199-36-6499.00-001-491000	C	bottled water for Awards Banq	24.43	N
033894	05-14-2024		14393	Follett School Solutions,	199-12-6399.01-001-411000	C	Destiny library software	821.41	N
033895	05-14-2024		01269	Travis Jarrell	199-11-6412.00-001-411000	C	Big Bend Entry Fees	60.00	N
033896	05-14-2024		01272	Labatt Food Service LLC	101-35-6341.02-001-499000	C	Food SCA	88.96	N
					101-35-6499.00-001-499000		misc costs	35.00	
							Check 033896 Total:	123.96	

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
033897	05-14-2024		01512	MCCOY'S #86	199-51-6319.01-999-499000	C	Maint Sup - April	23.14	N
033898	05-14-2024		14450	Gayla Owen	199-11-6299.33-001-411000	C	CPR certification Jrs/Srs	255.00	N
033899	05-14-2024		14250	QUILL CORPORATION	199-23-6399.30-001-499000	C	paper goods, copy paper, supp	10.07	N
					199-36-6499.00-001-491000		Awards Banquet sup, ink cartri	155.96	
					199-36-6499.00-001-491000		Awards Banquet sup, ink cartri	236.14	
					199-36-6499.00-001-491000		Awards Banquet sup, ink cartri	67.95	
							Check 033899 Total:	470.12	
033900	05-14-2024		01582	TW HEAT & AIR LLC	199-51-6249.00-999-499000	C	AC Service for HS AC offices	957.14	N
033901	05-17-2024		14178	JANET L GROTH	497-11-6299.00-001-438000	C	TSI tutor	600.00	N
033902	05-17-2024		01512	MCCOY'S #86	199-51-6319.01-999-499000	C	Maint Sup - April	58.13	N
033903	05-17-2024		14625	Julie Vega	497-11-6299.00-001-438000	C	TSI tutor	600.00	N
033904	05-17-2024		14575	Amy Ruth Anthony	497-11-6499.02-001-438000	C	Reimb for TSI Tutors meal	46.80	N
033905	05-25-2024		00637	First Financial Administra	863-00-2153.00-043-400000	D	MAY DED LIFE INSURANCE	9.12	N
					863-00-2153.00-106-400000		MAY DED HEALTH INSURAN	595.42	
					863-00-2153.00-107-400000		MAY DED HEALTH INSURAN	208.05	
					863-00-2153.00-108-400000		MAY DED LIFE INSURANCE	897.37	
					863-00-2153.00-109-400000		MAY DED HEALTH INSURAN	121.08	
					863-00-2153.00-113-400000		MAY DED LIFE INSURANCE	106.10	
					863-00-2153.00-114-400000		MAY DED LIFE INSURANCE	14.00	
					863-00-2153.00-115-400000		MAY DED LIFE INSURANCE	2.00	
					863-00-2153.00-120-400000		MAY DED HEALTH INSURAN	196.00	
					863-00-2159.00-045-400000		MAY DED TAX SHEL. ANNUIT	200.00	
					863-00-2159.00-046-400000		MAY DED TAX SHEL. ANNUIT	210.00	
					863-00-2159.00-111-400000		MAY DED INCOME REPLACE	434.04	
					863-00-2159.00-116-400000		MAY DED HSA	25.00	
					863-00-2159.00-118-400000		MAY DED INCOME REPLACE	30.16	
							Check 033905 Total:	3,048.34	
033906	05-29-2024		00403	AA Chemical & Supply	199-51-6317.00-999-499000	C	Custodial Supplies	256.82	N
033907	05-29-2024		01414	AT&T	199-51-6259.02-999-499000	C	Long Distance	12.21	N
033908	05-29-2024		14624	Balmorhea ISD	199-36-6412.32-001-491000	C	Track Meals - HS Area Meet	40.00	N
033909	05-29-2024		14624	Balmorhea ISD	199-36-6412.36-001-491000	C	Tennis Meals - HS	70.00	N
033910	05-29-2024		00015	BREWSTER COUNTY T	199-41-6213.00-703-499000	C	Tax Collections	5,629.25	N
033911	05-29-2024		14341	BSN SPORTS, LLC	199-36-6399.36-001-491000	C	PO Created by Req: 400281	156.00	N

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
033912	05-29-2024		14251	COLLEGE BOARD	199-31-6499.00-001-499000	C	SAT Spring 11th	156.00	N
033913	05-29-2024		00146	MASTERCARD - CARD	199-11-6395.02-001-411024	C	High School Field Day	137.31	N
					199-11-6395.02-001-411024		High School Field Day	10.01	
					199-11-6395.02-001-411024		High School Field Day	181.42	
					199-31-6499.00-001-499000		TSIA2 TESTS	175.00	
					199-36-6399.00-001-491000		Award Banquet meal, decor	65.30	
					199-36-6399.00-001-491000		Award Banquet meal, decor	246.19	
					199-36-6412.05-001-499000		State History Travel	1.79	
					199-36-6412.05-001-499000		State History Travel	1.00	
					199-36-6412.05-001-499000		Nationals/Car Rental	790.16	
					199-36-6412.36-001-491000		Tennis Meals - HS Regionals	24.87	
					199-36-6412.36-001-491000		Tennis Meals - HS Regionals	120.00	
					199-36-6412.36-001-491000		Tennis Meals - HS Regionals	25.01	
					199-36-6412.36-001-491000		Tennis Meals - HS Regionals	90.84	
					199-36-6412.36-001-491000		Tennis Meals - HS Regionals	38.15	
					199-36-6412.36-001-491000		Tennis Meals - HS Regionals	39.97	
					199-36-6412.36-001-491000		Hotel Rooms - Regional Tennis	359.52	
					199-36-6412.36-001-491000		Hotel Rooms - Regional Tennis	359.52	
					199-36-6412.36-001-491000		Hotel Rooms - Regional Tennis	359.52	
					199-36-6412.36-001-491000		Hotel Rooms - Regional Tennis	389.68	
					199-36-6499.02-001-499013		NHS 3-Stoles	87.99	
					497-36-6412.01-001-438000		College Career Fair meals	219.19	
					497-36-6412.01-001-438000		TSI camp/snacks, door prizes	93.95	
					497-36-6412.01-001-438000		TSI camp/snacks, door prizes	131.90	
					865-36-6412.09-001-499000		Student Council Trip	375.79	
					865-36-6412.09-001-499000		Student Council Trip	54.15	
					865-36-6412.09-001-499000		Student Council Trip	64.98	
					865-36-6412.09-001-499000		Student Council Trip	10.83	
					865-36-6412.09-001-499000		Student Council Trip	10.83	
					865-36-6412.09-001-499000		Student Council Trip	21.66	
							Check 033913 Total:	4,486.53	
033914	05-29-2024		00057	MORRISON TRUE VAL	199-11-6395.02-001-422015	C	wire grinding wheels	174.71	N
033915	05-29-2024		00266	Terrell Co ISD	199-36-6412.32-001-491000	C	Tennis Meals - HS	72.00	N
					199-36-6412.36-001-491000		Tennis Meals - HS	60.00	
							Check 033915 Total:	132.00	
033917	05-29-2024		00301	Odessa College	199-11-6223.00-001-438000	C	Spring 2024 Tuition/Fees	370.00	N
052401	05-24-2024		00148	United States Treasury	863-00-2151.00-000-400000	D	May Payroll	8,602.83	N
					863-00-2152.01-000-400000		May Payroll	3.02	
					863-00-2152.01-000-400000		May Payroll	1,232.77	
					863-00-2152.02-000-400000		May Payroll	3.02	
					863-00-2152.02-000-400000		May Payroll	1,232.77	
							Check 052401 Total:	11,074.41	

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
052402	05-31-2024		00086	TEACHER RETIREMEN	863-00-2155.00-000-400000	D	May Payroll	5,484.70	N
					863-00-2155.00-000-400000		May Payroll	432.12	
					863-00-2155.01-000-400000		May Payroll	68.75	
					863-00-2155.02-000-400000		May Payroll	659.15	
					863-00-2155.04-000-400000		May Payroll	498.62	
					863-00-2155.06-000-400000		May Payroll	2,980.80	
					863-00-2155.07-016-400000		May Payroll	535.00	
					863-00-2155.08-000-400000		May Payroll	1,111.36	
							Check 052402 Total:	11,770.50	
052403	05-01-2024		00086	TEACHER RETIREMEN	863-00-2153.00-007-400000	D	May Premium	7,042.00	N
052404	05-01-2024		00086	TEACHER RETIREMEN	863-00-2155.00-000-400000	D	April Payroll	5,441.79	N
					863-00-2155.00-000-400000		April Payroll	428.75	
					863-00-2155.01-000-400000		April Payroll	68.75	
					863-00-2155.02-000-400000		April Payroll	576.65	
					863-00-2155.04-000-400000		April Payroll	494.71	
					863-00-2155.06-000-400000		April Payroll	2,980.80	
					863-00-2155.07-016-400000		April Payroll	535.00	
					863-00-2155.08-000-400000		April Payroll	1,120.48	
							Check 052404 Total:	11,646.93	
							Grand Totals:	77,838.20	

End of Report

Obj / Func	Description	Annual Budget	YTD Actual	YTD Encumbrance	Variance	Percent To Total
REVENUES:						
5700	Revenues, Local & Intermediate	1,167,254.00	-1,139,914.40	.00	27,339.60	63.36%
5800	State Program Revenues	834,273.00	-649,303.04	.00	184,969.96	36.09%
5900	Federal Program Revenues	26,200.00	-9,963.62	.00	16,236.38	.55%
5000	Total Revenues	2,027,727.00	-1,799,181.06	.00	228,545.94	100.00%
EXPENDITURES:						
11	Instruction	-983,712.00	629,947.77	6,978.58	-346,785.65	45.34%
12	Inst. Resources/Media Services	-1,800.00	821.41	.00	-978.59	.06%
13	Curriculum/Instructional PD	-17,074.00	7,973.00	2,145.00	-6,956.00	.57%
23	School Leadership	-104,317.00	69,492.50	51.67	-34,772.83	5.00%
31	Guidance/Counseling/Evaluation	-10,818.00	2,878.73	1,218.00	-6,721.27	.21%
33	Health Services	-5,547.00	1,764.44	830.56	-2,952.00	.13%
34	Student Transportation	-19,750.00	12,189.35	1,927.42	-5,633.23	.88%
35	Food Services	-24,214.00	16,307.99	2,675.00	-5,231.01	1.17%
36	Extracurricular Activities	-88,351.00	60,499.47	3,329.66	-24,521.87	4.35%
41	General Administration	-256,751.00	170,254.47	24,140.13	-62,356.40	12.25%
51	Facilities Maintenance & Opera	-255,949.00	171,977.98	29,391.35	-54,579.67	12.38%
52	Security & Monitoring Services	-22,000.00	8,600.27	70.00	-13,329.73	.62%
53	Data Processing Services	-223,344.00	198,091.54	2,523.85	-22,728.61	14.26%
61	Community Services	-1,000.00	957.21	.00	-42.79	.07%
71	Debt Services	-35,000.00	.00	.00	-35,000.00	.00%
91	Purchase of WADA from State/Sc	-6,000.00	.00	.00	-6,000.00	.00%
93	Payments to Fiscal Agent	-6,600.00	6,600.00	.00	.00	.48%
99	Other Intergovernmental Charge	-38,500.00	31,087.83	7,412.17	.00	2.24%
6000	Total Expenditures	-2,100,727.00	1,389,443.96	82,693.39	-628,589.65	100.01%
OPERATING TRANSFERS:						
7913	Proceeds of Capital Leases	5,000.00	.00	.00	5,000.00	
7915	Operating Transfers In	10,014.00	.00	.00	10,014.00	
7949	Other Resources	34,000.00	.00	.00	34,000.00	
7000	Total Other Resources/Non-Operating Rev	49,014.00	.00	.00	49,014.00	
8911	Operating Transfers Out	-10,014.00	.00	.00	-10,014.00	
8000	Total Other Uses/Non-Operating Exp	-10,014.00	.00	.00	-10,014.00	
Total Operating Transfers		39,000.00	.00			
3000 Fund Balance - May (Unaudited)		.00	.00			
3000 Year to Date Fund Balance (Unaudited)		-34,000.00	-409,737.10			

End of Report

0177 - MAINTENANCE FUND/WTNB/TPB

Cash		Cash Starting Balance	.00
	101 / 4		8,255.70
	198 / 4		-13,606.25
	199 / 4		53,698.67
	255 / 3		.00
	255 / 4		.00
	269 / 1		-3,543.44
	282 / 1		.00
	283 / 2		-3,228.79
	429 / 3		-11,428.60
	461 / 4		1,285.11
	497 / 4		27,978.26
	498 / 4		.00
	863 / 4		6,023.52
	864 / 2		.00
	864 / 3		.00
	865 / 4		6,717.64
		Cash Ending Balance	72,151.82
		Group 0177 Ending Balance	72,151.82

1225 - CD 1225/TRANSPICOS BANK

Add Investments		Investment Starting Balance	.00
	CD - CD/OPERATIONS	199 / 4 1101 02	.00
		Investment Ending Balance	.00
		Group 1225 Ending Balance	.00

1312 - CD 1312/TRANSPICOS BANK

Add Investments		Investment Starting Balance	.00
	CD - CD/OPERATIONS	199 / 4 1101 03	.00
		Investment Ending Balance	.00
		Group 1312 Ending Balance	.00

LSIP - LONE STAR INVESTMENT POOL

Cash		Cash Starting Balance	.00
	199 / 4		2,405,627.06
		Cash Ending Balance	2,405,627.06
		Group LSIP Ending Balance	2,405,627.06

SCHO - SCHOLARSHIP FUND/TRANSPICOS

Cash		Cash Starting Balance	.00
	829 / 4		45,794.28
		Cash Ending Balance	45,794.28
		Group SCHO Ending Balance	45,794.28

TOTALS

Cash Ending Balance	2,523,573.16
Add Investment Balance	.00
Totals	2,523,573.16

End of Report

Board Report
Detail Comparison of Revenue to Budget
Marathon ISD
As of May

Fund 101 / 4 Food Service Fund

	Budget	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - Revenue Control Accounts						
5900 - Federal Program Revenues						
5920 - Federal Revenues Dist by TEA						
5921-00.000-4-00000 School Breakfast Program		10,200.00	-1,429.58	-9,719.20	480.80	95.29%
5921-03.000-4-00000 SCA FY23		.00	.00	-244.42	-244.42	.00%
Sub Total 5920		10,200.00	-1,429.58	-9,963.62	236.38	97.68%
Total Federal Program Revenues		10,200.00	-1,429.58	-9,963.62	236.38	97.68%

Board Report
Detail Comparison of Revenue to Budget
Marathon ISD
As of May

Fund 101 / 4 Food Service Fund

	<u>Budget</u>	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
7000 - Other Resources/NonOperating R						
7900 - Other Resources/NonOperating R						
7910 - Other Resources/NonOperating R						
7915-00.000-4-00000 Transfer In/199		10,014.00	.00	.00	10,014.00	.00%
Sub Total 7910		10,014.00	.00	.00	10,014.00	.00%
7940 - Other Resources						
7949-00.001-4-00000 Other Resources/SCA Grant		4,000.00	.00	.00	4,000.00	.00%
Sub Total 7940		4,000.00	.00	.00	4,000.00	.00%
Total Other Resources/NonOperating R		14,014.00	.00	.00	14,014.00	.00%
Total Revenue Local-State-Federal		24,214.00	-1,429.58	-9,963.62	14,250.38	41.15%
Total for 001 - Marathon Schools	.00	24,214.00	-1,429.58	-9,963.62	14,250.38	41.15%

Fund 101 / 4 Food Service Fund

As of May

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Realized</u>
6000 - Expenditures/Expense Object Co						
35 - Food Services						
6100 - Payroll Costs						
6129-00.001-4-99000 Salary/Food Service	-10,000.00	.00	6,537.48	833.34	-3,462.52	65.37%
6141-00.001-4-99000 Social Security/Medicare	-145.00	.00	94.76	12.08	-50.24	65.35%
6142-00.001-4-99000 Group Health & Life	-1,652.00	.00	1,239.30	137.70	-412.70	75.02%
6143-00.001-4-99000 Workers' Compensation	-49.00	.00	43.83	4.87	-5.17	89.45%
6145-00.001-4-99000 Unemployment	-38.00	.00	.00	.00	-38.00	.00%
6146-00.001-4-99000 TRS/TRS Care	-1,180.00	.00	812.59	101.25	-367.41	68.86%
Sub Total 6100	-13,064.00	.00	8,727.96	1,089.24	-4,336.04	66.81%
6300 - Supplies & Materials						
6341-00.001-4-99000 Food	-4,500.00	1,236.46	3,263.57	233.96	.03	72.52%
6341-02.001-4-99000 SCA Grant Expenditures	-4,000.00	806.41	3,193.59	307.54	.00	79.84%
6342-00.001-4-99000 Non-Food	-500.00	182.13	317.87	22.34	.00	63.57%
Sub Total 6300	-9,000.00	2,225.00	6,775.03	563.84	.03	75.28%
6400 - Other Operating Costs						
6411-00.001-4-99000 Employee Travel/Prof Dev	-750.00	155.00	.00	.00	-595.00	.00%
6499-00.001-4-99000 Misc Costs	-1,100.00	295.00	805.00	70.00	.00	73.18%
6499-01.001-4-99000 TDSHS Fees	-300.00	.00	.00	.00	-300.00	.00%
Sub Total 6400	-2,150.00	450.00	805.00	70.00	-895.00	37.44%
Total Function 35 Food Services	-24,214.00	2,675.00	16,307.99	1,723.08	-5,231.01	67.35%
Total Expenditures	-24,214.00	2,675.00	16,307.99	1,723.08	-5,231.01	67.35%
Total for 001 - Marathon Schools	-24,214.00	2,675.00	16,307.99	1,723.08	-5,231.01	67.35%

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Realized</u>
6000 - Expenditures/Expense Object Co						
51 - Facilities Maintenance & Opera						
6200 - Professional & Contracted Serv						
6249-00.001-4-99000 Repairs/Fac/Security	-4,745.00	.00	4,745.00	.00	.00	100.00%
6249-00.999-4-99000 Repairs/Teacherage	-14,200.00	7,100.00	7,100.00	.00	.00	50.00%
Sub Total 6200	-18,945.00	7,100.00	11,845.00	.00	.00	62.52%
6300 - Supplies & Materials						
6319-00.001-4-99000 Materials/Fac/Security	.00	.00	.00	.00	.00	.00%
6319-00.999-4-99000 Materials/Teacherage	-6,055.00	4,293.75	1,761.25	1,761.25	.00	29.09%
Sub Total 6300	-6,055.00	4,293.75	1,761.25	1,761.25	.00	29.09%
Total Function 51 Facilities Maintenance & Opera	-25,000.00	11,393.75	13,606.25	1,761.25	.00	54.43%
Total Expenditures	-25,000.00	11,393.75	13,606.25	1,761.25	.00	54.43%
Total for 999	-25,000.00	11,393.75	13,606.25	1,761.25	.00	54.43%

Fund 199 / 4 General Operating Fund

As of May

	Budget	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - Revenue Control Accounts						
5700 - Revenues, Local & Intermediate						
5710 - Revenues, Local Property Taxes						
5711-00.000-4-00000 Taxes-Current Year Levy		1,016,254.00	-1,620.63	-980,778.25	35,475.75	96.51%
5712-00.000-4-00000 Taxes-Prior Years		6,000.00	-707.23	-10,393.80	-4,393.80	173.23%
5719-00.000-4-00000 Taxes-Penalty & Interest		6,000.00	-398.14	-6,224.87	-224.87	103.75%
Sub Total 5710		1,028,254.00	-2,726.00	-997,396.92	30,857.08	97.00%
5740 - Revenues from Local Sources						
5742-00.000-4-00000 Interest Earnings/TPB/GM		13,000.00	-774.93	-15,200.52	-2,200.52	116.93%
5742-01.000-4-00000 Interest Earnings/TPB/CD		500.00	-897.45	-2,669.41	-2,169.41	533.88%
5742-04.000-4-00000 Interest Earnings/LSIP		80,000.00	-10,824.19	-86,239.59	-6,239.59	107.80%
5743-00.000-4-00000 Rent - Teacherage		6,000.00	.00	.00	6,000.00	.00%
5744-01.000-4-00000 Donation/MES AC FY4		4,809.00	.00	-4,809.00	.00	100.00%
5744-02.000-4-00000 Donation/MES AC FY3		11,191.00	.00	-11,191.00	.00	100.00%
5749-00.000-4-00000 Misc Revenues		1,000.00	-40.00	-650.00	350.00	65.00%
5749-01.000-4-00000 E-Rate Funds		22,500.00	.00	-21,244.05	1,255.95	94.42%
5749-02.000-4-00000 LSIP/GSE Antitrust		.00	-513.91	-513.91	-513.91	.00%
Sub Total 5740		139,000.00	-13,050.48	-142,517.48	-3,517.48	102.53%
Total Revenues, Local & Intermediate		1,167,254.00	-15,776.48	-1,139,914.40	27,339.60	97.66%
5800 - State Program Revenues						
5810 - Per Capita & FSP Revenues						
5811-00.000-4-00000 Available School Fund		20,372.00	-1,195.00	-12,666.00	7,706.00	62.17%
5812-00.000-4-00000 School Foundation Program		735,324.00	.00	-587,962.00	147,362.00	79.96%
Sub Total 5810		755,696.00	-1,195.00	-600,628.00	155,068.00	79.48%
5820 - State Revenues Dist by TEA						
5829-00.000-4-00000 TIA State Revenues Dist by		4,000.00	.00	.00	4,000.00	.00%
Sub Total 5820		4,000.00	.00	.00	4,000.00	.00%
5830 - State Revenues/Tx Gov Agencies						
5831-00.000-4-00000 TRS On Behalf		71,424.00	-5,577.39	-48,675.04	22,748.96	68.15%
5831-05.000-4-00000 GASB 24 On Behalf		3,153.00	.00	.00	3,153.00	.00%
Sub Total 5830		74,577.00	-5,577.39	-48,675.04	25,901.96	65.27%
Total State Program Revenues		834,273.00	-6,772.39	-649,303.04	184,969.96	77.83%
5900 - Federal Program Revenues						
5930 - Other Federal Revenues						
5931-00.000-4-00000 School Health/SHARS		16,000.00	.00	.00	16,000.00	.00%
Sub Total 5930		16,000.00	.00	.00	16,000.00	.00%
Total Federal Program Revenues		16,000.00	.00	.00	16,000.00	.00%

Board Report
Detail Comparison of Revenue to Budget
Marathon ISD
As of May

Fund 199 / 4 General Operating Fund

	<u>Budget</u>	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
7000 - Other Resources/NonOperating R						
7900 - Other Resources/NonOperating R						
7910 - Other Resources/NonOperating R						
7913-00.000-4-00000 Other Resources/GASB 87		5,000.00	.00	.00	5,000.00	.00%
Sub Total 7910		5,000.00	.00	.00	5,000.00	.00%
7940 - Other Resources						
7949-00.000-4-00000 GASB 96 SBITA		30,000.00	.00	.00	30,000.00	.00%
Sub Total 7940		30,000.00	.00	.00	30,000.00	.00%
Total Other Resources/NonOperating R		35,000.00	.00	.00	35,000.00	.00%
Total Revenue Local-State-Federal		2,052,527.00	-22,548.87	-1,789,217.44	263,309.56	87.17%
Total for 000	.00	2,052,527.00	-22,548.87	-1,789,217.44	263,309.56	87.17%

Fund 199 / 4 General Operating Fund

As of May

		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - Expenditures/Expense Object Co							
11 - Instruction							
6100 - Payroll Costs							
6112-00.001-4-11000	Substitute Teacher	-46,500.00	.00	44,895.09	5,616.84	-1,604.91	96.55%
6112-01.001-4-11000	Sub Pay Beginning of School	-1,947.00	.00	1,946.50	.00	-.50	99.97%
6119-00.001-4-11000	Salaries/Teacher/Reg	-493,225.00	.00	323,583.75	40,817.93	-169,641.25	65.61%
6119-00.001-4-21000	Salary/GT Teacher	-2,295.00	.00	1,505.29	172.62	-789.71	65.59%
6119-00.001-4-22000	Salaries/Teacher/CTE	-29,210.00	.00	19,095.87	2,434.17	-10,114.13	65.37%
6119-00.001-4-23000	Salaries/Teacher/SpEd	-23,720.00	.00	15,506.73	1,976.66	-8,213.27	65.37%
6119-00.001-4-30000	Salaries/Teacher/SCE	-21,417.00	.00	14,017.06	1,724.46	-7,399.94	65.45%
6119-00.001-4-37000	SalaryDyslexia	-2,295.00	.00	1,505.29	172.62	-789.71	65.59%
6119-00.001-4-38000	Salary/ECHS/DC	-14,015.00	.00	9,162.24	1,167.92	-4,852.76	65.37%
6119-99.001-4-11000	Salary/DD	-11,500.00	.00	.00	.00	-11,500.00	.00%
6128-00.001-4-11000	Salary Driver/Field Trip	-250.00	.00	.00	.00	-250.00	.00%
6128-00.001-4-38000	Salary/Driver/ECHS/DC	-250.00	.00	.00	.00	-250.00	.00%
6129-00.001-4-23000	Salaries/Support Personnel	-22,440.00	.00	13,481.50	706.15	-8,958.50	60.08%
6129-00.001-4-30000	Teacher Aide/SCE	-23,336.00	.00	15,255.71	1,944.66	-8,080.29	65.37%
6139-00.001-4-11000	Local Leave Paid	-2,000.00	.00	.00	.00	-2,000.00	.00%
6141-00.001-4-11000	Social Security/Medicare	-6,979.00	.00	5,269.66	660.88	-1,709.34	75.51%
6141-00.001-4-21000	Social Security/Medicare	-33.00	.00	21.80	2.50	-11.20	66.06%
6141-00.001-4-22000	Social Security/Medicare	-424.00	.00	276.93	35.30	-147.07	65.31%
6141-00.001-4-23000	Social Security/Medicare	-669.00	.00	420.41	38.91	-248.59	62.84%
6141-00.001-4-30000	Social Security/Medicare	-649.00	.00	424.29	53.18	-224.71	65.38%
6141-00.001-4-37000	Social Security/Medicare	-33.00	.00	21.80	2.50	-11.20	66.06%
6141-00.001-4-38000	Social Security/Medicare	-203.00	.00	132.90	16.94	-70.10	65.47%
6141-00.999-4-99000	Social	-2,500.00	.00	.00	.00	-2,500.00	.00%
6141-99.001-4-11000	Medicare/DD	-669.00	.00	.00	.00	-669.00	.00%
6142-00.001-4-11000	Group Health & Life	-45,648.00	.00	30,318.16	3,385.58	-15,329.84	66.42%
6142-00.001-4-21000	Group Health & Life	-281.00	.00	204.29	22.70	-76.71	72.70%
6142-00.001-4-22000	Group Health & Life	-2,534.00	.00	1,900.35	211.15	-633.65	74.99%
6142-00.001-4-23000	Group Health & Life	-8,775.00	.00	6,454.98	717.22	-2,320.02	73.56%
6142-00.001-4-30000	Group Health & Life	-6,303.00	.00	4,393.35	488.15	-1,909.65	69.70%
6142-00.001-4-37000	Group Health & Life	-281.00	.00	204.29	22.70	-76.71	72.70%
6142-00.001-4-38000	Group Health & Life	-1,946.00	.00	929.43	103.27	-1,016.57	47.76%
6142-99.001-4-11000	Benefits/DD	-5,509.00	.00	.00	.00	-5,509.00	.00%
6143-00.001-4-11000	Workers' Compensation	-2,403.00	.00	2,272.87	266.17	-130.13	94.58%
6143-00.001-4-21000	Workers' Compensation	-11.00	.00	10.90	1.09	-.10	99.09%
6143-00.001-4-22000	Workers' Compensation	-142.00	.00	128.07	14.23	-13.93	90.19%
6143-00.001-4-23000	Workers' Compensation	-225.00	.00	205.45	17.52	-19.55	91.31%
6143-00.001-4-30000	Workers' Compensation	-218.00	.00	199.11	21.73	-18.89	91.33%
6143-00.001-4-37000	Workers' Compensation	-11.00	.00	10.90	1.09	-.10	99.09%
6143-00.001-4-38000	Workers' Compensation	-68.00	.00	61.47	6.83	-6.53	90.40%
6144-00.001-4-11000	TRS On-Behalf	-32,367.00	.00	24,298.38	2,847.96	-8,068.62	75.07%
6144-00.001-4-21000	TRS On Behalf & Med Part D	-152.00	.00	91.50	14.75	-60.50	60.20%
6144-00.001-4-22000	TRS On-Behalf	-2,372.00	.00	1,826.19	202.91	-545.81	76.99%
6144-00.001-4-23000	TRS On-Behalf	-3,244.00	.00	2,190.40	208.65	-1,053.60	67.52%
6144-00.001-4-30000	TRS On-Behalf	-3,773.00	.00	2,814.86	324.35	-958.14	74.61%
6144-00.001-4-37000	TRS ON-BEHALF BENEFIT	-152.00	.00	91.45	14.74	-60.55	60.16%
6144-00.001-4-38000	TRS On-Behalf	-1,098.00	57	845.54	89.16	-252.46	77.01%
6144-05.001-4-11000	GASB 24/TRS M.Part D	-1,400.00	.00	.00	.00	-1,400.00	.00%
6144-05.001-4-11032	Medicare Part D	-90.00	.00	.00	.00	-90.00	.00%

Fund 199 / 4 General Operating Fund

As of May

		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - Expenditures/Expense Object Co							
11 - Instruction							
6100 - Payroll Costs							
6144-05.001-4-11034	Medicare Part D	-30.00	.00	.00	.00	-30.00	.00%
6144-05.001-4-22000	GASB 24/TRS M.Part D	-65.00	.00	.00	.00	-65.00	.00%
6144-05.001-4-23000	GASB 24/TRS M.Part D	-60.00	.00	.00	.00	-60.00	.00%
6144-05.001-4-30000	GASB 24/TRS M.Part D	-245.00	.00	.00	.00	-245.00	.00%
6144-05.001-4-37000	GASB 24/TRS M.Part D	-35.00	.00	.00	.00	-35.00	.00%
6144-05.001-4-38000	GASB 24/TRS M.Part D	-35.00	.00	.00	.00	-35.00	.00%
6144-99.001-4-11000	On Behalf/DD	-3,680.00	.00	.00	.00	-3,680.00	.00%
6145-00.001-4-11000	Unemployment	-900.00	.00	.00	.00	-900.00	.00%
6145-00.001-4-22000	Unemployment	-100.00	.00	.00	.00	-100.00	.00%
6145-00.001-4-23000	Unemployment	-75.00	.00	.00	.00	-75.00	.00%
6145-00.001-4-30000	Unemployment	-100.00	.00	.00	.00	-100.00	.00%
6145-00.001-4-37000	Unemployment	-20.00	.00	.00	.00	-20.00	.00%
6145-00.001-4-38000	Unemployment	-30.00	.00	.00	.00	-30.00	.00%
6146-00.001-4-11000	Teacher Retirement/TRS	-33,593.00	.00	27,755.12	3,459.55	-5,837.88	82.62%
6146-00.001-4-21000	Teacher Retirement/TRS	-114.00	.00	109.90	5.85	-4.10	96.40%
6146-00.001-4-22000	Teacher Retirement/TRS	-1,000.00	.00	755.88	86.33	-244.12	75.59%
6146-00.001-4-23000	Teacher Retirement/TRS	-2,073.00	.00	1,778.52	110.68	-294.48	85.79%
6146-00.001-4-30000	Teacher Retirement/TRS	-1,456.00	.00	1,178.42	115.88	-277.58	80.94%
6146-00.001-4-37000	Teacher Retirement/TRS	-114.00	.00	109.90	5.85	-4.10	96.40%
6146-00.001-4-38000	Teacher Retirement/TRS	-511.00	.00	388.46	47.91	-122.54	76.02%
6146-99.001-4-11000	TRS/DD	-5,680.00	.00	.00	.00	-5,680.00	.00%
Sub Total 6100		-875,478.00	.00	578,050.96	70,358.24	-297,427.04	66.03%
6200 - Professional & Contracted Serv							
6223-00.001-4-38000	Tuition/ECHS/DC	-11,338.00	1,395.00	4,200.00	370.00	-5,743.00	37.04%
6239-02.001-4-30000	R.18 Eduhero	-626.00	626.00	.00	.00	.00	.00%
6239-03.001-4-30000	TEKS Resource System	-354.00	.00	354.00	.00	.00	100.00%
6239-04.001-4-30000	R.18 DMAC	-4,795.00	.00	4,794.25	.00	-.75	99.98%
6239-05.001-4-30000	R.18/Discovery Ed	-321.00	.00	321.00	.00	.00	100.00%
6268-00.001-4-22015	NN/Rental/Cylinders	-2,500.00	205.68	2,294.32	330.30	.00	91.77%
6269-00.001-4-11001	Rental/Copier/HS	-2,500.00	1,044.52	1,455.48	161.72	.00	58.22%
6269-00.001-4-11101	Rental/Copier/MES	-2,600.00	890.48	1,709.55	189.95	.03	65.75%
6299-00.001-4-30000	Imagine Learn/Online Curr	-10,965.00	.00	9,525.00	.00	-1,440.00	86.87%
6299-33.001-4-11000	CPR Certification/SVS	-255.00	.00	255.00	255.00	.00	100.00%
Sub Total 6200		-36,254.00	4,161.68	24,908.60	1,306.97	-7,183.72	68.71%
6300 - Supplies & Materials							
6321-00.001-4-11000	Textbooks/Regular	-9,000.00	.00	330.03	.00	-8,669.97	3.67%
6321-01.001-4-38000	College Textbooks/ECHS/DC	-1,000.00	.00	.00	.00	-1,000.00	.00%
6395-00.001-4-11006	History Fair Materials	-600.00	.00	123.67	.00	-476.33	20.61%
6395-00.001-4-11008	Science Fair Materials	-250.00	.00	.00	.00	-250.00	.00%
6395-00.001-4-11011	6-12 Math Inst. Materials	-500.00	.00	13.53	.00	-486.47	2.71%
6395-00.001-4-11012	6-12 Science Inst Materials	-500.00	.00	.00	.00	-500.00	.00%
6395-00.001-4-11013	6-12 ELA Inst Materials	-500.00	.00	.00	.00	-500.00	.00%
6395-00.001-4-11014	Health Inst Materials	-100.00	.00	.00	.00	-100.00	.00%
6395-00.001-4-11020	6-12 History Instr Materials	-500.00	.00	.00	.00	-500.00	.00%
6395-00.001-4-11024	PE & Field Day Materials	-300.00	58 131.00	.00	.00	-169.00	.00%
6395-00.001-4-11032	EE-PK Materials	-550.00	.00	429.00	.00	-121.00	78.00%
6395-00.001-4-11033	K-1 Instructional Materials	-640.00	.00	639.73	.00	-.27	99.96%

Fund 199 / 4 General Operating Fund

As of May

		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - Expenditures/Expense Object Co							
11 - Instruction							
6300 - Supplies & Materials							
6395-00.001-4-11034	4-5 Math/Science/Inst	-500.00	381.08	73.66	.00	-45.26	14.73%
6395-00.001-4-11035	2-3/ Instructional Materials	-500.00	.00	288.94	.00	-211.06	57.79%
6395-00.001-4-11036	4-5 ELA/Hist Instructional Mat	-500.00	183.92	316.08	.00	.00	63.22%
6395-00.001-4-23018	SpEd Inst. Materials	-500.00	.00	.00	.00	-500.00	.00%
6395-00.001-4-30036	Vocabulary Spelling	-200.00	147.02	.00	.00	-52.98	.00%
6395-01.001-4-11012	6-12 Science Lab Materials	-800.00	.00	482.43	.00	-317.57	60.30%
6395-01.001-4-22015	NN/Plate Steel	-5,000.00	1,125.00	3,870.00	.00	-5.00	77.40%
6395-01.001-4-30000	SCE Materials	-1,000.00	.00	.00	.00	-1,000.00	.00%
6395-02.001-4-11215	NN/Wood Work Books	-200.00	.00	.00	.00	-200.00	.00%
6395-02.001-4-11024	PE/Field Day	-330.00	.00	328.74	328.74	-1.26	99.62%
6395-02.001-4-11035	4-5 Science Lab Materials	-300.00	119.98	169.92	.00	-10.10	56.64%
6395-02.001-4-22015	NN/Disc, Cords,Burshes...	-750.00	.00	375.59	375.59	-374.41	50.08%
6395-03.001-4-11215	NN/Feed/Poultry	-250.00	.00	.00	.00	-250.00	.00%
6395-04.001-4-11215	NN/Career Inv/6	-500.00	.00	.00	.00	-500.00	.00%
6395-05.001-4-11215	NN/Career Inv/7-8	-750.00	188.68	503.94	.00	-57.38	67.19%
6395-06.001-4-22015	NN/Welding Books	-400.00	.00	.00	.00	-400.00	.00%
6395-07.001-4-22015	NN/Weld Gloves, lens, etc	-600.00	.00	.00	.00	-600.00	.00%
6397-00.001-4-11007	Technology Materials	-750.00	.00	.00	.00	-750.00	.00%
6397-01.001-4-11000	Printer Cartridges	-2,000.00	.00	1,639.37	.00	-360.63	81.97%
6397-02.001-4-11000	Laminator Film	-505.00	.00	503.97	.00	-1.03	99.80%
6398-00.001-4-22015	NN/Torch Cart & Hoses	-350.00	.00	.00	.00	-350.00	.00%
6398-01.001-4-11007	Teacher Laptops	-5,000.00	.00	.00	.00	-5,000.00	.00%
6398-01.001-4-22015	NN/Welding Helmets	-1,000.00	.00	.00	.00	-1,000.00	.00%
6398-02.001-4-11007	Student	-5,000.00	274.32	4,701.84	.00	-23.84	94.04%
6399-00.001-4-11000	Basics Materials	-500.00	.00	.00	.00	-500.00	.00%
6399-00.001-4-21033	GT Instructional Materials	-500.00	.00	.00	.00	-500.00	.00%
6399-00.001-4-22015	NN/Welding Class Materials	-2,500.00	240.67	1,544.98	.00	-714.35	61.80%
6399-00.001-4-30000	Inst. Materials/SCE	-500.00	.00	137.13	.00	-362.87	27.43%
6399-00.001-4-36000	PK-3/Reading/Math	-6,000.00	.00	.00	.00	-6,000.00	.00%
6399-00.001-4-37000	Dyslexia Materials	-1,650.00	.00	1,644.50	.00	-5.50	99.67%
6399-01.001-4-21000	MB/NNAT3 (GT)	-300.00	.00	300.00	.00	.00	100.00%
6399-01.001-4-22015	NN/Welding Consumables	.00	.00	.00	.00	.00	.00%
6399-01.001-4-30000	HMH Reading Intervention	-175.00	.00	.00	.00	-175.00	.00%
6399-10.001-4-30000	Istation/Reading/SCE	-1,320.00	.00	1,320.00	.00	.00	100.00%
6399-11.001-4-30000	Renaissance Learning/SCE	-5,135.00	.00	4,520.00	.00	-615.00	88.02%
6399-16.001-4-11000	Art/Music Materials	-500.00	.00	.00	.00	-500.00	.00%
6399-30.001-4-11000	Paper/Copy Machine	-600.00	25.23	181.23	.00	-393.54	30.20%
Sub Total 6300		-61,805.00	2,816.90	24,438.28	704.33	-34,549.82	39.54%
6400 - Other Operating Costs							
6412-00.001-4-11000	Meals/Field Trips/Reg	-500.00	.00	176.15	60.00	-323.85	35.23%
6412-00.001-4-11015	NN/Travel/CTE	-350.00	.00	287.26	137.87	-62.74	82.07%
6412-00.001-4-11033	EE-5 Field Trip Meals	-500.00	.00	.00	.00	-500.00	.00%
6412-00.001-4-11034	6-12 Field Trip Meals	-750.00	.00	.00	.00	-750.00	.00%
6412-00.001-4-23000	SpEd Field Trip Meals	-100.00	.00	.00	.00	-100.00	.00%
6412-00.001-4-38000	Meals/Travel/CCMR	-300.00	.00	.00	.00	-300.00	.00%
6494-00.001-4-11000	Fuel/Field Trips/Reg	-300.00	59	56.82	.00	-243.18	18.94%
6494-00.001-4-11015	NN/Fuel/CTE	-400.00	.00	262.59	70.00	-137.41	65.65%
6494-00.001-4-38000	Fuel/CCMR	-300.00	.00	.00	.00	-300.00	.00%

Fund 199 / 4 General Operating Fund

As of May

		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - Expenditures/Expense Object Co							
11 - Instruction							
6400 - Other Operating Costs							
6495-00.001-4-11033 EE-5 Field Trip Fees		-500.00	.00	.00	.00	-500.00	.00%
6495-00.001-4-11034 6-12 Field Trip Fees		-500.00	.00	.00	.00	-500.00	.00%
6499-00.001-4-11000 Misc Costs/Fees/Field		-250.00	.00	.00	.00	-250.00	.00%
6499-00.001-4-22015 NN/Fees/CTE		-1,250.00	.00	1,250.00	.00	.00	100.00%
6499-01.001-4-11000 TexQuest Participation Fee		-175.00	.00	17.11	.00	-157.89	9.78%
6499-99.001-4-11000 TIA FEES		-4,000.00	.00	500.00	.00	-3,500.00	12.50%
Sub Total 6400		-10,175.00	.00	2,549.93	267.87	-7,625.07	25.06%
Total Function 11 Instruction		-983,712.00	6,978.58	629,947.77	72,637.41	-346,785.65	64.04%
12 - Inst. Resources/Media Services							
6300 - Supplies & Materials							
6329-01.001-4-11000 Library Books and Media		-50.00	.00	.00	.00	-50.00	.00%
6399-00.001-4-11000 Library Materials/Supplies		-925.00	.00	.00	.00	-925.00	.00%
6399-01.001-4-11000 Destiny Library Manager		-825.00	.00	821.41	821.41	-3.59	99.56%
Sub Total 6300		-1,800.00	.00	821.41	821.41	-978.59	45.63%
Total Function 12 Inst. Resources/Media Services		-1,800.00	.00	821.41	821.41	-978.59	45.63%
13 - Curriculum/Instructional PD							
6200 - Professional & Contracted Serv							
6237-00.001-4-11000 Tailor Made		-6,804.00	.00	5,921.00	-685.00	-883.00	87.02%
6237-00.001-4-11032 R.18 Prof Dev/PK		-500.00	.00	.00	.00	-500.00	.00%
6237-00.001-4-30000 R.18 Prof Dev Svs/SCE		-2,500.00	.00	.00	.00	-2,500.00	.00%
6237-00.001-4-37000 R.18 Dyslexia/Prof Dev		-1,500.00	1,500.00	647.84	.00	647.84	43.19%
6237-00.001-4-43000 Dyslexia/Sped/R.18 PD		.00	.00	.00	.00	.00	.00%
6239-01.001-4-11000 R.18 Required Training		-700.00	.00	626.00	.00	-74.00	89.43%
6239-02.001-4-11000 R.18 Prof Dev Record		-70.00	.00	.00	.00	-70.00	.00%
Sub Total 6200		-12,074.00	1,500.00	7,194.84	-685.00	-3,379.16	59.59%
6300 - Supplies & Materials							
6399-00.001-4-30000 Materials/Prof Development		-500.00	.00	.00	.00	-500.00	.00%
Sub Total 6300		-500.00	.00	.00	.00	-500.00	.00%
6400 - Other Operating Costs							
6411-00.001-4-23000 Travel/Prof Dev/SpEd		-1,000.00	545.00	141.60	.00	-313.40	14.16%
6411-00.001-4-30000 Prof Dev/Travel		-1,500.00	100.00	601.56	450.00	-798.44	40.10%
6411-00.001-4-37000 Travel/Dyslexia PD		.00	.00	.00	.00	.00	.00%
6411-00.001-4-43000 Travel/Dyslexia/Sped PD		.00	.00	.00	.00	.00	.00%
6499-01.001-4-11000 Certification Fee		-1,000.00	.00	.00	.00	-1,000.00	.00%
6499-02.001-4-11000 Misc Costs/Prof Development		-500.00	.00	35.00	.00	-465.00	7.00%
6499-02.001-4-30000 Misc Costs/Prof Development		-500.00	.00	.00	.00	-500.00	.00%
Sub Total 6400		-4,500.00	645.00	778.16	450.00	-3,076.84	17.29%
Total Function 13 Curriculum/Instructional PD		-17,074.00	2,145.00	7,973.00	-235.00	-6,956.00	46.70%
23 - School Leadership							
6100 - Payroll Costs							
6118-00.001-4-99000 Stipend/Masters		-3,000.00	.00	2,250.00	250.00	-750.00	75.00%
6119-00.001-4-99000 Salary Principal/PT		-55,748.00	.00	41,142.43	4,647.03	-14,605.57	73.80%
6119-02.001-4-99000 Salary/Campus Admin		-5,000.00	60	.00	.00	-5,000.00	.00%
6129-00.001-4-99000 Salary/Princ Secretary		-16,000.00	.00	12,069.72	1,341.08	-3,930.28	75.44%
6141-00.001-4-99000 Social Security/Medicare		-1,080.00	.00	801.25	90.12	-278.75	74.19%
6141-01.001-4-99000 Social Security/Medicare		-146.00	.00	.00	.00	-146.00	.00%

Fund 199 / 4 General Operating Fund

As of May

		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - Expenditures/Expense Object Co							
23 - School Leadership							
6100 - Payroll Costs							
6142-00.001-4-99000	Group Health & Life	-2,488.00	.00	1,921.41	213.49	-566.59	77.23%
6143-00.001-4-99000	Workers' Compensation	-315.00	.00	243.36	27.04	-71.64	77.26%
6144-00.001-4-99000	TRS On-Behalf	-2,245.00	.00	1,735.89	192.83	-509.11	77.32%
6144-05.001-4-99000	GASB 24/TRS M.Part D	-225.00	.00	.00	.00	-225.00	.00%
6145-00.001-4-99000	Unemployment	-30.00	.00	.00	.00	-30.00	.00%
6146-00.001-4-99000	TRS/TRS Care/NonOASDI	-11,554.00	.00	6,639.52	738.33	-4,914.48	57.47%
6146-01.001-4-99000	Teacher Retirement/TRS	-800.00	.00	.00	.00	-800.00	.00%
Sub Total 6100		-98,631.00	.00	66,803.58	7,499.92	-31,827.42	67.73%
6200 - Professional & Contracted Serv							
6238-00.001-4-99000	TxCEE	-1,250.00	.00	1,250.00	.00	.00	100.00%
6269-01.001-4-99000	Rental/Postage Meter	-230.00	36.50	36.46	.00	-157.04	15.85%
Sub Total 6200		-1,480.00	36.50	1,286.46	.00	-157.04	86.92%
6300 - Supplies & Materials							
6399-00.001-4-99000	Campus Office Supplies	-1,450.00	.00	346.78	.00	-1,103.22	23.92%
6399-01.001-4-99000	Diplomas/Certificates	-375.00	.00	369.44	.00	-5.56	98.52%
6399-02.001-4-99000	Postage	-200.00	.00	85.00	.00	-115.00	42.50%
6399-03.001-4-99000	Remind	-500.00	.00	409.95	.00	-90.05	81.99%
6399-30.001-4-99000	Paper/Copy Machine	-250.00	15.17	191.29	10.07	-43.54	76.52%
Sub Total 6300		-2,775.00	15.17	1,402.46	10.07	-1,357.37	50.54%
6400 - Other Operating Costs							
6411-00.001-4-99000	Hotel/Meals/Reg Fees/Prof	-700.00	.00	.00	.00	-700.00	.00%
6497-02.001-4-99000	TEExS 268	-200.00	.00	.00	.00	-200.00	.00%
6497-03.001-4-99000	Perf Asst for School Leaders	-375.00	.00	.00	.00	-375.00	.00%
6497-04.001-4-99000	Standard Princ Cert App Fee	-78.00	.00	.00	.00	-78.00	.00%
6497-05.001-4-99000	Intern Princ Cert App Fee	-78.00	.00	.00	.00	-78.00	.00%
Sub Total 6400		-1,431.00	.00	.00	.00	-1,431.00	.00%
Total Function 23 School Leadership		-104,317.00	51.67	69,492.50	7,509.99	-34,772.83	66.62%
31 - Guidance/Counseling/Evaluation							
6100 - Payroll Costs							
6118-01.001-4-99000	Testing Coordinator Stipend	-2,000.00	.00	1,500.01	166.67	-499.99	75.00%
6141-00.001-4-99000	Social Security/Medicare	-29.00	.00	21.78	2.42	-7.22	75.10%
6143-00.001-4-99000	Workers' Compensation	-10.00	.00	7.29	.81	-2.71	72.90%
6144-00.001-4-99000	TRS On-Behalf	-156.00	.00	118.50	13.34	-37.50	75.96%
6144-05.001-4-99000	GASB 24/TRS M.Part D	-40.00	.00	.00	.00	-40.00	.00%
6145-00.001-4-99000	Unemployment	-30.00	.00	.00	.00	-30.00	.00%
6146-00.001-4-99000	Teacher Retirement/TRS	-73.00	.00	57.91	6.33	-15.09	79.33%
Sub Total 6100		-2,338.00	.00	1,705.49	189.57	-632.51	72.95%
6200 - Professional & Contracted Serv							
6299-00.001-4-38000	CCMR/ECHS Consultant	-5,000.00	.00	.00	.00	-5,000.00	.00%
6299-00.001-4-99000	Test Scoring	-100.00	.00	.00	.00	-100.00	.00%
Sub Total 6200		-5,100.00	.00	.00	.00	-5,100.00	.00%
6300 - Supplies & Materials							
6339-00.001-4-99000	Testing	-50.00	.00	.00	.00	-50.00	.00%
6399-00.001-4-99000	Supplies/Materials	-430.00	61	325.41	.00	-104.59	75.68%
6399-02.001-4-99000	Career/Motivational Materials	-200.00	.00	.00	.00	-200.00	.00%
6399-45.001-4-99000	STOP IT License	-800.00	800.00	.00	.00	.00	.00%

Fund 199 / 4 General Operating Fund

As of May

	Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - Expenditures/Expense Object Co						
31 - Guidance/Counseling/Evaluation						
6300 - Supplies & Materials						
Sub Total 6300	-1,480.00	800.00	325.41	.00	-354.59	21.99%
6400 - Other Operating Costs						
6411-00.001-4-99000 Prof Dev Fees/Hotel/Meals	.00	.00	.00	.00	.00	.00%
6499-00.001-4-21000 GT Testing	-300.00	.00	.00	.00	-300.00	.00%
6499-00.001-4-99000 Testing Fees/ACT/SAT/TSI	-1,300.00	418.00	847.83	331.00	-34.17	65.22%
6499-01.001-4-99000 Testing Fees/CLEP	-100.00	.00	.00	.00	-100.00	.00%
6499-02.001-4-99000 Misc Operating Costs	-100.00	.00	.00	.00	-100.00	.00%
6499-03.001-4-38000 College Transcripts	-100.00	.00	.00	.00	-100.00	.00%
Sub Total 6400	-1,900.00	418.00	847.83	331.00	-634.17	44.62%
Total Function 31 Guidance/Counseling/Evaluation	-10,818.00	1,218.00	2,878.73	520.57	-6,721.27	26.61%
33 - Health Services						
6200 - Professional & Contracted Serv						
6219-00.001-4-99000 Cont Svs-Nurse	-1,500.00	830.56	669.44	.00	.00	44.63%
6299-00.001-4-99000 CPR Certification	-300.00	.00	.00	.00	-300.00	.00%
6299-01.001-4-99000 AED/Services	-1,100.00	.00	1,095.00	.00	-5.00	99.55%
Sub Total 6200	-2,900.00	830.56	1,764.44	.00	-305.00	60.84%
6300 - Supplies & Materials						
6399-00.001-4-99000 Health Services Supplies	-250.00	.00	.00	.00	-250.00	.00%
6399-01.001-4-99000 AED Supplies	-2,397.00	.00	.00	.00	-2,397.00	.00%
Sub Total 6300	-2,647.00	.00	.00	.00	-2,647.00	.00%
Total Function 33 Health Services	-5,547.00	830.56	1,764.44	.00	-2,952.00	31.81%
34 - Student Transportation						
6200 - Professional & Contracted Serv						
6249-00.999-4-99000 Maintenance/Repairs/Vehicle	-2,700.00	300.00	.00	.00	-2,400.00	.00%
6299-00.999-4-99000 Alcohol/Drug Screening	-500.00	.00	.00	.00	-500.00	.00%
Sub Total 6200	-3,200.00	300.00	.00	.00	-2,900.00	.00%
6300 - Supplies & Materials						
6311-00.999-4-99000 Gasoline/Diesel Fuel	-9,000.00	1,460.19	7,551.81	.00	12.00	83.91%
6319-00.999-4-99000 Tires	-2,000.00	.00	1,249.18	944.00	-750.82	62.46%
6319-01.999-4-99000 Supplies/Vehicles	-1,300.00	167.23	1,068.21	439.33	-64.56	82.17%
Sub Total 6300	-12,300.00	1,627.42	9,869.20	1,383.33	-803.38	80.24%
6400 - Other Operating Costs						
6411-00.999-4-99000 Travel/Transportation	-150.00	.00	.00	.00	-150.00	.00%
6429-00.999-4-99000 Vehicle Insurance	-2,300.00	.00	2,180.00	.00	-120.00	94.78%
6499-00.999-4-99000 Private	-500.00	.00	.00	.00	-500.00	.00%
6499-02.999-4-99000 Driver Training	-500.00	.00	.00	.00	-500.00	.00%
6499-03.999-4-99000 Driver Physicals	-500.00	.00	.00	.00	-500.00	.00%
6499-04.999-4-99000 Vehicle Registration	-300.00	.00	140.15	.00	-159.85	46.72%
Sub Total 6400	-4,250.00	.00	2,320.15	.00	-1,929.85	54.59%
Total Function 34 Student Transportation	-19,750.00	1,927.42	12,189.35	1,383.33	-5,633.23	61.72%
36 - Extracurricular Activities						

Fund 199 / 4 General Operating Fund

As of May

		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - Expenditures/Expense Object Co							
36 - Extracurricular Activities							
6100 - Payroll Costs							
6118-00.001-4-99006	Stipend/History Fair	-1,000.00	.00	.00	.00	-1,000.00	.00%
6118-00.001-4-99017	Stipend/UII Director/MES	-250.00	.00	250.00	.00	.00	100.00%
6118-01.001-4-91050	Stipend/Basketball/JHB	-1,500.00	.00	1,125.00	125.00	-375.00	75.00%
6118-01.001-4-91051	Stipend/Basketball/JHG	-1,500.00	.00	.00	.00	-1,500.00	.00%
6118-01.001-4-99017	Stipend/UII Director/MHS	.00	.00	.00	.00	.00	.00%
6118-02.001-4-91000	Stipend/Basketball/Varsity	-2,000.00	.00	1,500.01	166.67	-499.99	75.00%
6118-02.001-4-91050	Stipend/Basketball/HSB	-2,000.00	.00	.00	.00	-2,000.00	.00%
6118-02.001-4-91051	Stipend/Basketball/HSG	-2,000.00	.00	1,500.01	166.67	-499.99	75.00%
6118-02.001-4-99017	Stipend/UII Director/MJH	-250.00	.00	250.00	.00	.00	100.00%
6118-03.001-4-91000	Stipend/Cross Country	-2,000.00	.00	1,500.01	166.67	-499.99	75.00%
6118-04.001-4-91000	Stipend/Tennis/JH/HS	-2,000.00	.00	1,928.59	1,023.81	-71.41	96.43%
6118-04.001-4-99017	Stipend/UII/Individual Events	-2,975.00	.00	2,975.00	.00	.00	100.00%
6118-05.001-4-91000	Stipend/Track/JH/HS	-3,000.00	.00	2,099.03	300.33	-900.97	69.97%
6118-06.001-4-91000	Stipend/Volleyball/JH	-1,500.00	.00	.00	.00	-1,500.00	.00%
6118-06.001-4-91051	Stipend/Volleyball/HS	-1,500.00	.00	1,125.00	125.00	-375.00	75.00%
6118-07.001-4-91000	XDuty/10 Summer Days	-3,000.00	.00	2,250.00	250.00	-750.00	75.00%
6118-08.001-4-91000	Stipend/Golf	-1,500.00	.00	1,125.00	125.00	-375.00	75.00%
6125-00.001-4-38000	Driver/ECHS/DC	-250.00	.00	.00	.00	-250.00	.00%
6128-00.001-4-99017	Driver/UII	-175.00	.00	.00	.00	-175.00	.00%
6141-00.001-4-91000	Social Security/Medicare	-312.00	.00	205.20	35.51	-106.80	65.77%
6141-00.001-4-99000	Social Security/Medicare	-100.00	.00	47.28	.00	-52.72	47.28%
6143-00.001-4-91000	Workers' Compensation	-105.00	.00	68.93	11.93	-36.07	65.65%
6143-00.001-4-99000	Workers' Compensation	-50.00	.00	16.92	.00	-33.08	33.84%
6144-00.001-4-91000	TRS On Behalf	-1,495.00	.00	1,039.96	179.45	-455.04	69.56%
6144-00.001-4-99000	TRS ON-BEHALF BENEFIT	.00	.00	222.84	.00	222.84	.00%
6144-05.001-4-91000	GASB 24/TRS M.Part D	-68.00	.00	.00	.00	-68.00	.00%
6145-00.001-4-91000	Unemployment	-75.00	.00	.00	.00	-75.00	.00%
6145-00.001-4-99000	Unemployment	-75.00	.00	.00	.00	-75.00	.00%
6146-00.001-4-91000	Teacher Retirement/TRS	-931.00	.00	522.69	97.47	-408.31	56.14%
6146-00.001-4-99000	Teacher Retirement/TRS	-700.00	.00	228.57	.00	-471.43	32.65%
Sub Total 6100		-32,311.00	.00	19,980.04	2,773.51	-12,330.96	61.84%
6200 - Professional & Contracted Serv							
6249-00.001-4-91000	Scoreboard Repairs	-500.00	.00	.00	.00	-500.00	.00%
6294-00.001-4-91000	Athletic Officials	-5,200.00	.00	4,568.41	.00	-631.59	87.85%
Sub Total 6200		-5,700.00	.00	4,568.41	.00	-1,131.59	80.15%
6300 - Supplies & Materials							
6397-31.001-4-91000	Uniforms/Basketball/B&G	.00	.00	.00	.00	.00	.00%
6397-32.001-4-91000	Uniforms/Track	.00	.00	.00	.00	.00	.00%
6397-36.001-4-91000	Uniforms/Tennis/B&G	.00	.00	.00	.00	.00	.00%
6397-37.001-4-91000	Uniforms/Volleyball	.00	.00	.00	.00	.00	.00%
6399-00.001-4-91000	Materials/Athletics Program	-500.00	.00	341.48	311.49	-158.52	68.30%
6399-01.001-4-91000	Medical Supplies	-400.00	.00	.00	.00	-400.00	.00%
6399-01.001-4-99017	Supplies/UII	-300.00	.00	.00	.00	-300.00	.00%
6399-03.001-4-99013	Materials/NHS	-150.00	.00	100.87	100.87	-49.13	67.25%
6399-31.001-4-91000	Supplies/Basketball	-47.00	63	46.99	.00	-.01	99.98%
6399-32.001-4-91000	Supplies/Track	-209.00	.00	208.92	.00	-.08	99.96%
6399-34.001-4-91000	Materials/Homecoming/Motiv	-150.00	.00	95.67	.00	-54.33	63.78%

Fund 199 / 4 General Operating Fund

As of May

	Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - Expenditures/Expense Object Co						
36 - Extracurricular Activities						
6300 - Supplies & Materials						
6399-35.001-4-91000 Supplies/Cross Country	.00	.00	.00	.00	.00	.00%
6399-36.001-4-91000 Supplies/Tennis	-255.00	82.50	156.00	156.00	-16.50	61.18%
6399-37.001-4-91000 Supplies/Volleyball	-400.00	.00	180.00	.00	-220.00	45.00%
6399-38.001-4-91002 Supplies/Golf balls, kits, tow	.00	.00	.00	.00	.00	.00%
Sub Total 6300	-2,411.00	82.50	1,129.93	568.36	-1,198.57	46.87%
6400 - Other Operating Costs						
6411-00.001-4-91000 Coach Travel/Meetings/PD	.00	.00	.00	.00	.00	.00%
6412-00.001-4-11008 Travel/Science Fair	-200.00	.00	.00	.00	-200.00	.00%
6412-00.001-4-91024 JR/THSC Assn Conf Fee	-384.00	.00	72.50	.00	-311.50	18.88%
6412-01.001-4-99017 Travel/UIL	-1,300.00	306.00	171.00	.00	-823.00	13.15%
6412-03.001-4-99000 Travel/NHS	-200.00	.00	.00	.00	-200.00	.00%
6412-05.001-4-99000 Travel/History Fair	-9,000.00	1,210.30	5,835.86	1,728.87	-1,953.84	64.84%
6412-31.001-4-91000 Travel/Basketball	-4,559.00	226.00	3,482.28	.00	-850.72	76.38%
6412-32.001-4-91000 Travel/Track	-4,294.00	620.70	3,253.20	1,522.55	-420.10	75.76%
6412-35.001-4-91000 Travel/Cross Country	-2,000.00	.00	1,526.86	.00	-473.14	76.34%
6412-36.001-4-91000 Travel/Tennis	-3,112.00	354.16	2,772.64	1,987.68	14.80	89.10%
6412-37.001-4-91000 Travel/Volleyball	-3,000.00	.00	1,918.20	.00	-1,081.80	63.94%
6412-38.001-4-91000 Travel /Golf	-274.00	.00	241.04	.00	-32.96	87.97%
6429-00.001-4-91000 Athletic Insurance	-1,540.00	.00	1,540.00	.00	.00	100.00%
6494-00.001-4-91000 Fuel/Athletics	-1,250.00	.00	1,045.89	178.72	-204.11	83.67%
6494-01.001-4-99006 History Fair Fuel	-300.00	.00	86.58	.00	-213.42	28.86%
6494-02.001-4-99000 Fuel/Science Fair	-100.00	.00	.00	.00	-100.00	.00%
6494-03.001-4-99000 Fuel/NHS TRAVEL	-100.00	.00	.00	.00	-100.00	.00%
6494-04.001-4-99017 Fuel/UIL Competition	.00	.00	.00	.00	.00	.00%
6495-00.001-4-11006 History Fair Fees	-400.00	.00	.00	.00	-400.00	.00%
6495-00.001-4-11008 Science Fair Fees	.00	.00	.00	.00	.00	.00%
6495-00.001-4-99000 NHS Membership Dues	-385.00	.00	385.00	.00	.00	100.00%
6495-10.001-4-91000 Dues/Coach	-150.00	.00	.00	.00	-150.00	.00%
6497-00.001-4-91000 Athletic Banners	-500.00	.00	.00	.00	-500.00	.00%
6497-00.001-4-99000 Letter Jackets/Student	-420.00	.00	420.00	.00	.00	100.00%
6499-00.001-4-91000 EOY Awards Ceremony	-1,000.00	530.00	484.48	484.48	14.48	48.45%
6499-00.001-4-99000 MiscFeesAwards/Student	-195.00	.00	.00	.00	-195.00	.00%
6499-00.001-4-99006 Misc Costs/History Fair	-1,000.00	.00	322.37	245.00	-677.63	32.24%
6499-01.001-4-99000 Yearbook Misc Costs	-500.00	.00	119.99	.00	-380.01	24.00%
6499-01.001-4-99017 Fees/District Chair	-5,000.00	.00	5,000.00	.00	.00	100.00%
6499-02.001-4-99013 MiscCosts,	-250.00	.00	87.99	87.99	-162.01	35.20%
6499-02.001-4-99017 Fees/UIL Conference 1A	-2,500.00	.00	2,500.00	.00	.00	100.00%
6499-31.001-4-91000 Fees&Awards/Basketball	-1,141.00	.00	1,140.38	.00	-.62	99.95%
6499-32.001-4-91000 Fees&Awards/Track	-600.00	.00	441.00	.00	-159.00	73.50%
6499-35.001-4-91000 Fees&Awards/Cross Country	-275.00	.00	274.38	.00	-.62	99.77%
6499-36.001-4-91000 Fees&Awards/Tennis	-400.00	.00	295.00	.00	-105.00	73.75%
6499-37.001-4-91000 Fees&Awards/Volleyball	-1,600.00	.00	1,404.45	.00	-195.55	87.78%
Sub Total 6400	-47,929.00	3,247.16	34,821.09	6,235.29	-9,860.75	72.65%
Total Function 36 Extracurricular Activities	-88,351.00	3,329.66	60,499.47	9,577.16	-24,521.87	68.48%

Fund 199 / 4 General Operating Fund

As of May

		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - Expenditures/Expense Object Co							
41 - General Administration							
6100 - Payroll Costs							
6118-00.701-4-99000	Stipend/RMO	-2,500.00	.00	1,875.01	208.34	-624.99	75.00%
6118-01.701-4-99000	Stipend/DRSM	-2,500.00	.00	1,875.01	208.34	-624.99	75.00%
6119-00.701-4-99000	Salary/Superintendent	-48,675.00	.00	36,518.49	4,057.61	-12,156.51	75.03%
6119-00.750-4-99000	Salary/Business Manager	-42,267.00	.00	30,186.80	3,356.33	-12,080.20	71.42%
6119-99.750-4-99000	Salary/BM2	.00	.00	.00	.00	.00	.00%
6122-00.701-4-99000	Substitute/Office	-69.00	.00	.00	.00	-69.00	.00%
6122-01.701-4-99000	FY23 Sub Pay	-231.00	.00	193.50	.00	-37.50	83.77%
6129-00.701-4-99000	Salary/Supt Secretary	-16,000.00	.00	12,070.08	1,341.12	-3,929.92	75.44%
6139-00.701-4-99000	Local Leave Paid	.00	.00	.00	.00	.00	.00%
6139-00.750-4-99000	Local Leave Paid	-1,000.00	.00	.00	.00	-1,000.00	.00%
6141-00.701-4-99000	Social Security/Medicare	-971.00	.00	782.83	84.03	-188.17	80.62%
6141-00.750-4-99000	Social Security/Medicare	-1,014.00	.00	435.67	48.44	-578.33	42.97%
6141-99.750-4-99000	Medicare/BM2	.00	.00	.00	.00	.00	.00%
6142-00.701-4-99000	Group Health & Life	-1,854.00	.00	1,446.30	160.70	-407.70	78.01%
6142-00.750-4-99000	Group Health & Life	-6,886.00	.00	2,065.59	229.51	-4,820.41	30.00%
6142-99.750-4-99000	Benefits/BM2	.00	.00	.00	.00	.00	.00%
6143-00.701-4-99000	Workers' Compensation	-278.00	.00	220.72	24.43	-57.28	79.40%
6143-00.750-4-99000	Workers' Compensation	-273.00	.00	146.83	16.31	-126.17	53.78%
6143-99.750-4-99000	WC/BM2	.00	.00	.00	.00	.00	.00%
6144-00.701-4-99000	TRS On Behalf	-1,711.00	.00	1,502.98	167.00	-208.02	87.84%
6144-00.750-4-99000	TRS On Behalf	-5,892.00	.00	2,867.74	318.85	-3,024.26	48.67%
6144-05.701-4-99000	GASB 24/TRS M.Part D	-240.00	.00	.00	.00	-240.00	.00%
6144-05.750-4-99000	GASB 24/TRS M.Part D	-300.00	.00	.00	.00	-300.00	.00%
6144-99.750-4-99000	On Behalf/BM2	.00	.00	.00	.00	.00	.00%
6145-00.701-4-99000	Unemployment	-150.00	.00	.00	.00	-150.00	.00%
6145-00.750-4-99000	Unemployment	-150.00	.00	.00	.00	-150.00	.00%
6146-00.701-4-99000	TRS/TRS Care/NOASDI	-9,760.00	.00	6,410.24	712.25	-3,349.76	65.68%
6146-00.750-4-99000	TRS/TRS Care/NOASDI	-3,510.00	.00	817.21	90.86	-2,692.79	23.28%
6146-99.750-4-99000	TRS/BM2	.00	.00	.00	.00	.00	.00%
Sub Total 6100		-146,231.00	.00	99,415.00	11,024.12	-46,816.00	67.98%
6200 - Professional & Contracted Serv							
6211-00.702-4-99000	Legal Services/Board	-10,000.00	5,518.20	5,401.80	.00	920.00	54.02%
6212-00.750-4-99000	Financial Audit	-21,400.00	.00	21,354.79	.00	-45.21	99.79%
6212-01.750-4-99000	Property Tax Audit	.00	.00	.00	.00	.00	.00%
6213-00.703-4-99000	Tax Collection Fees	-22,600.00	5,629.25	16,887.75	5,629.25	-83.00	74.72%
6214-00.701-4-99000	Advocacy/Lobbying Costs	-25.00	.00	.00	.00	-25.00	.00%
6238-00.001-4-99000	TxCEE	-1,250.00	.00	1,250.00	.00	.00	100.00%
6238-00.701-4-99000	ESSA Services	-1,042.00	.00	1,042.00	.00	.00	100.00%
6238-01.701-4-99000	R.18 Job Applicant Tracking	-750.00	.00	750.00	.00	.00	100.00%
6239-02.750-4-99000	R.18 Purchasing Cooperative	-495.00	.00	495.00	.00	.00	100.00%
6239-04.750-4-99000	R.18 School Finance	-1,950.00	.00	1,950.00	.00	.00	100.00%
6239-05.701-4-99000	R.12 E-RATE Services	-1,500.00	1,500.00	.00	.00	.00	.00%
6239-06.701-4-99000	R.12 E-RATE Works	-500.00	.00	500.00	.00	.00	100.00%
6269-00.701-4-99000	Copier Rental/Supt Office	-850.00	364.90	485.10	53.90	.00	57.07%
6269-00.750-4-99000	Copier Rental/Bus Office	-850.00	364.90	485.10	53.90	.00	57.07%
6269-01.701-4-99000	Postage Meter/Supt Office	-250.00	65 38.78	38.74	.00	-172.48	15.50%
6269-01.750-4-99000	Postage Meter/Bus Office	-250.00	38.78	38.74	.00	-172.48	15.50%
6299-00.750-4-99000	BSWIFT/ACA Reporting	-1,780.00	.00	1,777.72	.00	-2.28	99.87%

Fund 199 / 4 General Operating Fund

As of May

	Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - Expenditures/Expense Object Co						
41 - General Administration						
6200 - Professional & Contracted Serv						
Sub Total 6200	-65,492.00	13,454.81	52,456.74	5,737.05	419.55	80.10%
6300 - Supplies & Materials						
6398-01.701-4-99000 Furniture	-2,400.00	.00	.00	.00	-2,400.00	.00%
6398-02.701-4-99000 Document Tracking Services	-395.00	.00	395.00	.00	.00	100.00%
6399-00.701-4-99000 Supplies/Materials/Supt	-1,000.00	5.96	687.67	.00	-306.37	68.77%
6399-00.750-4-99000 Supplies/Materials/Business	-2,238.00	.00	1,243.69	263.43	-994.31	55.57%
6399-02.701-4-99000 Postage	-500.00	.00	255.00	.00	-245.00	51.00%
6399-02.750-4-99000 Postage	-500.00	.00	260.00	.00	-240.00	52.00%
6399-30.701-4-99000 Paper/Copy Machine	-500.00	25.24	181.22	.00	-293.54	36.24%
6399-30.750-4-99000 Paper/Copy Machine	-500.00	25.24	181.22	.00	-293.54	36.24%
Sub Total 6300	-8,033.00	56.44	3,203.80	263.43	-4,772.76	39.88%
6400 - Other Operating Costs						
6411-00.701-4-99000 Travel Costs/Supt	-2,300.00	685.00	745.06	.00	-869.94	32.39%
6411-00.750-4-99000 Travel Costs/Business Office	-1,500.00	60.00	525.00	.00	-915.00	35.00%
6419-00.702-4-99000 Travel/Board	-10,000.00	8,993.00	50.00	.00	-957.00	.50%
6429-00.701-4-99000 TASB Liability Insurance	-3,800.00	.00	3,800.00	.00	.00	100.00%
6491-00.701-4-99000 Legally Req Pub Not/Supt	-500.00	.00	.00	.00	-500.00	.00%
6491-00.702-4-99000 Legally Req Pub Not/Board	-500.00	.00	.00	.00	-500.00	.00%
6491-00.750-4-99000 Legally Req Pub	-1,500.00	150.00	.00	.00	-1,350.00	.00%
6495-00.701-4-99000 Dues/Superintendent	-300.00	.00	.00	.00	-300.00	.00%
6495-00.750-4-99000 TASBO Membership	-200.00	.00	195.00	.00	-5.00	97.50%
6495-01.701-4-99000 TASB Membership & Leg Ass	-1,000.00	.00	1,000.00	.00	.00	100.00%
6499-00.701-4-99000 Misc Costs/Supt	-1,500.00	.00	933.65	.00	-566.35	62.24%
6499-00.702-4-99000 Misc Board Costs	-750.00	.00	141.28	.00	-608.72	18.84%
6499-00.750-4-99000 Misc Costs/Business Offices	-3,000.00	.00	384.82	.00	-2,615.18	12.83%
6499-01.702-4-99000 TASB Policy Updates	-4,500.00	652.88	2,347.12	.00	-1,500.00	52.16%
6499-01.750-4-99000 Texas SmartBuy Membership	-100.00	.00	100.00	.00	.00	100.00%
6499-02.702-4-99000 TASB Policy Online Support	-1,100.00	.00	1,100.00	.00	.00	100.00%
6499-03.701-4-99000 TASB HR Services	-945.00	.00	945.00	.00	.00	100.00%
6499-03.702-4-99000 Board/Supt Workshop	-500.00	.00	.00	.00	-500.00	.00%
6499-04.701-4-99000 Fee/Background	-100.00	88.00	12.00	5.00	.00	12.00%
6499-04.702-4-99000 TASB Policy Services	-900.00	.00	900.00	.00	.00	100.00%
6499-05.702-4-99000 TASB Board Book	-2,000.00	.00	2,000.00	.00	.00	100.00%
Sub Total 6400	-36,995.00	10,628.88	15,178.93	5.00	-11,187.19	41.03%
Total Function 41 General Administration	-256,751.00	24,140.13	170,254.47	17,029.60	-62,356.40	66.31%
51 - Facilities Maintenance & Opera						
6100 - Payroll Costs						
6129-00.001-4-99000 Salary/Facilities	-64,414.00	.00	47,214.00	5,246.00	-17,200.00	73.30%
6139-00.999-4-99000 Local Leave Paid	-650.00	.00	.00	.00	-650.00	.00%
6141-00.001-4-99000 Social Security/Medicare	-933.00	.00	683.73	75.97	-249.27	73.28%
6142-00.001-4-99000 Group Health & Life	-11,016.00	.00	8,262.36	918.04	-2,753.64	75.00%
6143-00.001-4-99000 Workers' Compensation	-2,325.00	.00	1,828.89	203.21	-496.11	78.66%
6144-00.001-4-99000 TRS On Behalf	-5,958.00	.00	4,485.33	498.37	-1,472.67	75.28%
6144-05.001-4-99000 GASB 24/TRS M.Part D	-160.00	.00	.00	.00	-160.00	.00%
6145-00.001-4-99000 Unemployment	-100.00	66	.00	.00	-100.00	.00%
6146-00.001-4-99000 TRS/TRS Care/NOASDI	-1,643.00	.00	1,251.27	139.03	-391.73	76.16%

Fund 199 / 4 General Operating Fund

As of May

	Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - Expenditures/Expense Object Co						
51 - Facilities Maintenance & Opera						
6100 - Payroll Costs						
Sub Total 6100	-87,199.00	.00	63,725.58	7,080.62	-23,473.42	73.08%
6200 - Professional & Contracted Serv						
6249-00.999-4-99000 Contracted	-7,500.00	.00	6,181.42	957.14	-1,318.58	82.42%
6249-01.999-4-99000 Pest Management Control	-1,000.00	.00	.00	.00	-1,000.00	.00%
6249-05.999-4-99000 Repairs/Fire Alarm System	-500.00	.00	.00	.00	-500.00	.00%
6258-00.999-4-99000 VOIP/Internet	-6,500.00	2,198.40	4,301.60	475.51	.00	66.18%
6258-01.999-4-99000 Alert/Paging System	-1,000.00	1,000.00	.00	.00	.00	.00%
6259-01.999-4-99000 Water	-7,000.00	2,025.55	4,974.45	705.95	.00	71.06%
6259-02.999-4-99000 Phone/Fax/Dish	-1,500.00	46.11	1,176.99	129.83	-276.90	78.47%
6259-03.999-4-99000 Electricity	-15,000.00	4,964.90	10,035.10	1,201.72	.00	66.90%
6259-04.999-4-99000 Heat/Propane	-20,000.00	1,153.02	18,846.98	.00	.00	94.23%
6259-05.999-4-99000 Waste Disposal	-7,500.00	5,245.85	2,254.15	278.74	.00	30.06%
6269-00.999-4-99000 Rental/Electricity Poles	-50.00	.00	35.55	.00	-14.45	71.10%
6269-01.999-4-99000 Rentals/Grounds/Facilities	-500.00	.00	.00	.00	-500.00	.00%
6299-00.001-4-99000 Asbestos Sampling	.00	.00	.00	.00	.00	.00%
6299-00.999-4-99000 TASB Facilities	-1,150.00	.00	1,150.00	.00	.00	100.00%
6299-01.999-4-99000 Asbestos 3Year Inspection	-1,000.00	.00	.00	.00	-1,000.00	.00%
6299-02.999-4-99000 Annual Fire Alarm Inspection	-800.00	.00	.00	.00	-800.00	.00%
6299-03.999-4-99000 Annual Fire Extinguisher	-650.00	.00	.00	.00	-650.00	.00%
Sub Total 6200	-71,650.00	16,633.83	48,956.24	3,748.89	-6,059.93	68.33%
6300 - Supplies & Materials						
6317-00.999-4-99000 Supplies/Custodial	-6,300.00	567.38	5,675.80	923.00	-56.82	90.09%
6318-00.999-4-99000 Supplies/Grounds	-500.00	.00	.00	.00	-500.00	.00%
6319-00.999-4-99000 Paint	-1,500.00	.00	.00	.00	-1,500.00	.00%
6319-01.999-4-99000 Supplies/Facilities Maint	-8,485.00	796.39	2,758.34	164.45	-4,930.27	32.51%
6398-00.999-4-99000 Equipment/Grounds	-250.00	.00	.00	.00	-250.00	.00%
6398-01.999-4-91000 Sand/Track Area	-500.00	.00	.00	.00	-500.00	.00%
6398-01.999-4-99000 Equipment/Facilities	-250.00	.00	.00	.00	-250.00	.00%
6398-02.999-4-99000 Teacherage/Furnishings	-4,000.00	.00	.00	.00	-4,000.00	.00%
Sub Total 6300	-21,785.00	1,363.77	8,434.14	1,087.45	-11,987.09	38.72%
6400 - Other Operating Costs						
6411-00.999-4-99000 Travel/Facilities	-500.00	.00	.00	.00	-500.00	.00%
6411-01.999-4-99000 Travel/IPM Training	-250.00	.00	.00	.00	-250.00	.00%
6429-00.999-4-99000 Insurance/Property	-24,465.00	.00	24,465.00	.00	.00	100.00%
6499-00.999-4-99000 Miscellaneous Costs	-100.00	.00	.00	.00	-100.00	.00%
Sub Total 6400	-25,315.00	.00	24,465.00	.00	-850.00	96.64%
6600 - Capital Outlay/Land/Bldgs/Equi						
6629-00.001-4-91000 Building	-9,000.00	.00	7,995.00	.00	-1,005.00	88.83%
6629-01.001-4-99000 MES A/C FY4	-4,809.00	.00	4,795.77	.00	-13.23	99.72%
6629-02.001-4-99000 MES A/C FY3	-11,191.00	.00	.00	.00	-11,191.00	.00%
Sub Total 6600	-25,000.00	.00	12,790.77	.00	-12,209.23	51.16%
Total Function 51 Facilities Maintenance & Opera	-230,949.00	17,997.60	158,371.73	11,916.96	-54,579.67	68.57%
52 - Security & Monitoring Services						

Fund 199 / 4 General Operating Fund

As of May

		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - Expenditures/Expense Object Co							
52 - Security & Monitoring Services							
6200 - Professional & Contracted Serv							
6239-07.001-4-99000 R.18 School Safety		-1,400.00	.00	.00	.00	-1,400.00	.00%
6249-00.001-4-99000 Repairs/Security		-300.00	.00	.00	.00	-300.00	.00%
Sub Total 6200		-1,700.00	.00	.00	.00	-1,700.00	.00%
6300 - Supplies & Materials							
6399-00.001-4-99000 Materials/Security/50x6		-2,500.00	.00	204.00	.00	-2,296.00	8.16%
6399-01.001-4-99000 Materials/Training/250R		-2,500.00	70.00	908.24	.00	-1,521.76	36.33%
Sub Total 6300		-5,000.00	70.00	1,112.24	.00	-3,817.76	22.24%
6400 - Other Operating Costs							
6411-00.001-4-99000 Security/Prof Development		-9,500.00	.00	1,913.03	.00	-7,586.97	20.14%
6429-00.999-4-99000 TASB/Privacy/Info Security		-5,500.00	.00	5,500.00	.00	.00	100.00%
6499-00.001-4-99000 Fee/BBSC Range		-300.00	.00	75.00	.00	-225.00	25.00%
Sub Total 6400		-15,300.00	.00	7,488.03	.00	-7,811.97	48.94%
Total Function 52 Security & Monitoring Services		-22,000.00	70.00	8,600.27	.00	-13,329.73	39.09%
53 - Data Processing Services							
6100 - Payroll Costs							
6118-00.999-4-99000 Salary/Tech/Extra Duty Pay		-2,500.00	.00	1,875.00	208.34	-625.00	75.00%
6119-00.750-4-99000 Salary/Data/Business Office		-40,267.00	.00	30,186.89	3,356.34	-10,080.11	74.97%
6119-01.750-4-99000 Salary/BM2		.00	.00	.00	.00	.00	.00%
6129-00.001-4-99000 Salary PEIMS Data		-21,343.00	.00	16,100.55	1,788.95	-5,242.45	75.44%
6141-00.001-4-99000 Social Security/Medicare		-305.00	.00	230.13	25.57	-74.87	75.45%
6141-00.750-4-99000 Social Security/Medicare		-639.00	.00	435.58	48.43	-203.42	68.17%
6141-00.999-4-99000 Social Security/Medicare		-36.00	.00	27.09	3.01	-8.91	75.25%
6142-00.001-4-99000 Group Health & Life		-2,204.00	.00	1,652.94	183.66	-551.06	75.00%
6142-00.750-4-99000 Group Health & Life		-2,677.00	.00	2,065.59	229.51	-611.41	77.16%
6143-00.001-4-99000 Workers' Compensation		-38.00	.00	31.41	3.49	-6.59	82.66%
6143-00.750-4-99000 Workers' Compensation		-98.00	.00	146.89	16.33	48.89	149.89%
6143-00.999-4-99000 Workers' Compensation		-12.00	.00	9.12	1.02	-2.88	76.00%
6144-00.001-4-99000 TRS On-Behalf		-1,974.00	.00	1,529.55	169.95	-444.45	77.48%
6144-00.750-4-99000 TRS On-Behalf		-1,852.00	.00	2,867.75	318.85	1,015.75	154.85%
6144-00.999-4-99000 TRS On Behalf & Med Part D		-190.00	.00	146.18	16.23	-43.82	76.94%
6144-05.001-4-99000 GASB 24/TRS M.Part D		-10.00	.00	.00	.00	-10.00	.00%
6144-05.701-4-99000 GASB 24/TRS M.Part D		-75.00	.00	.00	.00	-75.00	.00%
6144-05.750-4-99000 GASB 24/TRS M.Part D		-75.00	.00	.00	.00	-75.00	.00%
6145-00.001-4-99000 Unemployment		-75.00	.00	.00	.00	-75.00	.00%
6145-00.750-4-99000 Unemployment		-75.00	.00	.00	.00	-75.00	.00%
6145-00.999-4-99000 Unemployment		-75.00	.00	.00	.00	-75.00	.00%
6146-00.001-4-99000 Teacher Retirement/TRS		-544.00	.00	426.60	47.40	-117.40	78.42%
6146-00.750-4-99000 Teacher Retirement/TRS		-1,085.00	.00	817.30	90.87	-267.70	75.33%
6146-00.999-4-99000 Teacher Retirement/TRS		-96.00	.00	74.25	8.26	-21.75	77.34%
Sub Total 6100		-76,245.00	.00	58,622.82	6,516.21	-17,622.18	76.89%
6200 - Professional & Contracted Serv							
6236-00.999-4-99000 EdLink/Erate		-13,488.00	.00	13,488.00	.00	.00	100.00%
6236-02.999-4-99000 EdLink/On-Site Support		-22,997.00	749.76	22,247.00	.00	-.24	96.74%
6238-00.001-4-99000 R.18 Info Systems/Student		-10,276.00	68	10,276.00	.00	.00	100.00%
6238-00.750-4-99000 R.18 Infor Systems/BO/HR		-10,657.00	.00	10,657.00	.00	.00	100.00%
6238-02.001-4-99000 R.18/Additional Svs		-4,335.00	.00	4,327.50	52.50	-7.50	99.83%

Fund 199 / 4 General Operating Fund

As of May

	Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - Expenditures/Expense Object Co						
53 - Data Processing Services						
6200 - Professional & Contracted Serv						
6239-03.999-4-99000 R.18 Antivirus Software	-750.00	.00	.00	.00	-750.00	.00%
6239-04.999-4-99000 R.18 Windows Server	-260.00	.00	.00	.00	-260.00	.00%
Sub Total 6200	-62,763.00	749.76	60,995.50	52.50	-1,017.74	97.18%
6300 - Supplies & Materials						
6399-00.999-4-99000 Technology Supplies	-500.00	.00	51.11	.00	-448.89	10.22%
6399-01.001-4-99000 Mounts & APs	-850.00	831.95	.00	.00	-18.05	.00%
6399-03.999-4-99000 Microsoft Office Renewal	-1,400.00	942.14	.00	.00	-457.86	.00%
6399-06.999-4-99000 Google Web Domain	-100.00	.00	51.11	.00	-48.89	51.11%
6399-07.999-4-99000 Monitoring Software	-250.00	.00	.00	.00	-250.00	.00%
6399-08.001-4-99000 Meraki License	-1,750.00	.00	.00	.00	-1,750.00	.00%
Sub Total 6300	-4,850.00	1,774.09	102.22	.00	-2,973.69	2.11%
6400 - Other Operating Costs						
6499-00.999-4-99000 Misc Costs	-250.00	.00	.00	.00	-250.00	.00%
Sub Total 6400	-250.00	.00	.00	.00	-250.00	.00%
6600 - Capital Outlay/Land/Bldgs/Equi						
6639-00.001-4-99000 Capital	-79,236.00	.00	78,371.00	.00	-865.00	98.91%
Sub Total 6600	-79,236.00	.00	78,371.00	.00	-865.00	98.91%
Total Function 53 Data Processing Services	-223,344.00	2,523.85	198,091.54	6,568.71	-22,728.61	88.69%
61 - Community Services						
6300 - Supplies & Materials						
6399-00.001-4-99000 Materials/Parental	-42.00	.00	.00	.00	-42.00	.00%
Sub Total 6300	-42.00	.00	.00	.00	-42.00	.00%
6400 - Other Operating Costs						
6499-00.001-4-99000 Misc Costs/Parental	-958.00	.00	957.21	.00	-.79	99.92%
Sub Total 6400	-958.00	.00	957.21	.00	-.79	99.92%
Total Function 61 Community Services	-1,000.00	.00	957.21	.00	-42.79	95.72%
71 - Debt Services						
6500 - Debt Service						
6599-00.001-4-99000 GASB/Lease	-5,000.00	.00	.00	.00	-5,000.00	.00%
6599-01.001-4-99000 GASB/SBITA	-30,000.00	.00	.00	.00	-30,000.00	.00%
Sub Total 6500	-35,000.00	.00	.00	.00	-35,000.00	.00%
Total Function 71 Debt Services	-35,000.00	.00	.00	.00	-35,000.00	.00%
91 - Purchase of WADA from State/Sc						
6200 - Professional & Contracted Serv						
6224-00.999-4-99000 Recaputure/WADA/State	-6,000.00	.00	.00	.00	-6,000.00	.00%
Sub Total 6200	-6,000.00	.00	.00	.00	-6,000.00	.00%
Total Function 91 Purchase of WADA from State/Sc	-6,000.00	.00	.00	.00	-6,000.00	.00%
93 - Payments to Fiscal Agent						
6400 - Other Operating Costs						
6492-00.001-4-23000 Fiscal Agent/588 Coop	-6,600.00	.00	6,600.00	.00	.00	100.00%
6492-00.999-4-23000 588 Co-op	.00	.00	.00	.00	.00	.00%
Sub Total 6400	-6,600.00	69	.00	6,600.00	.00	100.00%
Total Function 93 Payments to Fiscal Agent	-6,600.00	.00	6,600.00	.00	.00	100.00%

Fund 199 / 4 General Operating Fund

As of May

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Realized</u>
6000 - Expenditures/Expense Object Co						
99 - Other Intergovernmental Charge						
6200 - Professional & Contracted Serv						
6213-00.999-4-99000 Property Appraisal Services	-38,500.00	7,412.17	31,087.83	.00	.00	80.75%
Sub Total 6200	-38,500.00	7,412.17	31,087.83	.00	.00	80.75%
Total Function 99 Other Intergovernmental Charge	-38,500.00	7,412.17	31,087.83	.00	.00	80.75%

Fund 199 / 4 General Operating Fund

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Realized</u>
8000 - Other Uses & NonOperating Exp						
00 - Generic						
8900 - Other Uses						
8911-00.000-4-00000 Transfer to Food Service	-10,014.00	.00	.00	.00	-10,014.00	.00%
Sub Total 8900	-10,014.00	.00	.00	.00	-10,014.00	.00%
Total Function 00 Generic	-10,014.00	.00	.00	.00	-10,014.00	.00%
Total Expenditures	-2,061,527.00	68,624.64	1,359,529.72	127,730.14	-633,372.64	65.95%
Total for 000	-2,061,527.00	68,624.64	1,359,529.72	127,730.14	-633,372.64	65.95%
End of Report						

MARATHON INDEPENDENT SCHOOL DISTRICT
REGULAR SCHOOL BOARD MEETING
MAY 22, 2024

Regular Board Of Trustees School Board Meeting. The Board of Trustees of the Marathon Independent School District met on May 22, 2024, in the High School Library.

Present Board Members: Steven Aguilar, Marina Aguilar, Judy Briones, Craig Carter, Andrew Lewis,

Hayes West

Absent Board Members: Cheyenne Marta

Staff: Dr. Ivonne Durant, Coy Gonzalez,

Audience of Individuals: Amy Anthony, Luke Hendryx -4H Extension Director, Jayne Gallo, Alysya Garcia, Becky Garcia, Jacob Garcia, Lupe Garcia, Sandra Hansen, Mr. Hess, Monica Pinedo, Betty Ramirez

- I. Call Meeting to Order: Board President, Judy Briones called the board meeting to order at 6:00 p.m.
- II. Recited the Pledge of Allegiance to the American and Texas Flags
- III. Board Prayer and Moment of Silence
- IV. Public Comment: Jayne Gallo asked for information regarding next year elementary combining 3rd, 4th, and 5th grade, Board President, Judy Briones responded that was not on the agenda and for Jayne Gallo to call the office and set up a meeting with Superintendent, Dr. Ivonne Durant to discuss her concern.
- V. Consent Items – A motion was made by Marina Aguilar and seconded by Hayes West to approve the Consent Items as presented. Motion Carried.
 - V.a. Monthly Tax Collection Report
 - V.b. Check Payments
 - V.c. Financial Reports
 - V.d. Review and approve previous Board Minutes
- VI. Budget Amendments – A motion was made by Marina Aguilar and seconded by Andrew Lewis to move this item to the June board meeting. Motion Carried.
- VII. Superintendent Report
 - VI.a. RSSP End of Project Report – Megan Downing virtual presentation. Presentation could not be connected will schedule for next board meeting.
- VIII. HVAC System for Gym Update Discussion and Take Possible Action – Discussion on the new HVAC System for the Gym. A motion was made by Marina Aguilar and seconded by Craig Carter to move forward with HVAC System and to form a board committee to help with decision making regarding the HVAC System for the gym. Motion Carried.
- IX. Discussion and Take Action on Becoming a 4H Champion School Program – Luke Hendryx – 4H Extension Director and School Counselor- Amy Anthony gave a brief introduction on the 4H Champion School Program and how it would be beneficial for the school district to implement this TEKS based curriculum. After discussion the board was in favor of approving the 4H Champion School Program for the upcoming school year -2024-2025. A motion was made by Craig Carter and seconded by Hayes West to approve the 4H Champion School Program. Motion Carried.
- X. Policy EIC Review and take possible action – Board review and discussion regarding Policy EIC. No Action take postponed for a further meeting.

- XI. Closed Meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E. Board President, Judy Briones called for Closed Meeting at 6:05 p.m.
 - XI.a. Personnel Matters. Texas Govt. Code Section 551.074 Closed Meeting at 8:38 p.m.
 - XI.b. Level III Parent Grievance Tex. Gov. Code Section 551.074- Closed Meeting at 6:05 p.m.
- XII. Open Meeting – Board returned to Open Meeting
 - XII.a. Personnel Matters. Tex Govt. Code Section 551.074
 - XII.b. Possible Action on Level III Parent Grievance. Tex. Gov. Code Section 551.074 – A motion was made by Andrew Lewis and seconded by Steven Aguilar to approve that According to FNG (Local) Policy the board has the right to reach a decision by the end of the next Regular scheduled Board Meeting on June 26, 2024. The Board wishes to express that they will take this grievance seriously. Motion Carried.
- XIII. Upcoming Events – Graduation
 - XI. Closed Meeting in Accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E. Board President, Judy Briones called the meeting to order at 8:38 p.m.
 - XI.a. Personnel Matters, Texas Govt. Code Section 551.074
 - XII. Open Meeting – Board returned to Open Meeting at 8:59 p.m. No Action
- XIV. Adjourn – A motion was made by Marina Aguilar and seconded by Hayes West to adjourn board meeting at 9:00 p.m. Motion Carried.

Board President _____

Board Secretary _____

**2023-2024 Planning Calendar for 2024-2025 Fiscal Year
Marathon ISD Budget & Tax Rate Adoption**

2/1-4/5/2024	Budget preparations - review and data collection
	Open budget application program for data entry
3/1-5/3/2024	Campus and program budget development and meetings.
4/1-6/1/2024	Review/research personnel staff and salary schedule, stipends, benefits data
4/22-4/30/2024	Run preliminary summary of finance calculations
4/29 - 5/1/2024	Chief appraisers prepare and certify the estimate of the taxable value of the property in school districts to tax assessors.
5/1-3/2024	Calculate projected tax revenues (projected tax rate)
6/3-28/2024	PEIMS - Student ADA and program countact hours; update summary of finance template with actuals.
6/26/2024	Board appointment: Calculation of No-New Revenue Tax Rate and Voter Approval Tax Rate
6/17-7/26/2024	Maximum Compressed Rate(MCR)/(Tax Rate) TEA worksheet is completed - Planning Projections
	Certification of anticipated collection rate by tax assessor/collector
7/25/2024	Chief appraiser prepares and certify the estimate of the taxable values of property in the school district
7/31/2024	Budget Workshop
8/1/2024	Budget Workshop
8/3/2024	Budget Workshop
7/26-8/2/2024	Local Property Value Study is submitted to TEA for TEA determination of MISD's Maximum Compressed Tax Rate
7/29-8/5/2024	Calculation of effective and rollback tax rates
8/1-6/2024	District receives MISD's preliminary 2023 Maximum Compressed Tax Rate (Note: district may appeal the MCR Rate)
8/7-12/2024	Meeting of school board final review and recommendations to proposed budget; decide on public meeting date on budget and proposed tax rate. The school board votes on a proposed tax rate that will be published in the notice for the public meeting.
8/15/2024	Notice of Public Meeting to Discuss Budget and Proposed Tax Rate published in county newspaper and website (10-30 days before public meeting)
8/26-30/2024	Public meeting on budget and proposed tax rate. School board adopts budget and tax rate after the public meeting.

Calendar subject to revisions to meet district needs and required timelines.

**Memorandum of Understanding
Dual Credit Academic Agreement
Between
Marathon ISD
And
Sul Ross State University**

This Dual Credit Institutional Agreement is entered into and between Sul Ross State University (“University”), a member of the Texas State University System, and Marathon ISD, either a Texas independent school district contracting on behalf of its high school, or a private high school, or a home-schooled student (“School”), to facilitate the cooperation between the University and the School in the provision of dual credit courses for the School.

Purpose

In accordance with the rules and regulations of the Texas Higher Education Coordinating Board (THECB), Sul Ross State University offers college credit courses in approved core curriculum courses for dual credit high school students. If the School approves these college courses for dual credit, high school students meeting both the School and University admission requirements may enroll in these courses and may receive college and high school credit simultaneously.

Dual Credit Program Goals

As outlined in the Sul Ross State University Plan: Strategies for the Second Century 2017-2022, under the section Strategies—Goal 1: Promote Growth in Academic, Research, and Artistic Excellence; Objective 1: Develop new or build on existing learning programs (including distance education programs) to create expanded opportunities to “learn by doing” across the curriculum,, emphasizing tangible skills for lifelong learning and preparations to contribute to 21st century society; Strategy 6: Improve technical support in distance learning to include online/web based learning and teleconference instruction, the dual credit program agrees to provide opportunities and build relationships with area and state wide districts.

The University will provide informal sessions to inform all students and parents of the benefits and enrollment requirements.

The University and the School will post the most current dual credit program information including the MOU to their respective websites.

The University and the School will host regular, as needed, sessions for high school counselors regarding any changes to the Texas Administrative Code, the University availability of offerings, or any changes needed to the MOU.

The University and the School will assist the students in the successful transition to and acceleration through postsecondary education.

The University and the School will ensure the students receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

The University's selection process for faculty will ensure that the quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

Eligible Courses

Core curriculum courses and lower level foreign language courses on the official course inventory for Sul Ross State University are eligible for dual credit.

The availability of eligible dual credit courses each semester is determined by the availability of University resources, including but not limited to open seats in on-campus sections, faculty, smart rooms (for delivery of two-way interactive video), and compatible meeting times. The School agrees to collaborate with the University to develop an appropriate dual credit course schedule prior to the start of each semester, preferably at the same time the University course schedules are developed. Emails will be sent by the University to inform the School of approaching deadlines, so the School may have the opportunity to request/suggest particular classes, days, and times.

Remedial and developmental courses are not available for dual credit.

The School is responsible for determining that the dual credit course meets the essential skills and knowledge required by the Texas Education Agency.

*All courses are 3 credit hours unless noted otherwise.

Sequence of Courses

Eligible dual credit courses may be taken in any sequence with the following exceptions:

English

1. ENG 1301
2. ENG 1302 or 2311
3. All other ENG core courses

Spanish

1. SPAN 1411 (4 sch)
2. SPAN 1412 (4 sch)
3. SPAN 2311
4. SPAN 2312

Math

1. MATH 1314
2. MATH 1316

Chemistry

1. MATH 1314
2. CHEM 1311
3. CHEM 1312

Physics

1. PHYS 1301
2. PHYS 1302

*The University will NOT allow any overrides for prerequisite courses.

Crosswalk for Sul Ross State University and the (School)

SRSU Course	ISD Course
ENG 1301	English 3 or 4
ENG 1302	English 3 or 4
ENG 2311	Technical Writing for Adv. Eng credit
ENG 2327	English 4
ENG 2328	English 4

Student Eligibility

A high school student is eligible to enroll in dual credit courses if the student:

1. Meets high school or school district requirements for taking a dual credit class
2. Meets any required course prerequisites
3. Obtains permission from School and a parent or guardian to take the course(s), and
4. Demonstrates college readiness by passing relevant sections of the TSI college readiness assessment test (TSIA) as set forth in Texas Administrative Code Title 19 Rule §4.57; or
5. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in Texas Administrative Code Title 19 Rule §4.54 (relating to Exemptions, Exceptions, and Waivers).
6. Proof of bacterial meningitis vaccine or state exemption form (on University campus students only).

A high school student is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:

For courses that require TSI college readiness in English Language Arts and Reading (ELAR):

- TSIA2 ELAR: ELAR College Readiness Classification Test score in the range of 945-900 and a score of at least 5 on the Essay Test, or an ELAR score below 945 with an essay score of 5 or higher, and an ELAR Diagnostic Test score of 5 or 6
 - STAAR EOC English II: Minimum score of 4000 OR
 - PSAT/NMSQT Evidence-Based Reading and Writing (EBRW), administered on or after 10/15/2015: Minimum score of 460 OR
 - PLAN: Composite score of 23, and English score of 19 or higher OR
 - ACT: Combined score of 40 on the English and Reading tests OR
 - SAT: Minimum score of 480 on the EBRW administered on or after 03/05/2016

For courses that require TSI college readiness in mathematics:

- TSIA2 Mathematics: Minimum score of 950, or a score below 950 and a Diagnostic level of 6
 - STAAR EOC Algebra I: Minimum score of 4000 OR
 - PSAT/NMSQT Mathematics, administered on or after 10/15/2015: Minimum score of 510 OR
 - PLAN: Composite score of 23, and math score of 19 or higher OR

- ACT: Minimum score of 22 OR - SAT: Minimum of 530 on the mathematics test administered on or after 03/05/2016

District Responsibilities

The School agrees to provide the students assistance in completing the enrollment process. The School and student are responsible for ensuring that all required paperwork is submitted before the deadlines. Any packets received after the deadline will not be accepted. Once the completed paperwork has been submitted, the University will register the students in the dual credit classes.

If a student wishes to have a schedule change, it must be done so by the School Liaison who will then submit any necessary paperwork to the University.

If a student drops a course or stops attending classes, it is the responsibility of the School to notify the University as soon as possible in order to withdraw the student without any repercussions. The School representative must initiate the drop. Students will not be allowed to drop a course without the School's consent.

Deadlines

All paperwork completed by students must be submitted by the published deadlines determined by Dual Credit Coordinator. Deadlines will be published in the University's academic calendar and provided to the school.

Dual Credit Liaisons

Dual credit liaisons are school district contacts that serve as the contact person for the dual credit program on that high school campus. This individual might handle course scheduling, computer lab scheduling for online courses, troubleshooting, etc. Upon the request of the liaison, the instructor will provide updated progress. The liaison's responsibilities in the classroom will be determined between each liaison and the instructor.

If the school district has a designated dual credit liaison, please send that individual's contact information to the Dual Credit Coordinator.

Location of Classes

Dual credit courses may be offered on the University campus, the School campus, over two-way interactive video, online.

Student Composition of Class

Dual credit courses may be composed of dual-credit students only or of dual and college credit students. The decision to allow non-dual credit high school students into a dual credit course on a high school campus must be approved by the University Provost and must meet one of the following conditions:

1. The course involved is required for completion under the State Board of Education Recommended or Distinguished High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
2. The high school credit-only students are College Board Advanced Placement or International Baccalaureate students.

Dual Credit Faculty and Dual Credit ISD Liaison Responsibilities

In support of the partnership with Marathon ISD and SRSU, Dual Credit Faculty Responsibilities will include:

- Establishing a mechanism (i.e. Blackboard, email) for communications with Marathon ISD dual credit liaison.
- Provide a detailed syllabus outlining expectations, requirements, attendance policy, and grading policy and communicate any changes in the syllabus (i.e. test dates, assignments, and assignment due dates) to the dual credit liaison.
- Inform Marathon ISD when planning to be absent or delayed to class.
- Allow absences for school-required state exams and other school related activities (with prior notice), technological issues, or Marathon ISD school closures without penalty.
- Provide critical student information when needed as allowed by FERPA rules. This will include informing the liaison of a student's failure to meet expectations, including but not limited to, potential for a failing grade, excessive absences, and/or unacceptable classroom behavior.
- Dual credit faculty will work with the Marathon ISD Liaison to provide updates on progress if requested by the school in a timely manner.

In support of the partnership with Marathon ISD and SRSU, the Dual Credit Liaison responsibilities will include:

- Give prior notice to the appropriate Dual Credit Faculty of student absences due to school related activities.

Faculty Selection, Supervision, and Evaluation

The University shall select instructors of dual credit courses. These instructors must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by the University to select faculty responsible for teaching the same courses at the main campus.

When a dual credit course is offered on the School campus, the instructor must provide the University with a syllabus at least 30 days before the first class day. The Department Chair and the Dean of the College for the course subject must both review and approve the syllabus. If the syllabus does not meet the University's academic standards, the Department Chair or designated faculty member will assist the instructor in modifying the syllabus. The University will supervise and evaluate these instructors using the same or comparable procedures used for faculty at the main campus of the college.

Course Curriculum, Instruction, and Grading

The high school and adjunct instructors agree to adhere to the curriculum provided by Sul Ross State University for dual credit courses. The syllabus and curriculum materials are integral components of the dual credit program and shall not be modified without prior approval from the department chair at Sul Ross State University. Dual credit courses must consistently meet the University's established standards for curriculum, materials, instruction, and the method and rigor of student evaluation. These standards apply uniformly, irrespective of the student composition or the location of the class. Any proposed changes to the curriculum or syllabus require timely submission to the department chair for review and approval, ensuring alignment with Sul Ross State University's academic standards and objectives.

Academic Policies and Student Support Services

Regular University academic policies apply to dual credit classes. These policies include, but are not limited to the distribution of syllabi, the appeal process for disputed grades, the drop policy, and grading policies. These policies may be found in the University catalog and are included herein by reference.

The University will provide student support services as follows:

1. Students will be given access to the University library and internet (Lobo Online, email, Blackboard), accorded appropriate privileges, and have adequate library resources convenient for use at the site where dual credit courses are offered.
2. Students enrolled in dual course credit will be provided adequate academic support services including academic advising and counseling through the University Lobo Den.

Student Code of Conduct

All students enrolled at the University must abide by the standards outlined in the *SRSU Student Handbook*. The handbook can be located on the SRSU website or through the Office of Student Life.

Transcription of Credit

For dual credit courses, the University will transcript college credit hours earned immediately upon the student's completion of the performance required in the course and report the official college grade to the School registrar. Letter grades only will be awarded for college credit.

Transfer of Courses

SRSU approved core curriculum courses are readily transferable to other public institutions of higher education in Texas. However, since each college has its own policy regarding the transferability and applicability of courses, each student as well as the School, is strongly advised to check with the transferring college or university he/she plans to attend in order to determine the transferability of SRSU courses.

Texas public colleges and universities generally transfer courses which have common course numbers and designations. For example: ENGL 1301 is a common course that all Texas public colleges and universities carry. If a course does not carry the same number or designation at the transferring institution, it may not transfer. The student should contact that receiving institution for confirmation. A quick reference guide for compatibility within institutions can be located in the Texas Common Course Numbering System (TCCNS), available at <https://www.tccns.org/>. TCCNS equivalent courses are also designated in the SRSU catalog.

Private and out-of-state institutions will decide which courses will transfer individually. The student must contact the private or out-of-state institution to determine if a course will transfer and how it will be applied.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

SRSU administration, counselors, staff, and instructors **are allowed** to communicate with the individual student as well as the dual credit high school liaisons which include the high school counselor, high school administration, and the facilitator regarding student progress, grades, student schedule, student attendance, etc.

SRSU employees are **not allowed** to discuss individual students with anyone, including parents, without a signed FERPA Waiver. SRSU staff will communicate to the high school, where parents may request information from the high school staff regarding students' dual credit courses.

Academic Regulations

SRSU courses offered as dual credit by SRSU faculty or embedded high school faculty, regardless of where they are taught, follow the SRSU academic calendar, syllabus requirements, course outline, grading procedure, FERPA regulations, communication between students, parents, and ISD administrators, and other instructional and evaluative policies and procedures. Exceptions to this must be approved by the appropriate administrative entities.

District employees and parents shall not influence the grading policies, grading procedures, or other instructional policies of SRSU faculty who teach college courses as dual credit.

Dual credit students may withdraw (drop) from all courses and receive a grade of "W" at any time during the semester on/prior to SRSU's official drop deadline specified in the academic calendar which can be accessed from SRSU's website. A grade of "F" will be assigned for courses dropped after the deadline specified in the academic calendar. For students who wish to drop a class, it is the student's responsibility to contact the high school liaison before withdrawing from a course. It is the student's and the School's responsibility to verify that the official withdrawal has been initiated and completed.

In the event that a student receives a grade below 'C' in any dual credit course, both the student and the high school agree to initiate an appeal process to seek approval for the student's continued participation in dual credit classes. The appeal will be made to the dual credit program, and both the student and the high school commit to abide by any plan of action recommended by the dual credit program to address academic challenges and support the student's success in future dual credit courses.

The maximum allowable dual credit hours will be determined by the School.

Funding

The University will offer courses eligible for dual credit at a designated tuition rate of \$50 per semester credit hour when the qualified instructor is employed by the School and a designated tuition rate of \$100 per semester hour (e.g. \$300 per student per three credit hour course) for dual credit when a University employee is the instructor. The ISD will be fully responsible for all aforementioned tuition costs and will not charge students for any portion of these costs.

The School will agree to identify and certify participating students whom are eligible for funding through THECB's FAST program.

Transportation will not be provided by the University.

The University will invoice the school district within 30 days of the official census date of each semester net of any scholarship assistance provided. The invoice will include a listing of all students enrolled in all billable classes. The School will have up to 15 business days to appeal any registrations for that semester and up to 30 days to pay the tuition amount.

This Dual Credit Academic Agreement may be altered with written approval by the Superintendent and President or their designees, at least 30 days in advance of the agreement period.

This agreement will become effective on the date both parties agree to accept the conditions set forth in this document and until such time as mutual agreement is made to alter or terminate.

Signature:

Bernie Cantens, Ph.D.
Executive Vice President & Provost

Superintendent

Date

Date

Other Certified Subject Areas

QUESTION 40.0:

Please select each subject in the required curriculum below for which your district provides each student with instructional materials that cover all elements of the essential knowledge and skills: [multiple select]

- Career & Technical Education
- Fine Arts
- Health
- Technology Applications
- English Language Proficiency Standards
- Languages other than English

District County Number (6-digit ID):

022902

District Name:

MARATHON SCHOOLS

Date of Ratification by Local School Board of Trustees or Governing Body:

APRIL 24, 2024

Signature of the Board President and Secretary or Governing Board Officer

Board President

Date

Board Secretary

After ratification, please scan THIS SIGNATURE PAGE of this form and submit to TEA through the electronic Certification of Provision of Instructional Materials Survey

PROPOSED REVISIONS

Consistent Application for Graduating Class

The District shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit.

Calculation

The District shall include in the calculation of class rank semester grades earned in high school credit courses taken at any grade level, unless excluded below.

The class rank calculation shall not include semester grades from a course that is retaken after a passing grade has been earned.

The calculation shall include failing grades.

Exclusions

The calculation of class rank shall exclude grades earned in a distance learning course, unless the course is either assigned to the student by the District or offered as a course option along with traditional District courses, and any local credit course.

Weighted Grade System

The District shall categorize and weight eligible courses as Weighted and Regular in accordance with provisions of this policy and as designated in appropriate District publications.

Categories

Weighted

Eligible Advanced Placement (AP) and dual credit courses shall be categorized and weighted as Weighted courses.

Regular

All other eligible courses shall be categorized and weighted as Regular courses.

Note: ~~The following provisions shall apply to students in the graduating classes of 2020, 2021, 2022, and 2023.~~

~~Weighted Grade Point Average~~

~~The District shall convert semester grades earned in eligible courses to grade points in accordance with the following chart and shall calculate a weighted grade point average (GPA):~~

Grade	Weighted	Regular
90-100	5.0	4.0
80-89	4.0	3.0
70-79	3.0	2.0
60-69	2.0	0
Below 60	0	0

Note: ~~The following provisions shall apply to students beginning with the graduating class of 2024.~~

Weighted Grade
Point Average

The District shall convert semester grades earned in eligible courses to grade points in accordance with the following chart and shall calculate a weighted grade point average (GPA):

Grade	Weighted	Regular
100	5.0	4.0
99	4.9	3.9
98	4.8	3.8
97	4.7	3.7
96	4.6	3.6
95	4.5	3.5
94	4.4	3.4
93	4.3	3.3
92	4.2	3.2
91	4.1	3.1
90	4.0	3.0
89	3.9	2.9
88	3.8	2.8
87	3.7	2.7
86	3.6	2.6
85	3.5	2.5
84	3.4	2.4
83	3.3	2.3
82	3.2	2.2
81	3.1	2.1
80	3.0	2.0
79	2.9	1.9
78	2.8	1.8
77	2.7	1.7
76	2.6	1.6
75	2.5	1.5
74	2.4	1.4

Grade	Weighted	Regular
73	2.3	1.3
72	2.2	1.2
71	2.1	1.1
70	2.0	1.0
69	1.9	0
68	1.8	0
67	1.7	0
66	1.6	0
65	1.5	0
64	1.4	0
63	1.3	0
62	1.2	0
61	1.1	0
60	1.0	0
Below 60	0	0

Note: ~~The following provisions shall apply to all students, regardless of their graduating class.~~

Transferred Grades

When a student transfers semester grades for courses that would be eligible under the Regular category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers semester grades for courses that would be eligible to receive additional weight under the District's weighted grade system, the District shall assign additional weight to the grades based on the categories and grade weight system used by the District.

Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the spring semester of the senior year **for the class of 2025, and at the end of the fall semester of the senior year beginning with the class of 2026.**

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC(LEGAL)]

Valedictorian and
Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second-highest rank, respectively. To be eligible for this local graduation honor, a student must:

1. Have been continuously enrolled in the District high school for the four school years immediately preceding graduation;
2. Be enrolled as a full-time student in the semester in which the student completed graduation requirements;
3. Be graduating after exactly eight semesters of enrollment in high school; and
4. Have completed the foundation program with the distinguished level of achievement.

Ties

In case of a tie in weighted GPAs after calculation to the fourth decimal place, the District shall recognize all students involved in the tie as sharing the honor and title.

**Highest-Ranking
Graduate**

The student meeting the local eligibility criteria for recognition as the valedictorian shall also be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.



(LOCAL) Policies Packet

For your convenience, this file contains *only* **the** local policies from your school district's TASB update packet.

What is in this packet?

- Instruction sheet for recommended (LOCAL) policies
- Explanatory Notes for recommended (LOCAL) policies
- Clean copies of recommended (LOCAL) policies
- Annotated (redlined) copies of recommended (LOCAL) policy changes

This is not the full update packet.

To retrieve your district's full update packet, log in to Policy Online® and visit My Policy Manual > Local Manual Updates > Numbered Updates.

What is in the full update packet?

The full update packet contains:

- A summary of the overall policy update
- (LEGAL) policies and (EXHIBIT) documents that describe the statutory framework in which your local policies must operate
- Instructions and Explanatory Notes for every policy change, not just the (LOCAL) policies
- Guidance on how to:
 - Present recommended policy changes to the board
 - Keep minutes
 - Notify TASB of board action
 - Maintain your historical record
 - Update your administrative regulations

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

Instruction Sheet
TASB Localized Policy Manual Update 123

Marathon ISD

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
BBD	(LOCAL)	Replace policy	Revised policy
BBFA	(LOCAL)	Replace policy	Revised policy
CKC	(LOCAL)	Replace policy	Revised policy
CKED	(LOCAL)	ADD policy	See explanatory note
CQC	(LOCAL)	ADD policy	See explanatory note
DCE	(LOCAL)	Replace policy	Revised policy
DGBA	(LOCAL)	Replace policy	Revised policy
EEH	(LOCAL)	Replace policy	Revised policy
EF	(LOCAL)	DELETE policy	See explanatory note
EFA	(LOCAL)	ADD policy	See explanatory note
EFB	(LOCAL)	ADD policy	See explanatory note
FNG	(LOCAL)	Replace policy	Revised policy
GF	(LOCAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 123

Marathon ISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 88th Legislature, regular and special sessions. All referenced bills have already gone into effect unless otherwise noted.

The Local Policy Overview for Update 123, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online® (TASB login required), provides a general, high-level overview of the changes to the local policies included in the update. **Legal policies provide the legal framework for key areas of district operations and are not adopted by the board.**

BBD(LOCAL)

BOARD MEMBERS: TRAINING AND ORIENTATION

HB 3033 authorizes the attorney general to require trustees to complete training on the Public Information Act if the attorney general finds that there has been a violation of the Act. Language is recommended to make clear that this training after a violation cannot be delegated to the district's Public Information Act coordinator.

BBFA(LOCAL)

ETHICS: CONFLICT OF INTEREST DISCLOSURES

Language is recommended to clarify that a trustee's ethical duty to disclose a financial or other personal interest in board transactions goes beyond the statutory conflicts of interest set out in state and federal law. The added language serves to demonstrate a commitment to avoid undue influence, increase transparency, and avoid the appearance of impropriety in public dealings.

CKC(LOCAL)

SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

A new section on Notice Regarding Violent Activity is recommended to comply with legal requirements. Administrative procedures must be created to align with TEA's model standards.

Provisions regarding individuals authorized to possess firearms for emergency response have been relocated to the appropriate code in the CKE series, as indicated below.

CKED(LOCAL)

SECURITY PERSONNEL: OTHER SECURITY ARRANGEMENTS

Provisions regarding individuals authorized to possess firearms for emergency response have been relocated from CKC(LOCAL) to this code.

CQC(LOCAL)

TECHNOLOGY RESOURCES: EQUIPMENT

This new local policy is recommended to meet the legal requirement for the board to adopt a policy for the effective integration of digital devices in the district. The policy language adopts the model health and safety guidelines developed by TEA and the Health and Human Services Commission and clarifies that the superintendent must develop regulations for implementation.

DCE(LOCAL)

EMPLOYMENT PRACTICES: OTHER TYPES OF CONTRACTS

Revisions at Termination During Contract Term are recommended to specify that an employee may request a hearing before the board to appeal discharge during the contract period and to differentiate between terminations during and at the end of the contract term.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

Explanatory Notes

TASB Localized Policy Manual Update 123

Marathon ISD

DGBA(LOCAL)

PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy DIA, we have revised the references to that code in this policy to reflect the DIA series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

EEH(LOCAL)

INSTRUCTIONAL ARRANGEMENTS: HOMEBOUND INSTRUCTION

TEA's revisions to the *Student Attendance Accounting Handbook (SAAH)* prompted recommended updates to this policy. Students may now receive homebound services for psychological, as well as medical, conditions. The *SAAH* also indicates that the weeks of confinement due to a medical or psychological condition do not need to be consecutive to qualify. The policy language has been updated to reflect this change.

EF(LOCAL)

INSTRUCTIONAL RESOURCES

As explained at EF(LEGAL), above, this local policy addressing instructional resources is being deleted. New local policies to address instructional materials and library materials separately are included at EFA and EFB.

EFA(LOCAL)

INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

The enclosed policy regarding instructional materials is recommended to coordinate with the policy addressing library materials at EFB(LOCAL). The provisions previously housed at EF(LOCAL) have been moved to this code with the following revisions:

- At Selection, a clarification has been made to reflect that instructional materials must be chosen in accordance with stated objectives and administrative regulations and may include items from the State Board of Education list.
- At Reconsideration of Instructional Materials, the list of individuals who can submit a request for reconsideration has been revised. This change is recommended to align with the list provided in the new EFB(LOCAL), which permits an employee or parent or guardian to submit these requests. If the district would like to expand this list, please contact your policy consultant.

Please review the information at Formal Reconsideration, which specifies who will receive forms requesting the reconsideration of instructional material and who will appoint a reconsideration committee. If the policy needs to identify a different position for these responsibilities, please contact your policy consultant for assistance with revisions.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

EFB(LOCAL)

INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

This recommended policy aligns with changes to the Administrative Code and the new collection development standards for school libraries as a result of HB 900. Please review the following information in your policy:

- The location of the form for formal reconsideration;

Explanatory Notes

TASB Localized Policy Manual Update 123

Marathon ISD

- The position title for the person responsible for appointing the reconsideration committee; and
- The number of days allocated for appointing the committee, providing the material for review to the committee, and completing the committee's final report.

If any information needs to be updated or if further revisions to the policy are needed, please contact your policy consultant for assistance.

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

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy FFH, we have revised the references to that code in this policy to reflect the FFH series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

GF(LOCAL) PUBLIC COMPLAINTS

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

BOARD MEMBERS
TRAINING AND ORIENTATION

BBD
(LOCAL)

**Public Information
Coordinator**

After Election or
Appointment

The Superintendent shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [See GBAA]

After a Violation

A Board member who receives written notice from the attorney general that the member must complete Public Information Act (PIA) training described by GBAA(LEGAL) following the District's failure to comply with a PIA requirement shall complete the training within the timelines described in law. The completion of the training in response to such a notice cannot be delegated.

**Reporting
Continuing
Education Credit**

The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

In addition to disclosures required by law, a Board member shall disclose to the Board any personal financial interest, business interest, or obligation or relationship that in any way creates a potential conflict of interest with a vote on a pending matter.

A Board member shall not use coercive means or promise special treatment in order to influence Board or District decisions, nor use the member's position to seek personal advantage. [See also BBF(LOCAL)]

**Annual Financial
Management Report**

Each Board member shall provide to the District in a timely manner information necessary for the District's annual financial management report. [See CFA]

**Emergency
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

**Notice Regarding
Violent Activity**

The Superintendent shall develop procedures to notify parents regarding violent activity that has occurred or is being investigated at a campus or other District facility or at a District-sponsored activity.

**Employees
Authorized to
Possess Firearms
for Emergency
Response**

Purpose

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

Authorization

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

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

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

Revocation

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

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

Duties

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

In an emergency an authorized employee shall:

1. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District; and
2. Carry out all other lawful duties as directed by the Superintendent.

Handgun Licensees

Only a District employee who maintains a current license to carry a handgun in accordance with state law shall be eligible for authorization to possess a firearm on District property under this policy and in accordance with the District's emergency operations plan.

SECURITY PERSONNEL
OTHER SECURITY ARRANGEMENTS

CKED
(LOCAL)

	<p>A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).</p>
Training	<p>The District shall provide to each District employee who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.</p>
Permitted Weapons and Ammunition	<p>Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.</p>
Implementation	<p>The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.</p>

With this policy, the Board adopts the model health and safety guidelines for the effective integration of digital devices in schools that have been developed by the Texas Education Agency and the Health and Human Services Commission.

The Superintendent shall develop regulations that implement these guidelines.

EMPLOYMENT PRACTICES
OTHER TYPES OF CONTRACTS

DCE
(LOCAL)

**Non-Chapter 21
Contracts**

The District shall employ on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code, the following positions: business manager.

**Termination During
Contract Term**

In accordance with DCE(LEGAL), an employee may request a hearing before the Board to appeal discharge during the contract period.

An employee whose contract is not reissued at the end of the contract period may appeal in accordance with DGBA(LOCAL).

Complaints

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

Other Complaint Processes

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

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

Notice to Employees

The District shall inform employees of this policy through appropriate District publications.

Guiding Principles

Informal Process

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

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

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

Direct Communication with Board Members	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
Formal Process	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>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.</p>
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
Whistleblower Complaints	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.</p> <p>[See DG]</p>
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.
General Provisions	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.
Days	“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

	<p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing.</p>
Audio Recording	<p>As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.</p>
Level One	<p>Complaint forms must be filed with the Superintendent or designee within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.</p> <p>The Superintendent or designee shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The Superintendent or designee may set reasonable time limits for the conference.</p> <p>Absent extenuating circumstances, the Superintendent or designee shall provide the employee a written response within ten days fol-</p>

lowing the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

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

If, however, the Superintendent heard the complaint at Level One, the employee shall bypass Level Two and proceed to Level Three.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Superintendent. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent may set reasonable time limits for the conference.

The Superintendent shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent believes will help resolve the complaint.

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

Level Three

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

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written response or, if no response was received, within ten days of the response deadline.

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

The Superintendent shall provide the Board the record of the Level One complaint and, if applicable, the Level Two appeal.

The records shall include:

1. The original complaint form, any attachments, and all other documents submitted by the employee.
2. The notice of appeal from Level One.
3. The written response issued at Level One and, if applicable, Level Two.
4. All other documents relied upon by the administration in reaching the Level One decision and, if applicable, the Level Two decision.

The appeal shall be limited to the issues and documents considered at the preceding level, except that if at the Level Three hearing the administration intends to rely on evidence not included in the record from the preceding level, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at the preceding level.

General Education

Consistent with the Texas Education Agency (TEA) *Student Attendance Accounting Handbook (SAAH)*, a student may be eligible for general education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. The weeks of confinement need not be consecutive. The parent's request for services shall be submitted to the principal in accordance with TEA's *SAAH* and administrative procedures.

The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing general education homebound instruction to the student. If the committee determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided and, if applicable, the length of the transition period to the school-based setting based on current information regarding the medical or psychological condition.

Special Education

Consistent with state rule and the *SAAH*, a student receiving special education services may be eligible for special education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. The weeks need not be consecutive.

If a student's admission, review, and dismissal committee determines that homebound instruction is appropriate, the committee shall determine the type and amount of instruction to be provided in accordance with law, and, if applicable, the length of the transition period to the school-based setting based on current information regarding the medical or psychological condition.

Documentation of Services

The District shall maintain full documentation about students receiving homebound services, in accordance with administrative procedures, the *SAAH*, and a student's individualized education program, as applicable.

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

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

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

Objectives

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

Selection

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

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

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

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

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

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

**Reconsideration of
Instructional
Materials**

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

Guiding Principles

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

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

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

Informal
Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the administrator may offer a concerned parent an alternative instructional ma-

material to be used by that parent's child in place of the challenged material.

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

Formal Request for
Reconsideration

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

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

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

*Frequency of
Review*

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

Appeal

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

Note: For information related to the selection of instructional materials, see EFA.

**Collection
Development Policy**

The purpose of this policy is to ensure that 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. This policy also provides standards for collection development and the selection and evaluation of library materials.

In this policy, “library materials” may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library.

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, and online catalogs.

In developing library collections, the District shall consider the age groups, grade levels, and access to library material by all students on a campus.

Responsibility

The District shall ensure librarians, professional library staff, and other designated professional staff trained on the proper collection development standards select and acquire library materials in accordance with state law and rules, this collection development policy, and administrative procedures.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law and the District’s collection development purpose and goals.

Collection
Development Goals

In addition to the requirements in state law and rules, the District’s library collections shall:

1. Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Selection and
Evaluation of
Materials

Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The Superintendent shall ensure that administrative procedures regarding the selection of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.
6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Access Plan

The District shall allow efficient parental access to the District's library and any available online catalogs.

Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental
Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

In accordance with state law and administrative procedures, parents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

*Access
Procedures*

School Library

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Online Catalog

A parent or guardian who wishes to access an online catalog shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

Protection from
Inappropriate
Material

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2); “obscene” material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Reconsideration of
Library Material

A District employee or a parent or guardian of a District student may request the reconsideration of a library material maintained in the District's library program.

*Guiding
Principles*

The following principles shall guide the review of a request to reconsider a library material:

1. An individual may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's or guardian's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a student if requested by the student's parent or guardian.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.

*Informal
Reconsideration*

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or administrator shall try to resolve the matter informally. The librarian or ad-

ministrator shall explain the selection process and discuss the intended purpose for the library material.

The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.

If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of this policy and a form to request a formal reconsideration of the library material.

*Formal Request
for
Reconsideration*

The District shall make a form to request reconsideration of library material available in the District's administrative office.

If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the request for reconsideration form.

After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

*Reconsideration
Committee*

For purposes of this policy, "days" shall mean District business days, unless otherwise noted.

The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.

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

Within 10 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.

All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written report of its findings.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.

Appeal

An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immediately preceding Board consideration of a complaint. [See DGBA and FNG]

Frequency of Review

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.

Maintenance of Library Materials

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See C]

Gifts and Donations

The District shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC]

Policy Review

This policy shall be reviewed at least every three years and revised as necessary.

Complaints

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

Other Complaint
Processes

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

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

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

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

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

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

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

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

Formal Process

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

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

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

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

General Provisions

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

	<p>appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.</p>
Days	<p>"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing.</p>
Level One	<p>Complaint forms must be filed with the Superintendent or designee within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.</p> <p>The Superintendent or designee shall investigate as necessary and schedule a conference with the student or parent within ten</p>

days after receipt of the written complaint. The Superintendent or designee may set reasonable time limits for the conference.

Absent extenuating circumstances, the Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent to appeal the Level One decision.

If, however, the Superintendent heard the complaint at Level One, the student or parent shall bypass Level Two and proceed to Level Three.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Superintendent. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent may set reasonable time limits for the conference.

The Superintendent shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent believes will help resolve the complaint.

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

Level Three

If the student or parent did not receive the relief requested at the preceding level or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written response or, if no response was received, within ten days of the response deadline.

The Superintendent shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent shall provide the Board the record of the Level One complaint and, if applicable, the Level Two appeal.

The records shall include:

1. The original complaint form, any attachments, and all other documents submitted by the student or parent.
2. The notice of appeal from Level One.
3. The written response issued at Level One and, if applicable, Level Two.
4. All other documents relied upon by the administration in reaching the Level One decision and, if applicable, the Level Two decision.

The appeal shall be limited to the issues and documents considered at the preceding level, except that if at the Level Three hearing the administration intends to rely on evidence not included in the record from the preceding level, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at the preceding level.

Complaints

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

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be filed in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with the CKE series.

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

Guiding Principles

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

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

Formal Process

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

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

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

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

General Provisions

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual’s absence.

Days	<p>“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.</p>
Level One	<p>Complaint forms must be filed with the Superintendent or designee within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.</p> <p>The Superintendent or designee shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The Superintendent or designee may set reasonable time limits for the conference.</p> <p>Absent extenuating circumstances, the Superintendent or designee shall provide the individual a written response within ten days fol-</p>

lowing the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent to appeal the Level One decision.

If, however, the Superintendent heard the complaint at Level One, the individual shall bypass Level Two and proceed to Level Three.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Superintendent. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching a decision.

The Superintendent shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent may set reasonable time limits for the conference.

The Superintendent shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent believes will help resolve the complaint.

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

Level Three

If the individual did not receive the relief requested at the preceding level or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written response or, if no response was received, within ten days of the response deadline.

The Superintendent shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent shall provide the Board the record of the Level One complaint and, if applicable, the Level Two appeal.

The records shall include:

1. The original complaint form, any attachments, and all other documents submitted by the individual.
2. The notice of appeal from Level One.
3. The written response issued at Level One and, if applicable, Level Two.
4. All other documents relied upon by the administration in reaching the Level One decision and, if applicable, the Level Two decision.

The appeal shall be limited to the issues and documents considered at the preceding level, except that if at the Level Three hearing the administration intends to rely on evidence not included in the record from the preceding level, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at the preceding level.



(LOCAL) Policy Comparisons

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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

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

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529	800.580.1488

**Public Information
Coordinator**

After Election or
Appointment

The Superintendent shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [See GBAA]

After a Violation

A Board member who receives written notice from the attorney general that the member must complete Public Information Act (PIA) training described by GBAA(LEGAL) following the District's failure to comply with a PIA requirement shall complete the training within the timelines described in law. The completion of the training in response to such a notice cannot be delegated.

**Reporting
Continuing
Education Credit**

The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

In addition to disclosures required by law, a Board member shall disclose to the Board any personal financial interest, business interest, or obligation or relationship that in any way creates a potential conflict of interest with a vote on a pending matter.

A Board member shall not use coercive means or promise special treatment in order to influence Board or District decisions, nor use the member's position to seek personal advantage. [See also BBF(LOCAL)]

**Annual Financial
Management Report**

Each Board member shall provide to the District in a timely manner information necessary for the District's annual financial management report. [See CFA]

**Emergency
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

Firearms

Purpose

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

Authorization

~~Pursuant to its authority under state law, the Board may authorize specific District employees to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law.~~

**Each specifically
authorized employee
shall be approved by
action of the Board.**

~~The Superintendent shall issue written authorization to each approved employee.~~

**Notice Regarding
Violent Activity**

~~Participation in this safety program shall be strictly voluntary and shall not be a requirement of any employee position.~~

Revocation

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

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

Handgun Licensees

~~Only a District employee who maintains a current license to carry a handgun in accordance with state law shall be eligible for authorization to possess a firearm on District property under this policy and in accordance with the District's emergency operations plan.~~

~~A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy~~

	shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).
Training	The District shall provide to each District employee who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.
Permitted Weapons and Ammunition	Only District approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations develop procedures.
Implementation	The Superintendent shall ensure to notify parents regarding violent activity that procedures to implement this security program are detailed in the District's emergency operations plan. has occurred or is being investigated at a campus or other District facility or at a District-sponsored activity.

**Employees
Authorized to
Possess Firearms
for Emergency
Response**

Purpose

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

Authorization

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

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

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

Revocation

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

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

Duties

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

In an emergency an authorized employee shall:

1. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District; and
2. Carry out all other lawful duties as directed by the Superintendent.

Handgun Licensees

Only a District employee who maintains a current license to carry a handgun in accordance with state law shall be eligible for authorization to possess a firearm on District property under this policy and in accordance with the District's emergency operations plan.

SECURITY PERSONNEL
OTHER SECURITY ARRANGEMENTS

CKED
(LOCAL)

	<p>A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).</p>
Training	<p>The District shall provide to each District employee who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.</p>
Permitted Weapons and Ammunition	<p>Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.</p>
Implementation	<p>The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.</p>

With this policy, the Board adopts the model health and safety guidelines for the effective integration of digital devices in schools that have been developed by the Texas Education Agency and the Health and Human Services Commission.

The Superintendent shall develop regulations that implement these guidelines.

EMPLOYMENT PRACTICES
OTHER TYPES OF CONTRACTS

DCE
(LOCAL)

**Non-Chapter 21
Contracts**

The District shall employ on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code, the following positions: business manager.

**Appeal of
Employment Actions
An Termination
During Contract
Term**

In accordance with DCE(LEGAL), an employee may request a hearing before the Board to appeal discharge during the contract period ~~in accordance with DCE(LEGAL).~~

An employee whose contract is not reissued at the end of the contract period may appeal in accordance with DGBA(LOCAL).

Complaints

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

Other Complaint
Processes

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

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

Notice to Employees

The District shall inform employees of this policy through appropriate District publications.

Guiding Principles

Informal Process

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

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

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

Direct Communication with Board Members	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
Formal Process	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>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.</p>
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
Whistleblower Complaints	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.</p> <p>[See DG]</p>
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.
General Provisions	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.
Days	“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

	<p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.</p>
Audio Recording	<p>As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.</p>
Level One	<p>Complaint forms must be filed with the Superintendent or designee within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.</p> <p>The Superintendent or designee shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The Superintendent or designee may set reasonable time limits for the conference.</p>

Absent extenuating circumstances, the Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

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

If, however, the Superintendent heard the complaint at Level One, the employee shall bypass Level Two and proceed to Level Three.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Superintendent. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent may set reasonable time limits for the conference.

The Superintendent shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent may consider the Level One record, information

provided at the Level Two conference, and any other relevant documents or information the Superintendent believes will help resolve the complaint.

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

Level Three

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

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written response or, if no response was received, within ten days of the response deadline.

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

The Superintendent shall provide the Board the record of the Level One complaint and, if applicable, the Level Two appeal.

The records shall include:

1. The original complaint form, any attachments, and all other documents submitted by the employee.
2. The notice of appeal from Level One.
3. The written response issued at Level One and, if applicable, Level Two.
4. All other documents relied upon by the administration in reaching the Level One decision and, if applicable, the Level Two decision.

The appeal shall be limited to the issues and documents considered at the preceding level, except that if at the Level Three hearing the administration intends to rely on evidence not included in the record from the preceding level, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

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

hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at the preceding level.

General Education

Consistent with ~~TEA's~~the Texas Education Agency (TEA) *Student Attendance Accounting Handbook (SAAH)*, a student may be eligible for general education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. The weeks of confinement need not be consecutive. The parent's request for services shall be submitted to the principal in accordance with TEA's *SAAH* and administrative procedures.

The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing general education homebound instruction to the student. If the committee determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

Special Education

Consistent with state rule and the *SAAH*, a student receiving special education services may be eligible for special education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. ~~If a student is chronically ill, the student's admission, review, and dismissal (ARD) committee shall determine whether the~~The weeks of confinement need ~~to not~~ be consecutive.

~~If the ARD~~If a student's admission, review, and dismissal committee determines that homebound instruction is appropriate, the committee shall determine the type and amount of instruction to be provided in accordance with law, and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

Documentation of Services

The District shall maintain full documentation about students receiving homebound services, in accordance with administrative procedures, the *SAAH*, and a student's individualized education program ~~(IEP)~~, as applicable.

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

~~The District shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Although professional staff members may select instructional resources for their use in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.~~

Objectives

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

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

- ~~1. Enrich and support the curriculum, taking into consideration students’ varied interests, abilities, learning styles, and maturity levels.~~
- ~~2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.~~
- ~~3. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.~~
- ~~4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.~~
- ~~5. Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.~~

Selection Criteria

~~In the selection of instructional resources, professional staff shall ensure that the resources:~~

- ~~1. Support and are consistent with the general educational goals of the state and District and the aims and objectives of individual schools and specific courses consistent with the District and campus improvement plans.~~

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- ~~2.—Meet high standards for artistic quality and/or literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.~~
- ~~3.—Are appropriate for the subject area and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.~~
- ~~4.—Are designed to help students gain an awareness of our pluralistic society.~~
- ~~5.—Are designed to provide information that will motivate students and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privileges as citizens participating in our society; and to make informed choices in their daily lives.~~
- ~~6.—For library selections, are integral to the instructional program, are appropriate for the reading levels and understanding of students, reflect the interests and needs of the students and faculty, are included because of their literary or artistic value and merit, and present information with the greatest degree of accuracy and clarity.~~

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

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

Controversial Issues

~~District professional staff shall endeavor to maintain a balanced collection representing various views when selecting instructional resources on controversial issues. Resources shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems. [See also EMB regarding instruction about controversial issues and EHAA regarding human sexuality instruction.]~~

Challenged Resources

~~A parent of a District student, any employee, or any District resident may formally challenge an instructional resource used in the District's educational program on the basis of appropriateness.~~

Informal Reconsideration

~~The school receiving a complaint about the appropriateness of an instructional resource shall try to resolve the matter informally using the following procedure:~~

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- ~~1.—The principal or designee shall explain the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned resource.~~
- ~~2.—The principal or designee shall explain the intended educational purpose of the resource and any additional information regarding its use.~~
- ~~3.—If appropriate, the principal or designee may offer a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource.~~
- ~~4.—If the complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the resource.~~

**Formal
Reconsideration**

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

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

~~All members of the committee shall review the challenged resource in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged resource conforms to the principles of selection set out in this policy. The committee shall prepare a written report of its findings and provide copies to the principal, the Superintendent or designee, and the complainant.~~

Appeal

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

Guiding Principles

~~The following principles shall guide the Board and staff in responding to challenges of instructional resources:~~

- ~~1.—A complainant may raise an objection to an instructional resource used in a school's educational program, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.~~

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- ~~2.— A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own child.~~
- ~~3.— Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.~~

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

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

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

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

Objectives

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

Selection

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

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

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

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

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

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

**Reconsideration of
Instructional
Materials**

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

Guiding Principles

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

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

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

Informal
Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the adminis-

trator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

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

Formal Request for
Reconsideration

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

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

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

*Frequency of
Review*

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

Appeal

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

Note: For information related to the selection of instructional materials, see EFA.

The purpose of this policy is to ensure that 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. This policy also provides standards for collection development and the selection and evaluation of library materials.

**Collection
Development Policy**

In this policy, “library materials” may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library.

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, and online catalogs.

In developing library collections, the District shall consider the age groups, grade levels, and access to library material by all students on a campus.

Responsibility

The District shall ensure librarians, professional library staff, and other designated professional staff trained on the proper collection development standards select and acquire library materials in accordance with state law and rules, this collection development policy, and administrative procedures.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law and the District’s collection development purpose and goals.

Collection
Development Goals

In addition to the requirements in state law and rules, the District’s library collections shall:

1. Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

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6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Selection and
Evaluation of
Materials

Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The Superintendent shall ensure that administrative procedures regarding the selection of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.
6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Access Plan

The District shall allow efficient parental access to the District's library and any available online catalogs.

Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental
Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

In accordance with state law and administrative procedures, parents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

*Access
Procedures*

School Library

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Online Catalog

A parent or guardian who wishes to access an online catalog shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

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LIBRARY MATERIALS

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Protection from
Inappropriate
Material

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2); “obscene” material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Reconsideration of
Library Material

A District employee or a parent or guardian of a District student may request the reconsideration of a library material maintained in the District's library program.

*Guiding
Principles*

The following principles shall guide the review of a request to reconsider a library material:

1. An individual may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's or guardian's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a student if requested by the student's parent or guardian.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.

*Informal
Reconsideration*

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or adminis-

trator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process and discuss the intended purpose for the library material.

The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.

If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of this policy and a form to request a formal reconsideration of the library material.

*Formal Request
for
Reconsideration*

The District shall make a form to request reconsideration of library material available in the District's administrative office.

If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the request for reconsideration form.

After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

*Reconsideration
Committee*

For purposes of this policy, "days" shall mean District business days, unless otherwise noted.

The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.

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

Within 10 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.

All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written report of its findings.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is “day zero.” The following business day is “day one.”

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee’s report.

Appeal

An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immediately preceding Board consideration of a complaint. [See DGBA and FNG]

Frequency of Review

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee’s final decision.

Maintenance of Library Materials

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections’ age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See C]

Gifts and Donations

The District shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC]

Policy Review

This policy shall be reviewed at least every three years and revised as necessary.

Complaints

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

Other Complaint Processes

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

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

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STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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

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

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

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

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

Formal Process

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

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

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

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

General Provisions

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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	<p>appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.</p>
Days	<p>"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing.</p>
Level One	<p>Complaint forms must be filed with the Superintendent or designee within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.</p> <p>The Superintendent or designee shall investigate as necessary and schedule a conference with the student or parent within ten</p>

days after receipt of the written complaint. The Superintendent or designee may set reasonable time limits for the conference.

Absent extenuating circumstances, the Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent to appeal the Level One decision.

If, however, the Superintendent heard the complaint at Level One, the student or parent shall bypass Level Two and proceed to Level Three.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Superintendent. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent may set reasonable time limits for the conference.

The Superintendent shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent believes will help resolve the complaint.

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

Level Three

If the student or parent did not receive the relief requested at the preceding level or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written response or, if no response was received, within ten days of the response deadline.

The Superintendent shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent shall provide the Board the record of the Level One complaint and, if applicable, the Level Two appeal.

The records shall include:

1. The original complaint form, any attachments, and all other documents submitted by the student or parent.
2. The notice of appeal from Level One.
3. The written response issued at Level One and, if applicable, Level Two.
4. All other documents relied upon by the administration in reaching the Level One decision and, if applicable, the Level Two decision.

The appeal shall be limited to the issues and documents considered at the preceding level, except that if at the Level Three hearing the administration intends to rely on evidence not included in the record from the preceding level, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at the preceding level.

Complaints

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

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be filed in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with [the CKE series](#).

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

Guiding Principles

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

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

Formal Process

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

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

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

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

General Provisions

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual’s absence.

Days	<p>“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.</p>
Level One	<p>Complaint forms must be filed with the Superintendent or designee within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.</p> <p>The Superintendent or designee shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The Superintendent or designee may set reasonable time limits for the conference.</p>

Absent extenuating circumstances, the Superintendent or designee shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent to appeal the Level One decision.

If, however, the Superintendent heard the complaint at Level One, the individual shall bypass Level Two and proceed to Level Three.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Superintendent. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching a decision.

The Superintendent shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent may set reasonable time limits for the conference.

The Superintendent shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent may consider the Level One record, information

provided at the Level Two conference, and any other relevant documents or information the Superintendent believes will help resolve the complaint.

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

Level Three

If the individual did not receive the relief requested at the preceding level or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written response or, if no response was received, within ten days of the response deadline.

The Superintendent shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent shall provide the Board the record of the Level One complaint and, if applicable, the Level Two appeal.

The records shall include:

1. The original complaint form, any attachments, and all other documents submitted by the individual.
2. The notice of appeal from Level One.
3. The written response issued at Level One and, if applicable, Level Two.
4. All other documents relied upon by the administration in reaching the Level One decision and, if applicable, the Level Two decision.

The appeal shall be limited to the issues and documents considered at the preceding level, except that if at the Level Three hearing the administration intends to rely on evidence not included in the record from the preceding level, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall

hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at the preceding level.

General Information

Copyright

The *Model Student Handbook (MSHB)* is copyrighted by TASB but may be reproduced by the district in the development of student handbooks at the campus or district level. Further use or copying without the written consent of TASB Policy Service is prohibited under penalty of law.

Disclaimer

The TASB *Model Student Handbook* is provided for educational purposes only to facilitate a general understanding of the law and other regulatory matters. This information is neither an exhaustive treatment on the subject nor intended to substitute for the advice of an attorney or other professional adviser. Consult with the district's attorney or professional adviser to apply these principles to specific fact situations. Significant changes to the recommended text may require review by an attorney.

Additional Resources

For questions about content changes, review the [annotated Model Student Handbook](#), which includes an Editorial Notes and Additional Resources column with explanations, references to law, and links to outside sources.

For information about customizing your handbook, refer to the *Model Student Handbook* Quick Start Guide, available in the Policy Online® [Governance and Management Library](#) or by using this link: [MSHB2024](#) and password: **models2024**. The guide also provides links to additional resources about formatting and accessibility.

If you have any questions about this document, please email [Policy Service](#) or call 800-580-7529.

DELETE THIS PAGE BEFORE PUBLISHING

MARATHON ISD 2024-2025 Student Handbook

Marathon ISD Student Handbook

2024-25 School Year

If you have difficulty accessing the information in this document because of disability, please contact the district at gidurant@marathonisd.net or (432) 386-4431 extension 102.

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MARATHON ISD 2024-2025 Student Handbook

Marathon ISD, Where every student matters!

Board of Trustees

Judy Briones: Board President

Hayes West: Board Vice President

Cheyenne Marta: Board Secretary

Marina Aguilar: Trustee

Andrew Lewis: Trustee

Craig Carter: Trustee

Steven Aguilar: Trustee

Ivonne Durant, Ed.D.: Superintendent, gidurant@marathonisd.net

Travis Jarrell: Part Time Assistant Principal, tjarrell@marathonisd.net

Amy Anthony : Counselor, aanthony@marathonisd.net

Coy Gonzalez: School Secretary and PEIMS Clerk, cgonzalez@marathonisd.net

VISION

Marathon ISD will educate all students to their highest levels of academic achievement and personal growth, preparing productive, responsible, innovation, and compassionate life-long learners.

MISSION

All teachers and staff will provide a safe and nurturing environment, empowering students to expand and reach their individual potential, while holding them accountable through diverse, rigorous learning experiences.

Elementary and Secondary Schools

First Period begins at 8:00 AM

Lunch is at 11:26

Last Period ends at 3:30 PM

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 Marathon 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 policy ***Code of Conduct, please let our superintendent know.*** To review the Code of Conduct, visit the district’s website at ***Marathonisd.net***. 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 ***Marathon ISD front office with Ms. Coy Gonzalez at cgonzalez@marathonisd.net***

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 front office with Ms. Coy Gonzalez, and an unofficial electronic copy is available at ***Marathonisd.net***.

MARATHON ISD 2024-2025 Student Handbook

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:

Mr. Travis Jarrell, Part Time Assistant Principal

tjarrell@marathonisd.net

(432)386-4431

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):

- 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:

Coy Gonzalez

Marathon School District Secretary

cgonzalez@marathonisd.net

432-386-4431

Section One: Parental Rights

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

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation

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

MARATHON ISD 2024-2025 Student Handbook

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. Our SHAC has not taken the curriculum to the board for approval. There are no human sexuality classes taught in our District.

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. Should our SHAC take the curriculum to the board, this consent will be sent to parents 14 days prior to any instructional program.

Opting Out of Human Sexuality Instruction

To remove your student from human sexuality instruction, please contact Mr. Jarrell.

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

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

Annual Notification

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

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in this instruction will be posted on the district’s website at the location indicated above.
- Remove 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 to Human Sexuality Instruction, Dating Violence and Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels)**]

Consent to Provide a Mental Health Care Service

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

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

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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:

Amy Anthony. Counselor

aanthony@marathonisd.net

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.

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

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

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

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

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

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

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

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

- School safety
- Classroom instruction or a cocurricular or extracurricular activity
- Media coverage of the school

MARATHON ISD 2024-2025 Student Handbook

- 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.

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. Using REMIND is highly recommended instead of your phone text messages.

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

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity. The employee is required to include the student's parent as a recipient on all text messages.

AND

The employee is required to include their immediate supervisor and the student's parent as recipients on all text messages.

A parent who does not want their child to receive one-to-one electronic communications from a district employee should contact the Superintendent, Dr. Durant.

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.

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However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal

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.

For all other purposes, the district has identified the following as directory information: ***[copy directory information listed for all other purposes in FL(LOCAL)]***. If a parent does not object to the use of the student's information for these purposes, the school **must** release this information when requested by an outside entity or individual.

Required Forms for Districts with One Directory Information List The district has identified the following as directory information: ***[copy items listed as directory information in FL(LOCAL)]***. If a parent objects to the release of the student's information included on the directory information response form, this objection also applies to the use of that information for school-sponsored purposes, such as:

- Honor roll
- Remind Congratulatory Messages
- Yearbook
- Recognition assembly and/or banquet s
- 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, Every Student Succeeds Act (ESSA) requires the district to comply with requests from military recruiters or institutions of higher education to provide the following information about students:

- Name
- Address
- Telephone listing

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

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

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

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

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

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

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

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

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

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

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

A parent may inspect:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Religious or Moral Beliefs

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

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

Tutoring or Test Preparation

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

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

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

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.

[For information about parental access to any online library catalog and 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.

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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 superintendent, Dr. Durant*.

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(LLEGAL) 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
- 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.

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

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

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

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

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

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

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

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

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

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

Legitimate educational interest may include:

- Working with the student

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- 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.

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The *School Secretary, Mrs. Coy Gonzalez* is the custodian of all records for currently enrolled students at the assigned school. The School Secretary is the custodian of all records for students who have withdrawn or graduated.

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

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

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

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

Mrs. Coy Gonzalez

cgonzalez@marathonisd.net

You may contact the custodian of records for students who have withdrawn or graduated at:

432-386-4431 extension 101

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 (LOCAL) and is available at the website at ***marathonisd.net***

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

Teacher and Staff Professional Qualifications

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

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

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

A Student with Exceptionalities or Special Circumstances

Children of Military Families

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

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

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

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

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

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

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

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If you have questions, please contact the district's foster care liaison: Dr. Durant at gidurant@marathonisd.net or 432-386-4431 extension 102.

[See Error! Reference source not found. 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.

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: Dr. Durant at gidurant@marathonisd.net

[See Error! Reference source not found. and **Course Credit (Secondary Grade Levels Only)**.]

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

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

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

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

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

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

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

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

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

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

Contact Person for Special Education Referrals

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

Mr. Jacob Garcia 432-386-4431

jgarcia@marathonisd.net

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: **Mr. Jacob Garcia 432-386-4431**

jgarcia@marathonisd.net

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: ***Superintendent, Dr. Durant at gidurant@marathonisd.net or call at 432-386-4431.***

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

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

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

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

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

Texas Driving with Disability Program

In accordance with state law, the district will provide notification of the Texas Driving with Disability Program to students who have a health condition or disability that may impede effective communication with a peace officer and receive special education or are covered by Section 504 of the Rehabilitation Act of 1973. This notification will be provided annually to an eligible student aged 16 years or older until the student's graduation or 21st birthday and to the student's parents.

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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 **Dr. Durant**.

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education as well as to the other students in the class. The student and parent should avoid unnecessary absences. Remember, if your student in high school participates in sports, they are already absent from their classes more than the recommended amount of time.

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

Compulsory Attendance

Prekindergarten and] Kindergarten

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

Ages 6-18

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

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

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

Age 19 and Older

A student who voluntarily attends or enrolls after their 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's

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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
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student’s attendance infeasible, with certification by a physician
- For students in the conservatorship of the state:
 - An activity required under a court-ordered service plan
 - Any other court-ordered activity, provided it is not practicable to schedule the student’s participation in the activity outside of school hours

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

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

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- 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 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

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- 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: Dr. Durant at gidurant@marathonisd.net

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)

Marathon ISD is operating under the District of Innovation and will treat each student as a separate case. Dr. Durant will call parents and ask for a conference if the student has begun to show signs of truancy. If the student continues to be absent, the attendance committee will make the determination if the student will receive credit for the class or if the student is allowed to be placed in the next grade level.

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 **10:30 AM**

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

Documentation after an Absence (All Grade Levels)

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

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

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

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

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

Within **3** days of returning to school, a student who is absent for more than **3** consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

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

Certification of Absence Due to Severe Illness or Treatment

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

Driver License Attendance Verification (Secondary Grade Levels Only)

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

More information is available on the [Texas Department of Public Safety website](https://www.dps.texas.gov/section/driver-liceis-nse/how-apply-texas-driver-license-teen) (<https://www.dps.texas.gov/section/driver-liceis-nse/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)

Marathon ISD is 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 **Marathonisd.net**. Hard copies of any reports are available upon request to the district's administration office.

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

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

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

The test shall be offered on **October 16, 2024 in the high school library**.

Contact Mrs. Amy Anthony at aanthoy@marathonisd.net

Awards and Honors (All Grade Levels)

End of the Year Assembly for Elementary and Banquet for Secondary will be held in May of each year. Secondary will combine Athletics and Academics as well as the induction to the National Honor Society will take place at the same time.

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:

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- 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.

Elementary campus:

Students in elementary grades will participate in:

- Instruction designed so that students can recognize bullying behaviors and how to report them

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- 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

Secondary campus

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 please contact Mr. Jarrell.

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 *utilizing the STOP IT! App*.

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.

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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.

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).

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: *[list applicable CTE programs below]*

- Welding _____.
- Business _____.

Admission to these programs is based on *desire to participate in hands-on programs*.

District policy prohibits discrimination because 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.

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

[See **Food Allergies (All Grade Levels)**]

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

The district has established a plan for addressing child abuse, neglect, trafficking, and other maltreatment of children. The plan is available with the superintendent, Dr. Durant.

Abuse includes physical abuse, including sexual abuse, and psychological 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

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- 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. [**Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels) and Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking.**]

Emotional Abuse

Possible warning signs of emotional abuse include:

- Over-compliance or low self-esteem caused by scapegoating or verbal abuse by caregivers
- Severe depression, anxiety, or aggression
- Lag in physical, emotional, and intellectual development
- Indicators of a caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems
- Significant changes to behavior, such as withdrawal or over-aggression
- Significant changes to weight, such as substantial weight gain or weight loss

Neglect

Possible warning signs of neglect include:

- Obvious malnourishment
- Consistent lack of personal hygiene that poses a health risk
- Stealing or begging for food
- Child unattended for long periods of time
- Unaddressed need for dental care or other medical attention

Description and Warning Signs of Trafficking

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

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

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology)

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- 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. DFPS also manages early intervention counseling programs.

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

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

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

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

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

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

TO BE DETERMINED ON JUNE 26, 2024

[Insert your local provisions from EIC(LOCAL) to document the following class rank practices:]

- Courses that are included in class rank calculations
- Any course exclusions
- Whether courses taken in middle/junior high school are included in the calculation
- Whether grades earned by alternative means (summer school, distance learning, credit by examination, dual credit off campus vs. on campus, and the like) are counted
- The weighted grade system used in the district to calculate class rank [for example, weighted numerical average or weighted grade point average (GPA)]
- Whether and when transferred grades will be weighted
- When class rank will be calculated for purposes of determining local honors
- Criteria a student must meet to be declared valedictorian, salutatorian, and any other local honor designations, including how the district will resolve ties in these positions
- Whether the district will award the honor graduate certificate provided by the state to the district-declared valedictorian or the true highest-ranking graduate
- If appropriate for your handbook, the list of courses that meet each category within your weighted grade system
- Any other information related to class rank appropriate for this document

[See policy EIC for more information.]

Class Schedules (Secondary Grade Levels Only)

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

[See **Schedule Changes (Middle/Junior High and High School Grade Levels)**] for information related to student requests to revise their course schedule.]

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

For two school years following graduation, a district student who graduates as valedictorian or in the top 10 percent of their class is eligible for automatic admission into four-year public universities and colleges in Texas if the student meets one of the following requirements:

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

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

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

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2024 term through the spring 2026 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice 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.

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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:

- Enrollment in courses taught on line or in person at Odessa College and/or Sul Ross State University.
- Enrollment in these programs is based on student's passing grades. Please see Mrs. Anthony at aanthony@marathonisd.net

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 Mrs. Anthony (aanthy@marathonisd.net) 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 *calling or emailing Mrs. Coy Gonzalez at cgonzalez@marathonisd.net or call her at 432-386-4431.*

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.

Message through **REMIND** will be sent out with information about contact with parents during an emergency. Please make sure Coy has your information and you are receiving **REMIND** messages from the school.

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. Mr

If you do not wish to receive such communications, please contact your child's principal, **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 Complaints/Grievances policy at FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at marathonisd.net The complaint forms can be accessed at the superintendent's office.

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

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

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

Conduct (All Grade Levels)

Applicability of School Rules

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

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately 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 ***marathonisd.net*** and the coordinator for this campus is listed below:

Mr. Jarrell

tjarrell@marathonisd.net

432-386-3262

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:

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- 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 Mr Jarrell at tjarrell@marathonisd.net

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

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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 email Mrs. Anthony at aanthony@marathonisd.net . As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

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

[See **Mental Health Support (All Grade Levels)**, **Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels)**, and **Dating Violence**.]

Course Credit (Secondary Grade Levels Only)

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

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

days before the scheduled testing date. [See policy EHDC for more information.]

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 marathonisd.net. See the FFH series of policies for more information.]

Dating Violence

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

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a student's

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ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

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

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

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

For more information on dating violence, see:

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

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

Discrimination

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

Harassment

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

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

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

Sexual Harassment and Gender-Based Harassment

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

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

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

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

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

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

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

Pregnancy or Related Conditions

The district does not discriminate on the basis of pregnancy or a related condition.

Please contact Dr. Durant at gidurnat@marathonisd.et f or pregnancy-related accommodations.

Retaliation

Retaliation against a person who makes a report participates in an investigation of discrimination, harassment, or dating violence is prohibited.

Reporting Procedures

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

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

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

Investigation of Report

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

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

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

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

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

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

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

Discrimination

[See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**]

Distance Learning (All Grade Levels)

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

If a student wishes to enroll in an Edgenuity Course, please contact Mrs. Anthony at aanthony@marathonisd.net.

Dual Credit/Edgenuity/ Face to Face Courses (Secondary Grade Levels)

Enrollment in Edgenuity, Dual Credit and Face to Face dual credit courses are subject to the “no pass, no play” rules. [See **Extracurricular Activities, Clubs, and Organizations (All Grade Levels)**] In addition, a student who enrolls in any of these courses for which an end-of-course (EOC) assessment is required must still take the corresponding EOC assessment.

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 superintendent

Non-school Materials

From Student

Students must obtain prior approval from the **Principal** before selling, posting, circulating, or distributing more than two 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 non-school material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The *Corral* is the designated location for approved non-school 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 non-school 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.

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[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 non-school 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 for prior review. The principal 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 as the location for approved non-school 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 noncurricular-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 non-school 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:

- ***Boys will be clean shaven***
- ***Girls will wear dresses that clear the "finger tip" rule***
- ***Facial piercing for either boys or girls will be limited to two.***

If the principal/superintendent 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

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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 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 **Dr. Bret Green**, our math and technology coordinator at bgreen@marathonisd.net

[See **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels).**]

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

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

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graphing calculator applications on computing devices or translating capabilities in Spanish Class..]

A student must have approval to possess other personal telecommunications devices on campus such as laptops, tablets, or other portable computers that are not issued by the school district.

Without such permission, teachers will collect the items. Following are the consequences:

1. First time the phone is taken away, the phone sits on the teacher's desk and is returned to the student at 11:26 or 3:30 depending on when it was confiscated.
2. Second time the phone is taken away; the phone is turned into Coy's office and is returned to the student at the end of the day.
3. Third time the phone is taken away, the phone goes to Coy and the parent has to come and retrieve the phone at the end of the day.

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

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. Please see the consequences above.

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

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

Instructional Use of Personal Telecommunications and Other Electronic Devices

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

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

Acceptable Use of District Technology Resources

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

Unacceptable and Inappropriate Use of Technology Resources

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

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

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

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

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

End-of-Course (EOC) Assessments

[See **Graduation (Secondary Grade Levels Only)** and **Standardized Testing**.]

Emergent Bilingual Students (All Grade Levels)

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

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing**, may be

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administered to an emergent bilingual student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to emergent bilingual students who qualify for services.

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

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

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

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See Error! Reference source not found..]

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 \(https://www.uilTEXAS.org/athletics/manuals\)](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 \(https://www.uilTEXAS.org/\)](https://www.uilTEXAS.org/) for additional information on all UIL-governed activities.]

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.**

Additionally, If a student receives a grade below 70 at the end of a grading period in a dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student will not be eligible for participation in all extracurricular activities as per local rule. (School Districts may voluntarily impose stricter standards than those cited in the UIL official document).

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.

Standards of Behavior

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

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include:

Student Council

National Honor Society

Athletic Teams

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:

- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation gowns and graduation announcements, and the like.
- Voluntarily purchased student health and accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, or damaged lap top computer and/or computer bag
- Fees for lost, damaged, or overdue library books.

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 **Superintendent**[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.] All fundraising activities require the superintendent’s approval.

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

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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

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- 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.

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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

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Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
Social Studies	3	3
Physical Education	1	1
Languages other than English	2	2
Fine Arts	1	1
<i>[insert locally required courses]</i>	<i>[insert number]</i>	<i>[insert number]</i>
<i>[insert locally required courses]</i>	<i>[insert number]</i>	<i>[insert number]</i>
Electives <i>[align with district practice]</i>	5	7
Total <i>[align with district practice]</i>	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.

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- In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

Available Endorsements

A student must specify which endorsement to pursue upon entering grade 9.

Financial Aid Application Requirement

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

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

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

Please contact the school counselor for more information.

To confirm that a student has completed and submitted a FAFSA or TASFA, the student must submit one of the following:

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

Personal Graduation Plans

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

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

The school will review personal graduation plan options with each student entering grade 9 and the student's parent. Before the end of grade 9, a student and their parent will be required to

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sign off on a personal graduation plan that promotes college and workforce readiness, promotes career placement and advancement, and facilitates the transition from secondary to postsecondary education.

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

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

[Choose this option if the district will require parental permission prior to a student amending their personal graduation plan:] 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 an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine

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whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

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

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

Graduation Activities

Graduation activities will include:

- ***Blessing of the Graduates by both local churches (optional)***
- ***Commencement Ceremony***

The following category of students will be honored at graduation

- Valedictorian
- Salutatorian

Graduation Speakers

The Valedictorian and the Salutatorian will be given the opportunity to speak at the graduation ceremony.

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

Graduation Expenses

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

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.

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

Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**.]

Hazing (All Grade Levels)

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

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

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

[See **Bullying (All Grade Levels)** and policies FFI and FNCC for more information.]

Health — Physical and Mental

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.

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

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

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

Immunization (All Grade Levels)

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

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

Texas Department of State Health Services

Immunization Section, Mail Code 1946

P.O. Box 149347

Austin, Texas 78714-9347

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

The immunizations required are:

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's

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opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

For information on immunization against bacterial meningitis and college enrollment and attendance, see **Bacterial Meningitis (All Grade Levels)**.

[See the DSHS's [School and Childcare Vaccine Requirements \(https://www.dshs.texas.gov/immunizations/school\)](https://www.dshs.texas.gov/immunizations/school) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

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

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

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

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

More information on head lice is available on the DSHS website [Managing Head Lice in School Settings and at Home \(https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school\)](https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school) and the Centers for Disease Control and Prevention's website [About Head Lice \(https://www.cdc.gov/lice/about/head-lice.html\)](https://www.cdc.gov/lice/about/head-lice.html).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

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

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

In accordance with policy FFAC, authorized employees may administer:

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- Prescription medication in the original, properly labeled container, provided by the parent along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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

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

Asthma and Severe Allergic Reactions

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

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

[See also **Food Allergies (All Grade Levels).**]

Unassigned Epinephrine Auto-injectors

[Include this section only if FFAC(LOCAL) specifically authorizes administration of unassigned epinephrine auto-injectors.] In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized ***[align with policy at FFAC: school personnel and/or school volunteers]*** who have been adequately trained to administer an unassigned epinephrine auto-injector to a person who is reasonably believed to be experiencing a severe allergic reaction (anaphylaxis).

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

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

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

The district will ensure that at each campus a sufficient number of **[align with policy at FFAC: school personnel and/or school volunteers]** are trained to administer epinephrine so that at least one trained individual is present on campus during regular on-campus school hours and when school personnel are physically on site for school-sponsored activities.

Unassigned Opioid Antagonists

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained **[align with policy at FFAC: school personnel and/or school volunteers]** 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.

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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

For related information, see:

- **Consent to Conduct a Psychological Evaluation and Consent to Provide a Mental Health Care Service** for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information
- **Counseling** for the district's comprehensive school counseling program
- **Physical and Mental Health Resources (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 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 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:

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- A district athletics program

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to the required physical examination.

See the UIL's explanation of [sudden cardiac arrest](https://www.uiltexas.org/health/info/sudden-cardiac-death) (<https://www.uiltexas.org/health/info/sudden-cardiac-death>) for more information.

Spinal Screening Program

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

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

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

Other Examinations and Screenings (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see <https://www.cdc.gov/meningitis/about/bacterial-meningitis.html>

For important 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

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the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) Guidelines for the Care of Students with Food Allergies at Risk for Anaphylaxis found on the DSHS [Allergies and Anaphylaxis](https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis) website (<https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis>).

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

[See **Celebrations (All Grade Levels)** and policy FFAF for more information.]

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder. A parent who submits a plan must use the [Seizure Management and Treatment Plan Form](https://tea.texas.gov/academics/tea-seizure-management-form.pdf) (<https://tea.texas.gov/academics/tea-seizure-management-form.pdf>) developed by the Texas Education Agency.

[See **A Student with Physical or Mental Impairments Protected under Section 504** and contact the school nurse for more information.]

Tobacco, E-Cigarettes, and Nicotine Products Prohibited (All Grade Levels)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity. With limited exceptions for medication, [see **Medicine at School (All Grade Levels)**] students are also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

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 marathonisd.net

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: the FFH series of policies
- Freedom from Bullying: FFI

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held **three** meetings: December 15, 2023, January 19, 2024 and April 25, 2024. Additional information about the district's SHAC is available from Mr. Travis Jarrell.

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 Marathonisd.net in the *Required Postings Section*.

[See **Consent to Human Sexuality Instruction, Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**, and policies BDF and EHAA. For more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. For questions about the content or implementation of the district's wellness policy and plan, please contact the superintendent at gidurant@marathonisd.net

Homework (All Grade Levels)

Every teacher has their own practice in the implementation of homework for their grade level/class. A more uniform practice will be developed during the 2024-2025 school year.

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.

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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.

For students in elementary and middle school, a parent or authorized adult must come to the office 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.

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. 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 district personnel determines that the student should go home, the teacher/school secretary will call the parent to pick up the student.

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

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permitted by their parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

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

During Lunch

Students in grades PreK through five may leave for lunch if they are picked up by their parent or guardian with parental permission. Students in grades six through 12 may leave campus for lunch. If the student is chronically late (more than 3 times per semester) or is missing major parts of their assignments, they will be required to serve "Lunch Detention." In those cases, parents/guardians will be notified they must bring their student a lunch.

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 superintendent. Students who are part of the work-study program must sign out and in the front office every time they attend their work. Please check with Mr. Novosad to insure that you are qualified to continue in the work study program this year and to provide him with the necessary signed forms.

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 Corral for secondary students and the Cafeteria for the Elementary Students. 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

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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.

A cautionary note about Attendance: Research indicates that chronic absences in the early grades Prek-1st greatly impact the student's ability to read and write on grade level. That will stay with them the rest of their schooling unless vigorously interrupted. Chronic absences in high school impact their enrollment, persistence and completion of college. High achievement, especially in Mathematics is very sensitive and is most affected by high absences in high school. (Regional Educational Laboratory (REL) under contract by the U.S. Department of Education, Institute of Educational Sciences (IES) published 05-01-2018).

DAEP Makeup Work

Elementary and Middle/Junior High School Grade Levels

Work will be assigned and completed while in any type of punishment that takes them out of their regular school setting.

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 such as Edgenuity or dual credit on line. 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

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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 based on sex and prohibits sex discrimination in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the U.S. Department of Education's Office for Civil Rights, or both.

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

The district's nondiscrimination policy and grievance procedures are in the FFH series of policies in the district's policy manual, available at [I](#)

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

Dr. Durant, gidurant@marahonisd.net 432-386-4431 extension 102

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described in the FFH series of policies.

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator:
- For all other concerns regarding discrimination, see:

Dr. Durant, gidurant@marahonisd.net 432-386-4431 extension 102

[See policies at FB, the FFH series, and GKD for more information.]

Nontraditional Academic Programs (Secondary)

High School Seniors are allowed to complete a Work-Study Program as approved by the instructor and the Superintendent. Classwork via Edgenuity and actual work experience will be considered for the completion of the course. To remain in Work Study Program, the student must have regular attendance at school, regular attendance at work, and a highly positive report from the employer.

Parent and Family Engagement (All Grade Levels)

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling**.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at 432-386-4431 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 **PTO**.
- 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: **Dr. Durant** at gidurant@marthoisd.net or call at **432-386-4431 extension 102**.
- 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.]

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- 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 *third Wednesday of every month (except during holidays)*. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at *the high school library* and online at *marathonisd.net* [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 in the Student Parking Lot. Please verify with Mrs. Coy ;at the front office if you have recently started driving.

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags.**]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

Prayer (All Grade Levels)

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt school activities. The school will not encourage, require, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the district will consider the following:

- Teacher recommendation
- Grades
- Scores on criterion-referenced or state-mandated assessments
- Any other necessary academic information as determined by the district

Elementary and Middle/Junior High Grade Levels

In grades *[insert grade range]*, promotion is based on *[refer to your EIE(LOCAL) and include promotion standards for the respective grade levels here]*.

In grades *[insert grade range]*, promotion is based on *[refer to your EIE(LOCAL) and include promotion standards for the respective grade levels here]*.

Repeating : Prekindergarten Or Kindergarten through 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 *six* weeks.

At the end of the first three weeks of a grading period, parents will receive a progress report if their child's performance in any course/subject area *OR* in English language arts, mathematics, science, or social studies is near or below 70 or is below the expected level of performance. If a

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student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See **Working Together** for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See **Grading Guidelines (All Grade Levels)** and policy EIA(LOCAL) for more information.]

Questions about grade calculation **should first be discussed with the teacher**. If the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within **[insert number]** 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.

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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.

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

Failure to Perform Satisfactorily on a STAAR or EOC Assessment

If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the next school year through one of the following:

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

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

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

Personal Graduation Plan — Junior High School Students

For a junior high-school student who does not perform satisfactorily on a state-mandated examination, a school official will prepare a personal graduation plan (PGP).

School officials will also develop a PGP for a junior high-school student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment.

The plan will, among other items:

- Identify the student's educational goals
- Address the parent's educational expectations for the student
- Outline an intensive instruction program for the student

See the *Superintendent and/or the counselor* 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.]

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.

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- 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 *reporting it through STOP IT!*
- 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 grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR or AED certification.

The district will annually offer students in grades 7-12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Stop the Bleed Texas \(https://stopthebleedtexas.org/\)](https://stopthebleedtexas.org/).

Emergency Medical Treatment and Information

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

The district may consent to medical treatment, including dental treatment, if necessary, for a student if all of the following requirements are met:

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- 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: ***Districtwide System of REMIND and on the District Website.***

[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)

The parents will contact Mrs. Amy Anthony, Counselor at aanthony@marathonisd.net or call her at 936-522-7740

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:

Brad Wilson, Facilities Supervisor 432-386-4431 bwilson@marathonisd.net

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Food and Nutrition Services (All Grade Levels)

The district participates in the School Breakfast Program. It offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

[See policy CO for more information.]

Students PreK through 12 are welcomed to bring their lunch. Both elementary and secondary school students are monitored and supported while at school. The elementary at the elementary school cafeteria and the secondary school

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

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

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

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

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

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

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3. email:

Program.Intake@usda.gov

“This institution is an equal opportunity provider.”

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

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

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:

Brad Wilson bwilson@marathonisd.net 432-386-4431

Library (All Grade Levels)

The library is open for independent student as prescribed by the teacher. Please communicate with your teacher for times and days to check our books.

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 Dr. Durant gidurant@marathonisd.net or 432-386-4431 regarding reading library materials self-selected by their student.

A parent who wants to access to the school’s library or any available online catalog should submit a request to the principal.

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The district welcomes student and parent feedback on library materials and services. Parents and or district employees may contact *Dr. Durant* at gidurant@marthonisd.net or 432-386-4431.

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.

Meetings of Noncurricular-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led noncurricular-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).

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.

Students who have been referred to the principal or superintendent for disciplinary reasons more than twice in a semester will not be permitted to attend field trips. This will be discussed with the students at the point of visiting with them the first time.

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

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on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicion less security procedures, including the use of metal detectors.

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

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

District Property (All Grade Levels)

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

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

Telecommunications and Other Electronic Devices (All Grade Levels)

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

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: Dr. Durant at gidurant@marathonisd.net

Or 432-386-4431 extension 102.

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

Standardized Testing

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

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

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

TSI 2 (Texas Success Initiative) Assessment

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

Student Speakers (All Grade Levels)

The district provides students the opportunity to introduce the following school events:

- November Community Dinner
- Graduation for K,8, 12th grade students

. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit their name in accordance with policy FNA(LOCAL).

[See **Graduation (Secondary Grade Levels Only)** for information related to student speakers at graduation ceremonies and policy FNA(LOCAL)

Tardies (All Grade Levels)

A student who is more than **[insert number]** minutes tardy to class may be assigned to detention hall or given another appropriate consequence.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

[For information on library books and other resources students may access voluntarily, see **Library (All Grade Levels).**]

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

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the parent or another adult designated by the parent. [See **School-Sponsored Field Trips (All Grade Levels)**.]

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. Junior high and high school students found writing on tables or carving into the library tables will be fully disciplined.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information contact Mr. Jarrell that the district has designated to coordinate the implementation of and compliance with this law.

[See policy EHBAF(LOCAL) for more information.]

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

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must:

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

If requested by a district employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student

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identification issued by the district. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on district property may be ejected from district property.

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

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

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

Unauthorized Persons

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

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

On *Marathon ISD's Career Day*, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Volunteers (All Grade Levels)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact: Mrs. Coy Gonzalez (cgonzalez@marathonisd.net) or call at 432-386-4432 extension (102.

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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, if there are any.

Voter Registration (Secondary Grade Levels Only)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared. Contact Mrs. Coy Gonzalez as soon as possible at cgonzalez@marathonisd.net or call her at 432-386-4431 extension 101s. .

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.

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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.

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

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

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

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

TAC stands for the Texas Administrative Code.

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

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

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

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

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. TASB Policy Service included recommended revisions to FFI(LOCAL) in Update 121 in June 2023. TASB recommends that districts adopt revisions to this policy prior to the beginning of the 2023-24 school year.

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 <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=228&code=FFI#localTabContent> . Below is the text of *Marathon ISD’s* policy FFI(LOCAL) as of the date this handbook was finalized for this school year: June 21, 2024.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on June 21, 2023

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

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

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

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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.

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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.

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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.

MARATHON ISD
FFI(LOCAL)-A1
UPDATE 121
DATE ISSUED: 5/13/2023

Marathon ISD Board Meeting Dates for 2024-2025
Marathon ISD High School Library
109 N. 5th Street Marathon, TX 79842
6:00 PM

August 28, 2024

September 18, 2024

October 16, 2024

November 13, 2024

December 18, 2024

January 29, 2025

February 26, 2025

March 26, 2025

April 23, 2025

May 21, 2025

June 18, 2025

July 23, 2025